

**HUMAN RESOURCE DEPARTMENT OF  
RASHTRIYA ROJGAR SWARAJ ABHIYAN**

**REG. UNDER MSME GOVERNEMENT OF INDIA**

**Advt. No.- RRSA/BIH/-01/05-20 Dated : 29.05.2020**

**NOTICE**

In accordance with the letter no. 01/05-20 dated 29.05.2020 on the Department of Human Resource Rashtriya Rojgar Swaraj Abhiyan, Online application are invited for the contractual appointment on the vacant Post of Executive & Executive Manager under RRSA. Interested candidate can apply online application through, website- <http://www.digitalbihar.org.in/>

**1. Details of Post, Total vacancies, Consolidated Monthly Pay, Minimum Educational Qualification and Eligibility:**

S.No	Name of the Post	Approx Total Vacancies	Educational Qualification	Consolidated Monthly Pay (In Rs.)
1.	Executive Manager	38	Graduate/MBA / Diploma in Management/ Planning and development from recognized Institution /University.	Rs. 17000.00/- (Seventeen Thousand only)
2.	Executive	534	10/12 <sup>th</sup> from recognized Board	Rs. 12500.00/- (Twelve Thousand Five Hundred only)

**2. Category wise distribution of Vacancies (including backlog vacancy) :**

UR	-	345
UR (F)	-	20
ST	-	19
ST (F)	-	14
SC	-	29
SC (F)	-	20
EBC	-	16
EBC (F)	-	26
BC	-	10
BC (F)	-	10
RCG	-	26
EWS	-	18
EWS (F)	-	19

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**TOTAL - 572**  
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**Note : The above category wise seat distribution ;**

- a) Number of category wise vacancies may change and will be informed accordingly.

**3. Age limit :**

As on 1st January of 2020, the Minimum age limit will be 18 years. and Maximum age limit as under:

i. Unreserved (Male)	:	37 yrs.
ii. Backward Class/ Extremely Back word Class (Male/ Female)	:	40 yrs.
iii. Unreserved (Female)	:	40 yrs.
iv. Schedule Caste & Schedule Tribes (Male/ Female)	:	42 yrs.

**Note : As per guidelines of General Administrative Dep't., Govt. of Bihar, Age relaxation for DQ candidates will be 10 years and Ex-Serviceman candidates will be given a concession equivalent to the sum of length of service period spent in the defense service provided that their actual age does not exceed 57 years on the date of application.**

**4. Nationality :**

The candidate must be a citizen of India.

**5. PROCUREMENT OF APPLICATION FORM & Interview & Training FEE :** For filling up online application form, first of all candidates should visit the link "<http://www.digitalbihar.org.in/>". After that click on "Apply Online" link and follow the instructions appearing on the computer screen.

**I. Step-One - (Registration) :** For filling up online application form first of all candidate click on the link "Click here for Registration"

Appearing on the computer screen and fill the correct information as per requirement and complete the registration process. The candidate while registering must see that he / she is giving his / her own email id and mobile no. because all information's concerning registration will be sent on the same email id and mobile no. After successful registration provisional Registration Number and password will be send to email id and mobile no. The candidate must keep the provisional Registration Number and password entered in Application Form confidential, otherwise RRSa will not be responsible for any complication.

**II. Step-two - (Basic Details & Educational Detail) :** After successful registration, candidate should enter their provisional Registration Number and Password and click on submit button for login to their account and thereafter complete the required entries regarding Basic Details and after entering basic details the candidate should complete the required entries regarding Educational Information as appeared on computer screen. Then click on "Save & Next" button.

**III. Step-three - (Upload Photo, Signature & Document) :** After entering the Basic and Educational detail, the candidate should upload his / her passport size recent front view colored photograph of high contrast and full signature (Not in capital letter) only in .jpg format and other documents in .jpg / .pdf format after duly scanning the same as asked on computer screen. After uploading photo, signature & required document click on "Save & Next" button.

**IV. Step - fourth (Preview your Application) :** After uploading the photo, signature and required documents, the candidate must verify all the information given by him/her in step-Two, step-Three. If any information is found wrong, then the candidate should click "Back" button and make required corrections. Thereafter the candidate should click "Save & Next" button so that entered information should be updated. If preview of application form is found to be correct, then the candidate should give his / her Declaration and click the "Final Submit" button.

**V. Step - five (Payment of Interview & Training Fee) :** After preview of the Application Form and "Final submit", the candidate should click on "Proceed to Payment" button appeared on the computer screen regarding payment of examination Fee. The paid Interview & Training Fee will not to be refunded. There are following modes for payment of Interview & Training fee:

**a. Interview & Training Fee :** Interview & Training fee to be paid through above modes is Rs. 350/- (Three Hundred Fifty only) for all categories i.e. (UR / SC / ST / EBC / BC / DQ) candidates.

**b. Payment by Bank Challan :** If the candidate wants to Pay Interview & Training Fee through Bank Challan, he / she should select offline / NEFT Challan option from Payment mode appearing on computer screen and download the Challan and get the print and pay the examination fee by visiting any Bank upto scheduled last date as printed on the challan. If any candidate is unable to pay the Interview & Training fee through challan on the last date as mentioned on the challan, then he/her should again login to their account and re-download the challan and can complete the payment process through challan made in cash/NEFT. If not done so, the payment procedure through challan will be considered as failure transaction. This procedure for updating will take atleast one hour. If the payment is not updated, then the candidate should wait for atleast 24 hours. If even then the payment is not get updated then the candidate should drop a mail to email id helpdesk: "[digitalbihar220@gmail.com](mailto:digitalbihar220@gmail.com)" before the scheduled date. The candidate has to pay processing charge additional to Interview & Training Fee for payment through Challan mode.

c. **Online Payment** : If the candidate wants to pay Interview & Training Fee through Online mode, he / she should select online option from payment mode appearing on the computer screen through **BHIM/UPI BY Scanning the QR Code**. The candidate has to need not pay processing charge additional to Interview & Training Fee for payment through online mode.

**VI. Step - Six (Download/ Print Application form & Transaction Slip)** : After payment of Interview & Training Fee upto scheduled date and time, the candidate must download and get the print and transaction slip of online submitted Application Form and keep the same safely in their possession because it contains all the information provided by the candidate. It may be asked by the candidate to produce the print out of online submitted Application Form during at the time of document verification by the concern Dept./RRSA, Patna.

**Note** : a. After Filling up successfully online application a confirmation email will be send to the candidate on his/ her email-Id.

b. The candidate must note that after submission of online application form, neither it can be withdrawn nor any request for refunding paid Examination fee will be entertained.

c. Board will not be responsible for any interruption in Internet / Postal / Banking system. Therefore the candidates must not wait for last dates and complete all procedure before due date.

**VII.** Incomplete or tampered online application form will not be accepted.

**VIII.** On the basis of Information given in online application form the same will be matched with the uploaded documents by candidate and will be verified from their original documents at the time of document verification. If any information found to be false/ incorrect then his/ her candidature is liable to be rejected.

**IX. Important Dates :**

(i) Start date of Online Registration / Application form/ Submission of Interview & Training Fee ..... : 29.05.2020

(ii) Last date of Online Registration for filling up on application form ..... : 10.06.2020 (11.59 P.M.)

(iii) Down loading of Challan ..... : 08.06.2020 (upto working hours of the bank)

(iv) Last date of payment through Challan/ BHIM/UPI. and submission of the online Application Form by Registered candidate .. : 10.06.2020 (11.59 P.M.)

(v) Period of Online Editing of Application Form..... : 10.06.2020 to 03.06.2020

(vi) Proposed dae of Interview ..... To be notified later on.

**Note** : The candidate must ensure that the reservation category as filled by him in Online Application Form is correct. If a candidate appears in the Interview by filling wrong reservation category, his/ her candidature will be either rejected or he / she will be treated as a Unreserved (UR) category candidate.

Note:-Human Resource Dep't., of RRSA reserves the right to amend / rectify any of the conditions of prospectus of Interview for Appointment of Required Post under Urban Local Bodies 2020\*\*.

**Sr. Nodal Officer**