



Board of Revenue, Government of Bihar, Patna

Old Secretariat, Patna - 800 015
Email: boardofrevenue@gmail.com

Ref. No.

Date:

Board of Revenue, Government of Bihar invites application from interested professionals/candidates for the post mentioned below on purely contractual basis for 3 years.

Post	Qualification	Age Limit	Experience	Emoluments	Engagement Duration
Consultant – Archivist	Essential: Graduation in History Desirable: One year Diploma in Archives and Records Management	45 - 65 years	Minimum 15 years of experience and knowledge in the field of archives and archival preservation, appraisal / evaluation of records / files. Candidate should also have knowledge of guidelines for retaining files / records of Central or State Government and their Compilation / Revision /	Rs. 80,000/- per month (fixed)	3 years

Job Description: Board of Revenue, Patna, Bihar is having a record room where legacy records of great historical and sociological importance have been kept since nineteenth century. Digitization of those legacy records are going on. To preserve the actual hard copies of the records, Board of Revenue wants to assign a job to a consultant having experience in archival and preservation of records, who will provide consultancy service which includes preservation techniques, record management, library management etc. The consultant will also be responsible for Evaluating, selecting, retrieving and arranging records; responding enquiries, making the archives accessible to a wide range of users; organizing, providing access to information and materials physically or by means of ICT etc., besides those activities the consultant will also act as an independent evaluator.

Terms of Engagement:

1. The appointment of professionals will be purely on contract basis for a period of (3) Three Years. However the contract may be terminated by either party on one month notice.
2. The successful candidate will have to sign a contractual agreement in the prescribed format of 3 years.
3. The contract shall not confer any rights or claim of extension/absorption in the Board of Revenue.
4. **Last date for receipt of Application:** 15-06-2018, till 17:00 Hrs.
5. The selection of the candidate will be completely on the basis of Qualification, Experience and Interview. The decision of the Board of Revenue shall be final and binding. The Board of Revenue reserves its rights to accept or reject any applications, without assigning reasons thereof.
6. **How to apply:** Duly filled and signed application should be scanned and email to boardofrevenuebihar@gmail.com with mentioning in subject line as “Application for the Post of Consultant – Archivist”

7. Original Qualification Certificate and Proof of previous employment have to be produced during the time of interview.
8. The interview will be only of the shortlisted candidates and will be informed on their email ID, which is mentioned in the application form by the applicant's.
9. Incomplete applications shall not be considered and no interim correspondence shall be entertained. Canvassing in any form shall be considered a disqualification for employment in the Board of Revenue.
10. The list of shortlisted candidate will be uploaded on the website: - <http://boardofrevenue.bih.nic.in/> and the candidate will be informed about the date of interview.
11. Board of Revenue reserves the right to cancel/postpone the recruitment wholly or partially if so required. No claim will be admissible in case of such cancellation/postponement.

Joint Secretary
Board of Revenue

Government of Bihar
Board of Revenue, Patna
(Application Form)

1. Full Name (in Block Letters)
2. Father's Name.....
3. Date of Birth (DD/MM/YYYY).....
4. Address for Correspondence:

AFFIX YOUR
RECENT
PASSPORT SIZE
PHOTOGRAPH

5. Permanent Address:

6. Contact Details:

- a. Mobile Number:

- b. Email ID:

7. Gender (Male/Female):

8. Nationality:

9. Language Known:

10. Education Qualification: (Starting from Matriculation onwards)

Examination Passed	Name of Institute / University	Subject Studied	Month & Year of Passing	Percentage (%)
Xth				
XIIth				
Graduation				
Post Graduate				
Any other Degree / Certifications				

11. Particulars of Experience: (Post qualification experience in ascending order) (Add extra sheet)

Name of Organization	Designation	Period of Service		Experience		Nature of Duties
		From	To	Years	Months	
Total Experience						

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority.

Place:

Date:

Signature of the Candidate