

**BIHAR STATE EDUCATIONAL INFRASTRUCTURE DEVELOPMENT CORPORATION LTD**

(A Govt. of Bihar Undertaking)

ShikshaBhawan, Bihar Rastrabhasha Parishad Campus, Acharya Shiv Pujan Sahai Path, Saidpur, Patna-800004

Ph.-9431028206, E-Mail : bseidc@gmail.com

**SHORT TERM APPOINTMENT NOTICE**

Advt. No. 03/2025

(Extend Notice)

The Bihar State Educational Infrastructure Development Corporation Ltd. (BSEIDC), a State Govt. undertaking under Education Department Bihar invites application from the eligible persons for appointment for the following post:

S. No	Name of the Post	Number of Post								Remuneration Per Month	Min. Qualification	Eligibility
		UR	EBC	SC	BC	EWS	BC (W)	ST	Total			
1	Company Secretary	1	-	-	-	-	-	-	1	As per Norms (Based on Experience)	Must have passed the Company Secretary ship exam I.C.S.I Desirable experience One Year working experience with Govt. Deptt./ Corporation/ Semi Government/ Public Sector firm/ Private Sector firm	Must be an Associate Member of ICSI

**General Instruction:**

1. The appointment shall be strictly on contract basis for one year which may be renewed annually depending upon the satisfactory performance.
2. The upper age limit (as on 31.03.2025) for the post shall be 50 years (60 years in case of retired personnel).
3. A DD of Rs.600/- (Six hundred) as application fee (non refundable) in favour of **Bihar State Educational Infrastructure Development Corporation Ltd payable at Patna** to be sent along with application. Candidate belong SC/ST and Disabled category as well as personal belonging to BPL family are exempted from the application fee.
4. Candidates having requisite qualification & fulfilling eligibility criteria should send their application in the prescribed Performa. The prescribed Performa can be downloaded from the website [www.bseidc.in](http://www.bseidc.in)
5. The candidates must enclose two latest passport size photos along with copy of certificates pertaining to age, caste, mark sheet/certificates of all years/semester graduation/diploma. The Application of the candidates who are claiming in writing and not producing the copy of qualification & other concerned certificates in their application will be out rightly rejected.
6. The shortlisted candidates have to appear in an interview and/or a written exam if required depending upon the number of application received. No TA/DA or any other cost shall be paid for written exam/interview.
7. Interested candidates may send the complete application form mentioning the name of the post on the top of the envelop through speed post/registered post/Physically to the following address:  
General Manager (Admin.)  
Bihar State Educational Infrastructure Development Corporation Ltd.  
ShikshaBhawan, Bihar Rastrabhasha Parishad Campus,  
Acharya Shiv Pujan Sahai Path, Saidpur, Patna-800004
8. The application form received after due date shall not be considered. BSEIDC will not be responsible for postal delay.
9. Selected candidates may be placed in the office of BSEIDC (HQ).

**Note:**

1. Last date for submission of application form is 18.08.2025 05:00 PM.
2. The List of Shortlisted candidates being eligible for interview shall be notified on 20.08.2025. Candidate may refer official website of BSEIDC under notification section.
3. Any objection towards list of shortlisted candidates shall be entertain till 17 hours of 22.08.2025.
4. The Interview shall be conducted on 25.08.2025 from 11.00 AM onwards in the office of MD, BSEIDC Ltd. saidpur, Patna
5. Date of Interview/written test (if required) will be communicated by post/telephone/e-mail etc. separately.

  
General Manager (Admin.)





Govt. of Bihar

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For further details please visit : [www.state.bihar.gov.in/prdbihar](http://www.state.bihar.gov.in/prdbihar)

General Manager (Admin.)