

Directorate of Land Records and Survey
Department of Revenue and Land Reforms, Government of Bihar

Important Notice

Notification No. - 801

Date - 25/5/2019

Online applications were invited for various positions under Bihar Special Survey honorarium based contractual appointment Rules - 2019 published vide notification no. 72(3) dated 27-02-2019. In continuity of the same, it is hereby informed to all concerned that following guidelines will be applicable for the counseling and recruitment process.

A. Personal Details

1. **Name Mismatch** - Applicant's name and Father's name filled in the application form will be cross-checked with Xth / equivalent certificate. In case of any mismatch, following guidelines will be applicable for the counseling and recruitment process. If requisite documents are not produced in cases of mismatch, the candidature will be rejected.

S. No.	Type of Name Mismatch	Requisite Document to be produced in original at the time of counseling
i.	Complete mismatch of Applicant Name in Application Form with Matriculation / Equivalent Certificate	Relevant documents in original, regarding change of name i.e. notary document along with newspaper insertion
ii.	For married women applicants in case of difference in name on account of surname change after marriage	An affidavit in original or other acceptable documentary proof in original, of her <u>husband's name and surname</u> (Passport / Voter ID / Aadhar Card in which <u>husband's name and surname</u> is clearly mentioned)
iii.	Partial or spelling mismatch in Applicant's Name / Title / Father's Name with Matriculation / Equivalent Certificate	Relevant documents in original, regarding change of name i.e. notary document along with newspaper insertion OR An affidavit in original, regarding correct name
iv.	Complete mismatch of Father's Name in Application Form with Matriculation / Equivalent Certificate	Relevant documents in original, regarding change of name i.e. notary document along with newspaper insertion
v.	If a female applicant has indicated Husband's Name against the field "Father / Husband's Name" in application form	An affidavit in original, clearly indicating her Father's name

2. **Date of Birth (DOB)**

- i. If the applicant fails to produce original document in support of DOB, i.e. Matriculation / Equivalent Mark sheet / Certificate, the application will be rejected.

- ii. In case of mismatch of Date of Birth (DOB) as filled in application form with Matriculation / Equivalent Mark sheet / Certificate as per guidelines provided at the time of registration, DOB will be considered as mentioned in the document and Age will be calculated accordingly.
- iii. Subsequently if any applicant does not meet the age criteria as published in the advertisement, for the respective position in his / her category as per DOB mentioned in the Matriculation / Equivalent Mark sheet / Certificate, **her / his candidature will be rejected.**

Maximum Age Limit In Years (As on 01.01.2019)	1	2	3	4	5
	Special Survey Amin	Amin	Special Survey Assistant Settlement Officer	Special Survey Kanungo	Special Survey Chok
Unreserved	37	37	37	37	37
Unreserved - Female	40	40	40	40	40
EWS	37	37	37	37	37
EWS - Female	40	40	40	40	40
BC	40	40	40	40	40
BC - Female	40	40	40	40	40
EBC	40	40	40	40	40
EBC - Female	40	40	40	40	40
SC	42	42	42	42	42
SC - Female	42	42	42	42	42
ST	42	42	42	42	42
ST - Female	42	42	42	42	42
Divine Body (Physically Handicapped)	10 years relaxation in Respective Category				
Minimum Age in Years (As on 01.01.2019)	18	18	21	18	21

3. Applicants belonging to **BC & EBC category must mandatorily bring valid Non-Creamy Layer (NCL) certificate or previously issued NCL along with self-declaration in form XVIII-B as per letter No. 15440 dated 05-12-2017 of GAD, Govt. of Bihar (format enclosed) at the time of counseling. In case of non-submission of valid NCL, the applicants will be shifted to Unreserved category at its appropriate serial number as per points obtained. No further opportunity will be entertained to submit NCL document.**
4. Applicants belonging to **SC & ST category must mandatorily bring caste certificate** at the time of counseling. In case of non-submission of caste certificate, the applicants will be shifted to unreserved category at its appropriate serial number as per points obtained. No further opportunity will be entertained to submit caste certificate.

5. **Transgender Applicants** – Applicants who have applied for reservation benefit under 'Transgender' Category must produce required documents as applicable for applicants belonging to 'BC' category as per resolution no. 12722 dated 12-09-2014 of GAD, Government of Bihar.

6. Physically Handicapped Applicants

- i. Applicants who have applied for benefit of reservation under Physically Handicapped category must produce certificate issued by competent medical authority clearly indicating category and percentage of disability.
- ii. It may be noted that benefit of reservation will be applicable only for those persons who are having more than 40% disability in respective disability category.
- iii. If the applicant fails to produce satisfactory document, the applicant will be shifted to respective category as indicated by the applicant in application form (subject to production of required caste certificate for SC and ST Category applicants and valid Non-Creamy Layer (NCL) certificate or previously issued NCL certificate along with self-declaration for BC and EBC Category applicants). If requisite documents in support of category claim are not produced, the applicant will be shifted to Unreserved Category.

7. Grand Children of Freedom Fighter

- i. Applicants who have applied for reservation benefit under Grandchildren of Freedom Fighter category must produce certificate issued by District Magistrate or person authorized by District Magistrate clearly mentioning **Freedom Fighter Pension Order Number**.
- ii. If the applicant fails to produce satisfactory document, the applicant will be shifted to respective category as indicated by the applicant in application form (subject to production of required caste certificate for SC and ST Category applicants and valid Non-Creamy Layer (NCL) certificate or previously issued NCL along with self-declaration for BC and EBC Category applicants). If requisite documents in support of category claim are not produced, the applicant will be shifted to Unreserved Category.

8. During the course of counseling, If it is found that the category mentioned by the applicant in online application form is incorrect as per the documents produced (e.g. the applicant has filled category as 'BC' whereas as per the document submitted belongs to 'EBC' category etc.), **the applicant will be shifted to correct category** as per the document, subject to submission of all requisite documents for establishing category (e.g. valid NCL for BC/EBC).

9. During the course of counseling, if there is a change in category of the applicant, age criteria as per the revised category will be applicable. If the age of the applicant exceeds age limit for the revised category, **candidature of the applicant will be rejected**.

B. Educational Qualification

1. It will be responsibility of the applicant to produce CGPA / GPA / SGPA score conversion for 'Total marks' and 'Marks obtained' as per the regulation of her / his university / board.
2. In absence of conversion formula, score conversion from GPA to percentage will be calculated as per below mentioned formula:
Marks in Percentage = Total GPA awarded / Maximum GPA * 100
3. It will be responsibility of the applicant for producing satisfactory documents at the time of counseling to establish **government recognition of the institution for Amanat Degree / Training of Surveyor** from ITI for position of Amin and for other courses as applicable for respective positions.
4. If the applicant has mentioned in their online application form that he / she has passed out from Government Engineering / Polytechnic (as applicable for the position) Colleges of Bihar whereas during counseling same could not be established by the documents produced by the applicant, this would amount to misrepresentation of the facts and **candidature of the applicant will be rejected.**
5. **Calculation of points on the basis of 'percentage of marks obtained'**
 - i. For the purpose of calculation of points on the basis of 'marks obtained %', Calculation will be done as per 'Full marks' and 'Marks Obtained' as mentioned in mark sheet of the respective course.
 - ii. Calculation of 'marks obtained %' on the basis of 'Marks without extra subject' will be done only in cases where total of marks without extra / subsidiary subject is clearly mentioned in the mark sheet and division has been awarded in the result on the basis of marks without extra / subsidiary subject.

C. Work - Experience

1. For the positions of **Assistant Special Survey Settlement Officer** and **Special Survey Kanungo**, only **post-qualification work-experience** will be considered for calculation of points.
2. For the positions of **Assistant Special Survey Settlement Officer** and **Special Survey Kanungo**, the applicant must mandatorily bring **relevant original documents related to their relevant experience** at the time of counseling as filled in the application form to establish duration of experience. If the applicant fails to produce such original documents at the time of counseling to establish the minimum requisite experience, **candidature of the applicant will be rejected.**
3. It will be responsibility of the applicant to produce documents to satisfactorily establish nature of organization i.e. government organization and / or non-government registered institution (registration details) for which the applicant has mentioned details of work-experience. If the applicant fails to produce such documents to establish nature of the organization then that particular experience will not be considered and may lead to rejection of application if the **total experience of applicant becomes less than minimum required experience.**

4. It will be responsibility of the applicant to produce documents to satisfactorily **establish start date and end date** for each experience filled in the application form.
- In case of overlap in dates of educational qualification and work-experience, period of experience will be calculated from the date of publication of result of the minimum educational qualification required for the respective position.
 - In case of overlap in dates of two work-experiences, experience will be counted only once in the overlap period.
 - In case the applicant is currently working on the date of filling up of application, last month salary slip or experience certificate from current employer must be produced by the applicant at the time of counseling.
5. Point calculation for experience of the applicant will be calculated only for completed years of experience and not in fraction of months, as mentioned in the respective advertisements.
6. In case of non-production of original documents related to experience of the applicant (over and above minimum required experience), such experiences will not be considered for calculation of points.

D. Documentation Required at the time of counseling

- All applicants must ensure that they **produce all relevant documents in original** (including but not limited to essential educational qualification, essential professional experience and all other qualification and experience for which points have been awarded, as applicable for the position) related to all details filled in their application form, at the time of counseling.
- It must be noted that **Counseling will be the final opportunity to produce and submit documents** and no further opportunity would be provided. If the claims made by the applicants in their application form are not supported by original documents at the time of counseling, their candidature will be rejected.
- As per the advertisement published, position-wise weightage of Qualifications and / or Experience for calculation of points are as follows:

Weightage of Qualifications for calculation of points for various positions	1	2	3	4	5
	Special Survey Amin	Amin	Special Survey Assistant Settlement Officer	Special Survey Kanungo	Special Survey Clerk
मैट्रिक	10%	10%	10%	10%	10%
इंटर	--	--	15%	--	15%
सरकारी मान्यता प्राप्त संस्थान से अमानत की डिग्री या	--	90%	--	--	5

आई0 टी0 आई0 से सर्वेयर के प्रशिक्षण में सफल					
सिविल इंजीनियरिंग में डिप्लोमा	90%	--	--	70%	--
सिविल इंजीनियरिंग में स्नातक	--	--	50%	--	--
स्नातक	--	--	--	--	70%
स्नातकोत्तर	--	--	5%	--	5%
कार्य अनुभव (न्यूनतम 2 वर्ष का सरकारी / निबंधित गैर-सरकारी संस्थान में कार्य करने के अनुभव के अतिरिक्त)	--	--	20%	20%	--
Total Weightage	100%	100%	100%	100%	100%

4. All applicants must bring 4 copies of recent passport size color photographs at the time of counseling.
5. All applicants must bring at least three sets of self-attested copies of all requisite documents as no photocopying facility would be provided at the counseling center.

E. Preparation of Merit List

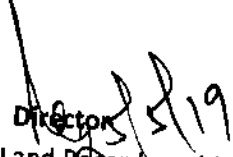
1. Mere participation in the counseling process does not create any automatic claim or right for selection. Selection will be made purely on merit, on the basis of final points awarded to the applicant taking into consideration any changes made in points / category during counseling as described above in this notice.
2. All Selections made will be provisional and will be subject to verification at any time and acceptance of relevant documents submitted by the applicant.
3. Category-wise merit list of provisionally selected applicants will be prepared on the basis of final points awarded to the applicant during the counseling process, in compliance with the applicable reservation rules of Government of Bihar and the guidelines published in the advertisement regarding horizontal reservation for Degree / Diploma holders from Government Engineering / Polytechnic Colleges of Bihar for the respective positions.

4. Tie of Points of two or more applicants

- i. In case of tie of points for two or more applicants, the applicant with higher age (on the basis of DOB of the applicant as mentioned in Matriculation / equivalent document) will be given preference in merit. (E.g. 11-Jan-1985 will be preferred over 12-Jan-1985).
 - ii. If two or more applicants are having same points and same DOB, then preference in merit will be decided as per order of English Alphabet in the first name of applicant as mentioned in their Matriculation / Equivalent document. (E.g. Anand will be preferred over Bijay).
5. If suitable person with benchmark disability are not available, the vacancies will first be filled by interchange among the four categories of person with benchmark disability and only when no person with benchmark disability is available in the merit list, the vacancies will be filled up by appointment of a person, other than a person with disability.

F. Miscellaneous

1. As notified on the website, "all certificates will be verified from issuing Authority and if found fake then candidature will be cancelled and legal Action will be initiated against the applicant". The certificates will be verified at any point of time during the recruitment process or even after selection / joining.
2. Any changes made in the application form including but not limited to changes in DOB, category, marks percentage, experience duration, total points etc. will be brought to the applicant's notice by the counseling team and the applicant will be required to sign the application checking sheet with date as a mark of consent after completion of their counseling.
3. All information related to the recruitment process will be published on the website <http://lrc.bih.nic.in>. The applicants are advised to visit the website regularly for any relevant notice and information update.
4. The applicant must ensure that their presence on scheduled date and time of counseling as published on the website and communicated individually. If the applicant is absent on the scheduled date and time, further opportunity for attending counseling on a different date would not be provided and candidature of the applicant will stand rejected.
5. The department will not be responsible for non-receipt of email or SMS, if incorrect information has been provided in application form or on account of technical reasons including but not limited to mobile switch off / mail bounce etc. Applicants are advised to regularly visit the website <http://lrc.bih.nic.in> for any updated information.


Director
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