



नार्थ बिहार पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड

North Bihar power Distribution company Ltd.

बिहार सरकार का उपक्रम (A Govt. of Bihar undertaking)

सामान्य प्रशासन विभाग (Department of General Administration)

CIN Number : U40109BR2012SGC018920

NOTICE

Employment Notice No.-03/2024

Documents verification to the post of Correspondence Clerk/Store Assistant

Based upon the redressal of objection, normalized score, the data / information Provided by the candidate at the time of submission of online application form as well as the updated provision of Bihar Reservation Rule and on the basis of recommendation made by the selection committee, the **documents verification of the shortlisted candidates for the post of correspondence clerk and store assistant is scheduled to be held from 07-09-2026 to 10.09.2026 at North Bihar state Power (Holding) Company Ltd., Vidyut Bhawan – 3rd floor, Multipurpose Hall, Jawahar Lal Nehru Marg, Patna – 800001 (Bihar) as per the Annexure-1.**

The provisionally selected candidates are requested to bring the following **Documents/papers in original as well as its two sets of self attested photocopies as per the sequence below-**

a.	Matriculation Certificate /Matriculation Mark sheet
b.	Certificate and Mark sheet of essential qualification i.e Graduate in any discipline from any recognized University.
c.	Conversion Chart (if marks awarded in Grade) issued by the Competent Authority
d.	Caste certificate (for reserved category for SC/ST Candidates)
e.	Caste & Non Creamy layer certificate (For reserved category Candidates except SC/ST)
f.	PHP Certificate issued by the competent authority.
g.	Freedom Fighter Certificate, issued by the competent authority.
h.	EWS Certificate (if claimed)
i.	Candidates (male/Women) selected under any Category under any reservation (Horizontal/Vertical), will have to submit domicile certificate.
j.	Counter Foil (Candidate's Copy of CBT)
k.	NOC / Relieving Certificate (in case of working)
l.	An affidavit sworn in before the Executive Magistrate to the effect that- (i) The Candidate has only one living spouse, if married. (ii) The candidate has not accepted any dowry (if married) or will not accept any Dowry (if unmarried). (iii) The candidate has not been convicted by any court of law. (iv) That the candidate is a permanent domicile of Bihar and belongs to the caste-.....,which falls under the category as per the Reservation Rules of the Government of Bihar. (v) The candidate is not presently employed in any Government Department, Public Sector Undertaking, or Autonomous Body; or, in case previously Employed, has resigned from the earlier service and obtained the requisite No Objection Certificate (NOC) or Relieving Letter from the previous employer (Format enclosed-A)

m.	In case of mismatched of name (candidate's name / Mothers / Fathers Name) as per Matriculation certificate the candidate has to bring an affidavit in this regard.(Format enclosed-B)
n.	Medical fitness certificate issued by Govt. Civil Surgeon / Assistant Civil Surgeon/ Medical officer of BSPHCL. (Format enclosed as Annexure-C)
o.	A bond of Rs 50,000/- on a Rs 100/- non - judicial stamp paper to the effect that if you Leave the services of the Company before Completing two years of probation period, You will be liable to pay a sum of Rs 50,000/- (Rs Fifty thousand) to the company. (Format enclosed as Annexure-D)
p.	Aadhar Card
q.	Two color photographs (as same as uploaded at the time of submission of online Application form)

2) The selected candidate will first have to go through the process of IRIS & Biometric verification and thereafter documents verification will be completed. After completion of verification, if found fit, the recommended candidate will be Offered to join the post immediately.

3) The candidates are informed that must be present in person on the schedule date, Place and time, before the document verification committee. If they fail to appear or fail to bring all required documents/ papers, their candidature may be cancelled from the Provisional list and no further request shall be entertained.

4) Every precaution has been taken to prepare the list of the candidates for documents verification, even if any discrepancy found in future, NBPDCCL reserves the right to amend / rectify / annul it and candidates will not have any right to interfere in the decision of NBPDCCL, even after they are finally selected.

5) if the above terms and conditions are acceptable, the provisionally selected Candidates may come on the scheduled data & time and at the place mentioned above.

6) No separate individual letters to the candidates will be sent. This notice shall be treated as a notice to all such shortlisted candidates.

7) No TA/DA will be admissible for documents/certificate verification.

Caution:-

- **The candidate must note that merely appearing against this notice, does Not entitle them to be considered for appointment. Any claim for Appointment on account of the reason that they have been called for, Will not be binding on NBPDCCL**



(SHAIENDRA KUMAR JHA)
UNDER SECRETARY, NBPDCCL
BIHAR, PATNA

Memo No 1734 ,Patna

Date 21.08.2026

Copy forwarded to, DBA, NBPDCCL for information and necessary action.

**2- It is requested to kindly upload this notice on the company website
and selected candidate's registered e-mail id.**

North Bihar power Distribution company Ltd,Patna

Notice for Documents verification to the post of Correspondence Clerk & Store Assistant against ENN-03/2024

List of the candidates schduled for documents verification.

T_Sl.No.	Roll Number	Name of Aapplicant	DOB	Gender	Allotted post	Category
1	EXSA126048	RAHUL SINGH	30.12.1994	Male	Correspondence Clerk	UR
2	EXSA052726	DEEPAK KUMAR	03.01.1993	Male	Correspondence Clerk	EBC
3	EXSA004765	KUNIL KUMAR GOPE	03.02.1996	Male	Correspondence Clerk	BC
4	EXSA086139	ANUJ SAW	28.05.1999	Male	Store Assistant	OBC



(SHAILENDRA KUMAR JHA)
UNDER SECRETARY,NBPDCCL
BIHAR,PATNA

AFFIDAVIT

I, ..., son/daughter/wife
of
resident of
....., do
hereby solemnly affirm and declare as under:

1. That I have only one living spouse, if married.
2. That I have not accepted any dowry, if married, or will not accept any dowry, if unmarried.
3. That I have not been convicted by any Court of Law.
4. That presently, I am not employed in any Government Department, Public Sector Undertaking, or Autonomous Body.

OR (Incase of employed)

**I was previously employed with
I have resigned and have obtained the necessary No Objection
Certificate (NOC) / Relieving Letter from my previous employer.**

I further declare that the statements made hereinabove are true and correct to the best of my knowledge and belief, and nothing has been concealed therefrom.

DEPONENT

Name: _____

Address: _____

Date: _____

AFFIDAVIT

(For Applicant's Name/Father's/Mothers name Mismatched)

I, ..., son/daughter/wife
of,
resident of
....., do
hereby solemnly affirm and declare as under:

1. That my name has been recorded as [Name as per Matriculation Certificate] in my Matriculation Certificate issued by [Name of Board/University].
2. That in some of my other documents (such as Application Form /Degree Certificate/ Caste Certificate, etc.), my name has been mentioned as [Name as per other documents].
3. That both names — [Name as per Matric] and [Name as per other documents] — refer to one and the same person, i.e., myself.
4. That the difference in spelling/name occurred inadvertently and not with any intention to mislead. If any information given by me is found wrong/ false, I will be solely responsible for the same.
5. That I make this affidavit to declare the above facts to be true and correct to the best of my knowledge and belief for official verification and record purposes.

DEPONENT

Name: _____

Address: _____

Date: _____

MEDICAL FITNESS CERTIFICATE

I do hereby certify that I have examined Sri / Kumari/ Smt. _____
 _____ Son/Daughter / Wife of Sri
 _____ a candidate for employment in the
 _____ department and can not
 discover that he/ she has any disease, constitutional affection or badily infirmity
 communicable or otherwise except _____

I do not consider this a disqualification for Employment in the office as a
 _____. The candidates age is according to his own
 statement _____ year and by appearance about _____ years.

I have further to certify the following findings on my medical examination :-

1. Height : _____ Feet _____ Inch
2. Weight _____ lbs.
3. Vision : RE LE With Glasses RE LE
 Distant :
 Near :
4. Urine Colour _____ Specify Gravity _____

Albumen - Present/ Nill Sugar Present / Nill

Signature of Medical Officer

(not below the rank of Assistant Civil Surgeon)

DECLARATION BY CANDIDATE

I _____ candidate for employment in
 the _____ Department of the Govt. of Bihar to hereby
 declare that I have any time been pronounced unfit for Govt. Employment by the medical board or
 any other duly constituted medical authority.

Date : _____

Signature of the candidate

SECURITY BOND**BIHAR STATE POWER (HOLDING) COMPANY LTD., PATNA****Security Bond by Newly Recruited _____
(Name of the post)**

1. Know all men by this Security Bond that I _____
_____ (Employee) confirmly hold and Bond up to Bihar State
Power Holding Company Limited (Employer) constituted under provisions of Company Act,
1956 read with Electricity Act, 2003 and hereinafter referred to as Company with the following
consideration.

2. Whereas I _____ S/O
_____ Resident of
_____ P.O. _____
P.S. _____ District _____ have been
appointed as _____ vide company's letter no. _____
dated _____ on dt. _____.

3. On being appointed as _____ the provision
enumerated in the Recruitment Policy of company and other cadre rules shall be binding and
enforceable for the purpose of regulating the terms of employment at post held.

4. And whereas according to the Recruitment Policy of company all the direct recruits shall be
on probation for the period of 2 (two) years from the date of appointment and the continuation
and confirmation there to shall be subject to satisfactory performance of service entrusted and
rendered.

5. And whereas also in terms of the provisions of the company, the employee probationary shall
be bound with the employer, in the event of resignation/ voluntarily by the employee, absents
himself/ herself from duty and/ or quitting the company's service within two years from the date
of completion of trainings to refund to the company Rs. 50,000/- (Fifty thousand) only.

6. So that I _____
S/O _____ Resident of
_____ P.O. _____
_____ P.S. _____ District _____
_____ do hereby firmly bound and undertake that I shall refund
to company, the entire cost (pay & allowance etc.) incurred by the company on the training

under the company subject to a maximum of Rs. 50,000/- (Fifty thousand) only in the event of leaving the organization before completion of two years on resignation or otherwise or remaining absent from the service at my own accord within two years from the date of completion of training.

7. And whereas in furtherance of the job as probationer employee I _____ hereby along with two sureties undertake all right and liabilities of probationer/ employee what so ever arise shall be the exclusive liabilities of the probationer/ employee along with the sureties.

8. The sureties namely (i) Sri _____
S/O _____ P.O. _____ P.S. _____
_____ District _____ and (ii) Sri _____
_____ S/O _____
P.O. _____ P.S. _____ District _____ jointly & severely shall be responsible & liable for the payment or for liquidating the liability in above mentioned. The two sureties liability shall be liquidated or recovery from the personal property of the sureties. Surety with full Signature:-

1. _____

2. _____

Signature of Witness with full address

(i) _____

(ii) _____

Deponent