



ODISHA HYDRO POWER CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

ODISHA STATE POLICE HOUSING & WELFARE CORPORATION BUILDING
VANIVIHAR CHOWK, JANPATH, BHUBANESWAR - 751 022.

Ph: 2542983, 2542802, 2545526, 2542826 Fax: (0674) 2542102. Website: www.ohpcltd.com

CIN- U40101OR1995SGC003963

ADVERTISEMENT NO. OHPC: HQ: HRD: RECTT: 01/2019 Dated 02/03/2019

RECRUITMENT TO THE POST OF JR. CLERK TRAINEE / L D ASST. TRAINEE & STENO-CUM-CA TRAINEE

| Activity | Date |
|--|--------------------------|
| Website Link Open - Online registration & Payment of application fee | 11.03.2019 |
| Last date for payment of application fee (Online/ Offline Challan) | 10.04.2019 |
| Last date for submission of online Applications in complete shape | 16.04.2019 |
| Tentative date for Online Examination / Computer Based Test (CBT) | In the Month of May,2019 |
| OHPC reserves the right to change the dates on account of administrative exigencies | |

(The links for the above will be published on our website www.ohpcltd.com. Candidates are advised to visit the website regularly for any updates, etc.)

Odisha Hydro Power Corporation Limited (OHPC) is an ISO 9001:2008 certified Gold rated State Public Sector Undertaking (with installed capacity of 2063.5 MW) having **6 (six)** projects within the state and one inter-State Project. OHPC is also promoting investment in renewable energy projects and various green energy sources through GEDCOL (a wholly owned subsidiary of OHPC).

OHPC intends to recruit qualified candidates to be inducted as **Junior Clerk Trainee/ L.D. Assistant Trainee & Steno-cum-Computer Assistant Trainee** as follows for their placement in Units / Project Sites.

(A) VACANCY POSITION

The category wise vacancies are given below:

| Name of Post | ST | SC | SEBC | UR | TOTAL |
|--|----------|----------|----------|-----------|-------------------------------|
| Jr. Clerk Trainee/ LD Assistant Trainee | 12 (W:4) | 05 (W:2) | 03 (W:1) | 25 (W:8) | 45 (W:15) {PWD:2, Ex SM:1} |
| Steno-cum-Computer Assistant Trainee | 01 | 01 | 01 | 04 (W: 1) | 07 (W:1) |

* SC- Scheduled caste, ST- Scheduled Tribe, SEBC-Socially & Educationally Backward Classes, UR- Unreserved, W- Women Candidates, PWD- Person with disability (not less than 40%), Ex SM- Ex. Service Man.

* In each category of Post, 03 % of the posts are reserved for Ex Serviceman & 04% of the posts are reserved for PWDs.

* The total no. of posts as indicated above are subject to change.

(B) EMOLUMENTS :

| Sl. No. | Name of the Post / Discipline | Stipend payable per month | Pay Scale on regularization |
|---------|--|---------------------------|---|
| 1 | Jr. Clerk Trainee/ L.D. Assistant Trainee | 13,500/- | Pay matrix- Rs.26,400/- to Rs.83,600/- Initial basic pay- Rs. 26,400/- |
| 2 | Steno-cum-CA Trainee | 14,500/- | Pay matrix- Rs.29,200/- to Rs.92,300/- Initial basic pay- Rs. 29,200/- |

During the training period, **Jr. Clerk Trainee/ L.D. Assistant Trainee/ Steno-cum-CA Trainee** shall be paid the above consolidated stipend plus medical allowances at the fixed rate of Rs.200/- per month and an additional amount of Rs.500/- per month shall be paid to the trainees posted at BHEP, Balimela and UIHEP, Mukhiguda only as Remote Area Allowance.

After successful completion of training, they will be paid Basic Pay, DA, HRA & other allowances as admissible under OHPC Rules in force from time to time.

(C) TRAINING

The training will be for a period of 1(One) year, unless and otherwise extended. On successful completion of the training, the trainees will be appointed in the respective cadre based on their performance and will be placed in the Pay Scale with other allowances as stated at SI-B and will be placed under probation for a period of one year. The trainees may be terminated during the training period without any notice or assigning any reasons thereof. There shall be no obligation on the part of the Corporation to offer regular appointment after completion of training.

(D) ESSENTIAL QUALIFICATION

| | |
|---|--|
| Jr. Clerk Trainee/ L.D. Assistant Trainees | Graduate in any discipline with one year Diploma in Computer Application or equivalent from recognised Institute. OR Diploma in Office Management from recognised Institute with one year Diploma in Computer Application or equivalent from recognised institute. |
| Steno-cum-CA Trainee | 1. Graduate in any discipline, 2. Shorthand in English- 80 words per minute, 3. Typing in English 40 words per minutes and 20 words per minutes in Odia. 4. One year Diploma in Computer Application or equivalent from a recognised institute. |

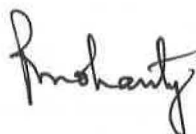


(E) AGE:

- i. A candidate must not be under 18 (Eighteen) years and above the age 32 (Thirty Two) years as on **01.03.2019**.
- ii. The Upper age limit is relaxable by 05 (Five) years in case of SC, ST & SEBC Candidates.
- iii. The Upper age limit is relaxable by 05 (Five) years in case of Women candidates.
- iv. The Upper age limit is relaxable by 10 (Ten) years in case of PWD Candidates.
- v. In case of an Ex-Serviceman, who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age & if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment shall be deemed to satisfy the conditions regarding age limit.
- vi. Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him / her.
- vii. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.

(F) RESERVATION

- i. Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and Rules of Government of Odisha.
- ii. PWD Candidates, whose disability is not less than 40% (forty percent), are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.
- iii. Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- iv. Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, scheduled Tribes and Socially and Educationally Backward Classes of **Odisha State only**.
- v. The competent authorities to issue the caste certificate are District Magistrate / Collector or Additional District Magistrate or Sub-divisional Magistrate / Sub-collectors or Executive Magistrate or Revenue Officers, not below the rank of Tahasildar / Additional Tahasildar of Government of Odisha.
- vi. Candidates belonging to PWD, Ex-Serviceman & Sports person shall be adjusted against the categories to which they belong.
- vii. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies



- shall be filled up by male candidates of the same category.
- viii. Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
 - ix. Candidates belonging to SEBC category shall submit their SEBC certificate validated / renewed by the competent authority on or after **01.03.2018**, failing which they shall be treated as Un-reserved category candidates.
 - x. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of ". Caste Certificate obtained by virtue of marriage (i.e. showing "wife of ") is not acceptable.
 - xi. **OBC Certificates will not be accepted in lieu of SEBC Certificate.**
 - xii. Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

(G) TYPE OF DISABILITY

- i. The candidates belonging to PWD category shall be adjusted against the category which he / she belongs.
- ii. The physical requirement and functional classification of PWD suitable for the above post / job is as follow:

Physical requirements: S, H, SE, F, R&W

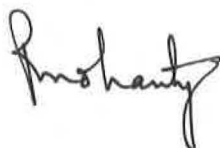
Functional classifications: OL, OA, LV, BL, PD

| Code | Functions |
|-------|--|
| S | Work performed by sitting (on bench or chair) |
| H | Work performed by hearing / speaking |
| SE | Work performed by seeing |
| F | Work performed by manipulating with figures |
| R & W | Work performed by reading & writing |
| OL | One leg affected (R or L) |
| OA | One arm affected |
| LV | Low Vision |
| BL | Both Leg affected but not arms (mobility not to be restricted) |
| PD | Partially deaf (with suitable aid) |

- iii. The PWD certificate is subject to verification of the candidate by the prescribed Medical Board.

(H) OTHER ELIGIBILITY CONDITIONS

- (i) The candidates must be citizen of India.
- (ii) He / She must be able to read, write and speak Odia fluently, and must have
 - a. Passed Middle School Examination with Odia as a language subject, or
 - b. Passed HSC or equivalent Examination with Odia as medium of examination in non-language subject, or



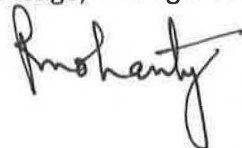
- c. Passed in Odia as a language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government or
 - d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department of the Govt. of Odisha
- (iii) A candidate who has more than one spouse living or in case of a woman candidate, if married to a person having one spouse living, shall not be eligible for appearing the examination, unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- (iv) The candidates must have a good moral character.
- (v) Candidates, who fulfil the prescribed eligibility criteria on the effective date may apply for the post.

(I) PROVISION FOR OUTSOURCED CANDIDATES

- (i) *The persons provided by the man power service providers / outsourcing agencies, who shall be less than 45 years of age and shall have completed at least one year of continuous service in OHPC as on 01.02.2019, in case they apply, shall be allowed relaxation of upper age limit, as a special case, provided they satisfy all other eligibility criteria for the post as laid down in the Recruitment Rules.*
- (ii) *They shall be allowed **one percent extra mark** on the total marks of the examination for each completed year of continuous service, subject to a maximum of **15% (fifteen percent)**, which shall be added to the marks secured by them in CBT for deciding the merit position.*

(J) SELECTION PROCEDURE

- i. Eligible candidates will be called for Computer Based Test on General Aptitude Comprising **120** Multiple Choice Questions (MCQs). The CBT will cover 30 MCQs each from General Knowledge, Quantitative Aptitude, English Language & Reasoning. *The candidates shall secure 01 mark for each correct answer & there will be **negative marking of 0.25 marks** for each wrong answer. The duration of the CBT will be 02 hours only.*
- ii. Based on the performance in CBT, the Candidates will be shortlisted for the Skill Test on Computer. The Computer Based Skill Test for Jr. Clerk Trainees/ L.D. Asst. Trainees will comprise Test on Computer Application (i.e. MS Word/ MS Excel etc.), Language (English & Odia), General Knowledge, Intelligence Test & Mathematics. The Skill Test



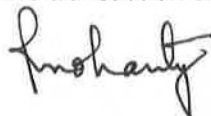
- for Steno-cum-CA Trainees will comprise Computer Application (i.e. MS Word/ MS Excel etc.), English, Shorthand & Type Writing in Computer.
- iii. The merit list will be published combinedly on the basis of performance in CBT as well as Skill Test.
 - iv. The offer of appointment shall be issued to the selected candidates purely on the basis of merit. However the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard and verification of prescribed testimonials.
 - v. On selection, the Trainees shall be posted at any of the Units/ Project Sites & Offices of OHPC and its subsidiaries.

(K) CENTRE OF EXAMINATION

- i. *The Computer Based Test (CBT) will be held at Bhubaneswar/ Cuttack. However, Depending on the number of applicants, OHPC may add other cities of Odisha as CBT venue(s).*
- ii. The request for change of centre shall not be entertained.
- iii. However, the Skill Test will be conducted at Bhubaneswar only.

(L) APPLICATION FEE AND MODE OF PAYMENT (NON-REFUNDABLE)

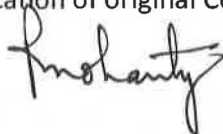
- i. The UR/ SEBC candidates are required to pay a non-refundable fee of Rs.500 /- (Rupees Five Hundred) only. Candidate belongs to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha and PWD candidates are exempted from payment of application fee. Candidates shall be required to make the payment of fees while filling up online application either through on-line or off-line mode.
- ii. **For on-line payment mode through State Bank Collect (i.e. through Debit Card/ Credit Card / Net Banking):** In case of On-line payment, an applicant will be redirected to payment gateway page under technical process. After completing the On-line payment, she / he must take a print-out of the e-receipt of the payment. The candidate has to upload the scanned copy of the e-receipt while uploading the prescribed documents. She / He must retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. However, the applicant shall login to revisit the site after 48 hours of making the online payment and continue the online application process. The candidate shall bear the online transaction charges as applicable.



- iii. **For Off-line payment mode by SBI Bank Challan:** The applicant shall print the Challan Form from on-line application portal and submit the Challan in any SBI branch. The candidate shall bear the transaction charges, if any charged by the SBI. The candidate has to upload the scanned copy of the fee receipt while uploading the documents. He shall keep the OHPC copy of challan for his reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. However, the applicant shall login to revisit the site after 48 hours of making the challan payment and continue the online application process.

(M) GENERAL INFORMATION & INSTRUCTION

- i. At present, only the online applications are invited from the candidates for the Computer Based Test. After declaration of CBT result, the candidates shortlisted for the Skill Test will be required to furnish a printout / hard copy of online application form, prescribed certificates and documents in original alongwith the self-attested photo copies on or before the prescribed date, which will be intimated on a later date.
- ii. Degree certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-servicemen and Identity Card of physically Handicapped Persons must have been issued by the competent authority within the last date fixed for submission of online application form.
- iii. A candidate found guilty of seeking support for his / her candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition of rendering himself/ herself liable to criminal prosecution, be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any recruitment or selection to be conducted by OHPC.
- iv. Application submitted to OHPC, if found to be incomplete in any respect, are liable for rejection. No correspondence shall be entertained in this regard.
- v. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right to employment in OHPC.
- vi. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- vii. Candidates working in State / Central Government / PSUs / Autonomous Bodies of Govt. shall apply online. However, he/she must produce a “**No Objection Certificate (NOC)**” at the time for verification of original Certificates / Testimonials.

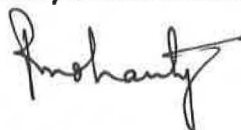


- viii. The candidates must possess sound health & good physique and free from any physical deformities to discharge his/ her duties in the service except PWD candidates. Candidates selected under PWD category must be within the prescribed normal range for all other physical standard. The PWD candidates will have to undergo a verification process by the authorized medical Board on the date specified, failing which, the candidature will be forfeited. Final selection of the candidates shall be subject to medical examination at our designated Hospitals. Candidates fail to pass the medical examination will not be considered for appointment.
- ix. While applying for the above post, the applicant shall ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment / selection process that a candidate does not fulfil the eligibility norms and / or he / she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- x. OHPC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- xi. OHPC Management reserves the right to cancel the recruitment process, if needed, without issuing any further notice or assigning any reason thereof at any stage.
- xii. Candidates must have a valid e-mail ID & Mobile no. before filling up the online application form. All correspondences relating to this recruitment shall be made through e-mail/ SMS.

(N) HOW TO APPLY

- i. Before filling up on-line Application, candidates shall read and understand the contents of the Advertisement/ Instructions to fill up On-line Application available on the OHPC website: www.ohpcltd.com.
- ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique registration Number and use it in future correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. **Uploading of Documents :**

(Keep the following documents ready before initiating the On-line Application Form.)



Candidate shall upload the scanned copy of the original documents.

- a. Recent colour passport size photograph and signature in prescribed format(.jpg/.jpeg)

| | File Size | Dimension |
|------------|---------------|----------------|
| Photograph | 25KB to 50KB | 3.5 cm x 4.5cm |
| Signature | 10KB to 25 KB | 3.5 cm x 1.5cm |

- b. Your Caste Certificate, if you belong to SC/ST/SEBC category.
c. Person with disability (PWD) Certificate, if applicable.
d. Ex-Serviceman Certificate, if applicable.
e. 10th Pass Certificate.
f. Graduation Degree certificate.
g. Graduation Degree Mark Sheet.
h. Certificate of Diploma in computer Application/ Diploma in Office Management/ Shorthand & Typing certificate
i. Scanned copy of the application fee receipt/ challan.

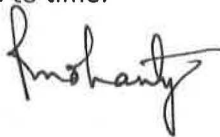
From point 'b' to 'i' (whichever is applicable) in.jpg/.jpeg format with a size of 100KB to 200KB.

Note: The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained. If more than one certificate is to be uploaded, they have to be merged to one page for uploading.

- v. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid last hour rush.
vi. Candidates are required to take a printout of the finally submitted Online Application Form for future use.
vii. Certificate of Admission / Admit Card for the Computer based Test to the eligible candidates will be uploaded in the website of OHPC prior to the date of examination. The candidates are required to download their Admit Card from the website of OHPC and produce the same for Admission to the examination Hall/ Centre. No separate correspondence will be entertained in this regard.

(O) FACILITATION SUPPORT

- i. For any guidance on filling up the On-line Application and information regarding advertisement & recruitment, the candidate may contact the **OHPC Help Desk Telephone Number in OHPC website** in all working days between 10 AM to 5 PM.
ii. The candidates are required to visit the OHPC website www.ohpcltd.com for any relevant information from time to time.



(P) IMPORTANT DATES

| Activity | Date |
|--|--------------------------|
| Website Link Open - Online registration & Payment of application fee | 11.03.2019 |
| Last date for payment of application fee (Online/ Offline Challan) | 10.04.2019 |
| Last date for submission of online Applications in complete shape | 16.04.2019 |
| Tentative date for Online Examination / Computer Based Test (CBT) | In the Month of May,2019 |
| OHPC reserves the right to change the dates on account of administrative exigencies | |

Note:-

1. All the important notification & updates regarding this recruitment shall be posted in the OHPC website in the Recruitment Section and accordingly all applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OHPC will not be responsible for network problems or any other problem in submission of online Application.


DIRECTOR (HRD)