



GENERAL INSTRUCTIONS / INFORMATION FOR THE CANDIDATES

1. Applicants should ensure that they fulfil the eligibility criteria mentioned for the post as advertised by Odisha State Medical Corporation Ltd. hereafter called OSMCL advertisement no. 01/OSMC/REC./HR/2020, dated 18.01.2020. Applicants should thoroughly read the general instructions/ information on filling up of the forms as given in the website and submit the same through post.
2. Applicants satisfying the eligibility criteria must fill up the online application forms available at OSMCL website www.osmcl.nic.in and upload the supporting documents. Correct filling up of the online application form, submission of hard copies of the same and other documents through post in time is the sole responsibility of the candidate.
3. The following steps should be taken care of during submission of application forms:
 - a. **Applicants must fill up the online application forms completely and correctly. Incomplete application forms will be rejected.**
 - b. **Applicant must duly upload the necessary documents in support of the information submitted in application form.**
 - c. **Online filling up of application form will close on 05.02.2020, 11.59 pm. After filing of the online application form, the applicants must download the application form complete in all respects.**
 - d. **Downloaded online application form duly signed by the applicant along with the self-attested supporting documents should be sent only by Speed post / Registered post which must reach at OSMCL office in the following address on or before 12.02.2020, 5.30 PM.**
“ Odisha State Medical Corporation Ltd., In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha, 751001”.
 - e. **For details of the documents to be submitted please refer to the check list given at the end of this instruction/s.**
 - f. **Applicants are advised to apply at the earliest without waiting for the last date of filling up of the online application form. OSMCL will not be responsible for any delay on the part of the applicant.**
4. In case of multiple applications for the same post, all the applications will be outrightly rejected.
5. The maximum age limit for the post is 40 years as on the last date for submission of online application form.
6. Candidates should have Degrees from UGC / AICTE recognised Universities / Institutions & Govt. of India approved institutions.
7. In case marks have been obtained in grade points, documentary evidence of method of conversion of marks (as issued by competent authority) from grades to percentage has to be submitted by the candidate.
8. Post-Qualification experience shall be counted from the month of August of the relevant year, i.e. the start of Academic session.
9. Post-qualification experience shall be considered up to the last date of submission of the online application form.
10. The experience certificate from the employer/s must clearly specify the period during which they are / were working (from....to.....), name of the post and nature of responsibility. Candidates must also mention their entire post-qualification experience in the application form and submit experience certificates in support of the same, otherwise experience weightage cannot be considered.
11. Submission of salary slips / offer / appointment / promotion / increment / confirmation / resignation letters in support of post-qualification experience are not acceptable. However, in case of current organisation, appointment letter and last month's salary slip / NOC shall be accepted.
12. Details regarding date, time and venue of Computer test for the eligible short-listed candidates will be intimated through notification in the OSMC web site / sms / e-mail to the candidates.
13. All the positions are purely contractual in nature for a period of six month only.

14. There shall be a waiting panel list for the post two times the nos. of posts advertised.

15. **Submission of documents:** Candidates must mandatorily upload the following documents in the website.

I. Documents in support of Educational Qualification

- a. Certificates and mark sheets of HSC / equivalent examination.
- b. Certificate and mark sheets of Intermediate / equivalent examination.
- c. If the candidates has passed examinations equivalent to HSC / Intermediate or both, he has to submit proof of equivalence of such examination.

N.B. For intermediate marks and HSC marks, extra-optional marks shall be deducted from total marks and marks secured and percentage shall also be calculated accordingly.

- d. In case the marks have been obtained in grade points, documentary evidence of method of conversion of marks (as issued by competent authority) from grades to percentage has to be submitted.
- e. Certificate and mark sheets of the qualifying examination (of each year or semester and back paper if any) as specified in the eligibility criteria.

II. Documents in support of Post-Qualification Experience

- a. All post-qualification experience certificate/s as prescribed in the advertisement. ***Candidates must briefly mention the nature of their post-qualification experience in the appropriate column provided under "Experience Details"*** Candidates must ensure that they mention all the post-qualification experience in the appropriate column of the application form and upload experience certificates in support of the same.

III. Other documents to be submitted

- a. Colour Passport size photo of the candidate which must be within 100 kb in size and in JPG / JPEG format.
- b. The signature of the candidate which must be within 100 kb in size and in JPG / JPEG format.

After uploading the above documents, self-attested copies of the documents along with the signed application form duly filled up online must be sent to Odisha State Medical Corporation only by speed post / registered post in the address specified, by 12.02.2020, 5.30 PM positively.

Please refer to the check list of documents to be submitted given at the end of the "General Instructions / Information".

16. Candidates should fill up the online application form carefully as applications once finally submitted cannot be edited. OSMC shall not be responsible for submission of incorrect entry/s in the application form by the candidate.

17. No documents submitted by the candidates shall be taken into consideration unless the said information has been mentioned in the application form. Hence candidates are requested to be extremely careful and thorough in filling up the form.

18. Candidates have to submit the legible hard copy of downloaded online application form signed by the applicant along with self attested supporting documents like acknowledgement slip, educational and experience certificates etc to the undersigned on or before the due date i.e. 12.02.2020. The name of the post applied for and application no. should be superscribed on the envelope. The hard copies of the applications and documents should be submitted only through the speed post / registered post. Any other mode of submission will not be accepted. Hardcopies of the applications and documents received after the due date shall not be taken into consideration even though the applicant has filled up online application forms in time.

19. Candidates should have a valid e-mail ID and mobile number which they must correctly mention in the application form and they are advised to retain the same email-id and mobile number which they have furnished in the application form, as important information shall be given to the candidates through SMS or e-mail from time to time. Odisha State Medical Corporation shall not be responsible if the candidate is unable to receive any communication due to wrong entry of email address / mobile number by him / her.

20. Candidates are strongly advised to regularly check the web site www.osmcl.nic.in for any update / information on the selection process.
21. The name of the candidate and his/her parents' name in the application form must exactly be the same as registered in HSC / equivalent Examination. No prefix / title such as Mr / Sri / Dr / Mrs / Smt etc should be used.
22. If any candidate is found ineligible at a later date, even after his / her selection / appointment, his / her selection / appointment will be cancelled.
23. The offer of appointment to the selected candidates is subject to verification of original certificates / documents and experience at the discretion of OSMC.
24. The decision of OSMC regarding the eligibility of any applicant and his selection shall be final.
25. Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Bhubaneswar.
26. Canvassing in any form will disqualify the candidate.
27. OSMC Management reserves the right to amend any of the provisions of the recruitment process or cancel the recruitment process, without issuing any further notice or assigning any reason thereof.
28. Filling up of any or all of the vacancies is at the sole discretion of the management of the Corporation and no claim shall arise as a matter of right if vacancies are not filled up..
29. In case any doubt regarding filling up of the online application form or the recruitment process, candidates may contact HR & Admin. Division of Odisha State Medical Corporation in email address – rec.osmcl@nic.in. Kindly note that candidates have to seek clarification/s, if any in email only. No other mode of communication shall be entertained.

Sd/
Managing Director
Odisha State Medical Corporation Ltd

For checklist of documents to be uploaded online and for sending through post, please see below.

Checklist

Documents to be uploaded during online application form	Documents to be sent by post
<ul style="list-style-type: none"> • HSC or equivalent certificate • HSC or equivalent mark sheet • Intermediate / equivalent certificate • Intermediate / equivalent mark sheet • Qualifying diploma/ degree/ Master Degree (as the case may be) certificate • Qualifying diploma/ degree/ Master Degree (as the case may be) mark sheets of all years including final mark sheet • Mark sheets of back paper, if any • Proof of conversion from grade to percentage conversion (if marks are obtained in grades) • Post-qualification experience certificate/s • NOC / Last month pay slip along with appointment letter for current employer (If any) • Recent passport size coloured photo graph • Scanned copy of signature • ID proof 	<ul style="list-style-type: none"> • Downloaded application form duly signed by the candidate • Recent passport size colour photograph signed by the candidate and pasted on the application form. • Acknowledgement slip generated after online filling up of the form duly signed by the candidate • HSC or equivalent certificate • HSC or equivalent mark sheet • Intermediate / equivalent certificate • Intermediate / equivalent mark sheet • Qualifying diploma/ degree/ Master Degree (as the case may be) certificate • Qualifying diploma/ degree/ Master Degree (as the case may be) mark sheets of all years including final mark sheet • Mark sheets of back paper, if any • Proof of conversion from grade to percentage conversion (if marks are obtained in grades) • Post-qualification experience certificate/s / NOC / Last month pay slip along with appointment letter for current employer (If any) • ID proof

Candidates are requested to refer to the instructions on “How to apply” available in the web site for filling up of the application forms

- a) **Candidate should fill up the online application form and upload all supporting documents by 05.02.2020, 11.59 PM.**
- b) **After uploading the documents, candidates should take a print out of the application form, sign it and send the application form along with the required documents through speed post/ registered post which should reach the Corporation on or before 12.02.2020, 5:30 PM in the following address :**
“ Odisha State Medical Corporation Ltd., In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha, 751001 “
Applications received after 12.02.2020, 5:30 PM will not be considered.