



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. 02/OSMC/REC./HR/2020, dated 07.03.2020. 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 08.04.2020, 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 20.04.2020, 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 candidate must be a permanent resident of Odisha. Residence / nativity / domicile certificates issued by the competent authority must be submitted by the candidates at the time of filling up of the forms. In case the candidate is unable to submit the certificate, he/she must submit an undertaking, available in the “How to Apply “section. The candidate is required to submit the residence certificate before appearing for the Computer test or as will be instructed by the OSMCL.
6. The candidate must have passed 7th standard examination with Odia as a language from any board recognized by Board of Secondary Education, Odisha / passed Matriculation examination with Odia as medium of examination in non-language subject or 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 / passed a test in Odia in Middle English School Standard conducted by the Board of Secondary Education, Odisha.
7. The maximum age limit for the post is 40 years as on the last date for submission of online application form. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age for the Ex-Service Men will be made as per Government norms.
8. Candidates belonging to SC / ST / SEBC category shall submit latest caste certificate issued by the competent authority failing which they shall be treated as general category candidates and their eligibility shall be considered accordingly.
9. Ex-Service men shall have to submit a discharge certificate issued by Commanding Officer of the Unit last served.

10. Candidates should have Degrees from UGC / AICTE recognised Universities / Institutions & Govt. of India approved institutions.
11. 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.
12. Post-Qualification experience shall be counted from the month of August of the relevant year, i.e. the start of Academic session.
13. Post-qualification experience shall be considered up to the last date of submission of the online application form.
14. There shall be a format for experience certificate for each post, where in the employers shall clearly specify the experience details including designation, period of working (fromto.....), nature of job responsibility, remuneration, turnover of the organisation, bed strength (as applicable) etc. and it will be verified during the time of recruitment process if required. Further, the format shall be placed in the "General Instruction / How to apply" section, and the candidate shall upload the filled up certificate in prescribed format in respective places at the time of submission of online application. The experience certificate format for the post of Sr. Manager – IT, Biomedical Engineer & Logistics Assistant under KHUSHI programme is enclosed at Annexure A, B, and C respectively.
15. 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 along with the experience certificate as mentioned in the prescribed format shall be accepted.
16. 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.
17. The position of Logistics Assistant is purely contractual in nature.
18. There shall be a waiting panel list for the post two times the nos. of posts (vacancy) category-wise and the panel list shall remain valid for one year from the date of publication of result.
19. Any candidate, who has been terminated earlier by the Corporation, shall not be allowed / considered. Similarly, any candidate, who has resigned from this Corporation, shall not be allowed / considered, if s/he is applying for the same post from which s/he has resigned.
20. **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.
- d. Candidates applying for the post having Qualification B.Pharma, then, they must submit their Intermediate mark sheet instead of D.Pharma mark sheet.

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.

- e. Proof of having passed Odia up to 7th standard or as specified at point no. 6 of this General Instruction.
- f. 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.
- g. 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. Documents in support of Residence / Caste / Disability

- a. Recent residence / nativity / domicile certificates issued by competent authority or the undertaking as mentioned at point no. 5 of this General Instruction. The undertaking format is available in the “How to Apply” section.
- b. Recent caste Certificate in case of SC / ST / SEBC candidates,
- c. Disability certificate issued by the competent authority clearly specifying the nature and percentage of disability, in case of applicants belonging to PWD category.
- d. Discharge Certificate issued by Commanding Officer of the Unit last served, in case of Ex-Service Men.

IV. 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 20.04.2020, 5.30 PM positively.

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

21. The reservation of posts for candidates of different reserved categories including P.H. candidates shall be regulated by the reservation rules in force of the Government of Odisha. The posts of Biomedical Engineer and Biomedical Jr. Engineer are not suitable for the visually impaired candidates due to the nature of responsibilities fixed for the post. Hence the same will be interchanged with the other two categories of candidates i.e., candidates having Hearing Impairment and Loco Motor Disability (OH) as per the provisions of para 4.1 of the resolution no. 34450, dated 03.12.2013 of GA Deptt.
22. 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.
23. 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.
24. 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. 18.03.2020. 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.
25. 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.
26. Candidates are strongly advised to regularly check the web site www.osmcl.nic.in for any update / information on the selection process.

27. 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.
28. If any candidate is found ineligible at a later date, even after his / her selection / appointment, his / her selection / appointment will be cancelled.
29. The offer of appointment to the selected candidates is subject to verification of original certificates / documents and experience at the discretion of OSMC.
30. The decision of OSMC regarding the eligibility of any applicant and his selection shall be final.
31. Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Bhubaneswar.
32. Canvassing in any form will disqualify the candidate.
33. 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.
34. 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..
35. 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 refer below check list.

Checklist

Documents to be uploaded during online application form	Documents to be sent by post
<ul style="list-style-type: none"> • Recent residence certificate / or Undertaking for complying point no. 5 (If any) • Recent caste certificate (in case of SC / ST / SEBC candidates) • Disability certificate (in case of PWD candidates) • Discharge certificate (in case of Ex-Service men) • Proof of having passed Odia upto 7th standard. • HSC or equivalent certificate • HSC or equivalent mark sheet • Intermediate / equivalent certificate • Intermediate / equivalent mark sheet • Equivalence certificate (If any for HSC / Intermediate) • Qualifying diploma / degree (as the case may be) certificate • Qualifying diploma / 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 as per prescribed format • 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 • Self attested residence certificate / or Undertaking • Caste certificate (in case of SC / ST / SEBC candidates) • Disability certificate (in case of PWD candidates) • Discharge certificate (in case of Ex-Service men) • Proof of having passed Odia upto 7th standard. • HSC or equivalent certificate • HSC or equivalent mark sheet • Intermediate / equivalent certificate • Intermediate / equivalent mark sheet • Equivalence certificate (If any for HSC / Intermediate) • Qualifying diploma/ degree (as the case may be) certificate • Qualifying diploma/ 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 as per prescribed format certificate/s 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 08.04.2020, 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 by 20.04.2020, 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 20.04.2020, 5:30 PM will not be considered / rejected.

ANNEXURE – A

FORMAT (For Sr. Manager - IT)

EXPERIENCE CERTIFICATE

A. EMPLOYEMENT DETAILS:

1. Name of the Candidate:
2. Designation:
3. Remuneration:
4. Place of working:
5. Period From:..... & Period To:.....

B. ORGANISATION DETAILS:

1. Name of the Organisation:
2. Address of the organisation with E-mail ID & Telephone No:
3. Website:
4. Name & Designation of the Contact person with E-mail ID & Telephone No:
5. Turnover:
6. Employee Strength:
7. Bed Strength (In case of Hospital / Medical College):

C. NATURE OF JOB (Please put tick Mark):

1. Application designing and development
2. Network administration
3. Managing large database
4. Managing and monitoring the IT framework including all related operational, technical and security aspects
5. Others

Signature with date
Name:
Designation:
Seal

FORMAT (For Biomedical Engineer)

EXPERIENCE CERTIFICATE

A. EMPLOYEMENT DETAILS:

1. Name of the Candidate:
2. Designation:
3. Remuneration:
4. Place of working:
5. Period From:..... & Period To:.....

B. ORGANISATION DETAILS:

1. Name of the Organisation:
2. Address of the organisation with E-mail ID & Telephone No:
3. Website:
4. Name & Designation of the Contact person with E-mail ID & Telephone No:
5. Turnover:
6. Employee Strength:
7. Bed Strength (In case of Hospital / Medical College):

C. NATURE OF JOB (Please put tick Mark):

1. Maintenance of Medical equipments
2. Manufacturing of medical equipments
3. Others

Signature with date
Name:
Designation:
Seal

FORMAT (For Logistics Assistant (Under KHUSHI))

EXPERIENCE CERTIFICATE

A. EMPLOYEMENT DETAILS:

1. Name of the Candidate:
2. Designation:
3. Remuneration:
4. Place of working:
5. Period From:..... & Period To:.....

B. ORGANISATION DETAILS:

1. Name of the Organisation:
2. Address of the organisation with E-mail ID & Telephone No:
3. Website:
4. Name & Designation of the Contact person with E-mail ID & Telephone No:
5. Turnover:
6. Employee Strength:
7. Bed Strength (In case of Hospital / Medical College):

C. NATURE OF JOB (Please put tick Mark):

1. Store management & any other relevant experience
2. Logistics management & any other relevant experience
3. Others

Signature with date
Name:
Designation:
Seal