



ODISHA STATE MEDICAL CORPORATION LIMITED.

(A Government of Odisha Undertaking)

(Assuring Quality, Saving Lives)

Office: Convent Square, In front of Ram Mandir, Bhubaneswar – 751007, Odisha

Website: www.osmcl.nic.in, e-mail: rec.osmcl@nic.in

Advertisement for Recruitment

No. 2 /OSMC/REC./HR/2016

Dated 26/10/2016

Odisha State Medical Corporation Ltd. (OSMC), Bhubaneswar invites online applications from eligible candidates for filling up the following posts created for the Corporation:

Sl. No.	Name of the Post	Total Nos. of posts	Reservation Category	Pay Band & Grade Pay
1	Senior Manager - IT	1	UR – 1	Pay Band-3 with Grade Pay of Rs.6,600/-
2	Senior Manager - Equipment	1	UR – 1	Pay Band-3 with Grade Pay of Rs.6,600/-
3	Manager – Procurement (Equipment)	1	UR – 1	Pay Band-3 with Grade Pay of Rs.5,400/-
4	Manager – Procurement (Drugs & Surgical)	1	UR – 1	Pay Band-3 with Grade Pay of Rs.5,400/-
5	Asst. Manager – Procurement (Equipment)	1	UR – 1	Pay Band-2 with Grade Pay of Rs.4,600/-
6	Asst. Manager – Procurement (Drugs & Surgical)	1	UR – 1	Pay Band-2 with Grade Pay of Rs.4,600/-
7	Accountant	3	UR- 2 (W-1) ST - 1	Pay Band-2 with Grade Pay of Rs.4200/-
8	Assistant (HR & Admn.)	2	UR- 2 (W-1)	Pay Band-2 with Grade Pay of Rs.4200/-
9	Jr. Assistant (MD's Secretariat)	2	UR- 2 (W-1)	Pay Band-1with Grade Pay of Rs.1900/-

N.B. UR means unreserved. W means Women

Interested applicants should submit the online application forms which will be available in the above website www.osmcl.nic.in from 27 / 10 / 2016 till 19 / 11 / 2016. Timely and correct filling up of the application forms and online submission are the sole responsibility of the candidates.

For details of the posts like scale of pay, eligibility criteria selection modalities, general instructions / information, guideline for filling up of the online application form etc., the applicants may visit the OSMC website www.osmcl.nic.in

The earlier recruitment process for the posts indicated against Sl. 3, 4, 5 and 6 floated in Advertisement No. 1 OSMC / HR / 2014, dated 15.12.2014 is hereby cancelled.

**Sd/
Managing Director
Odisha State Medical Corporation**

Senior Manager - IT

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will lead all IT and related activities of OSMC and will be responsible for:

- Application Designing and development.
- Planning and implementing the training and handholding modules for all stakeholders.
- Providing support and solution to the IT framework for office administration.
- Setting up the network and its maintenance.
- Managing and monitoring the Company's IT framework including all operational, technical and security aspects.
- Any other IT related matter as assigned by appropriate authority.

Educational and Post-Qualification Eligibility Criteria : B. E / B.Tech in Computer Science / Information Technology (with minimum 60% marks) with minimum 5 years of post - qualification experience in any reputed organisation in application designing and development / network administration / managing large database / managing and monitoring the IT framework including all related operational, technical and security aspects.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However, relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay : Pay Band-3 (Rs. 15,600/-–39,100/-) with Grade Pay of Rs.6,600/-. DA and other allowances will be paid as per Corporation norms. Recruitment to this post shall be made in the regular scale of pay.

Place of posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Senior Manager - Equipment

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will lead all the activities of the Equipment Maintenance Unit of OSMC and will be responsible for:

- Implementation of Quality Management Systems & Standards.
- Supervision of the works of the Equipment Maintenance Unit in its defined activities.
- Developing protocols for good contract management for high end equipments including PPP projects.
- Developing manuals and procedural guidelines for quality assurance, maintenance and repair to be followed at different levels for medical equipment maintenance.
- Medical Equipment Workshop Planning and Supervision.
- Any other work as will be assigned by appropriate authority.

Educational and Post-Qualification Eligibility Criteria : B.E / B.Tech in Electronics / Medical Electronics / Bio-Medical Engineering

(with minimum 60% marks) with 5 years of post - qualification experience in Medical Equipment maintenance and repair / procurement of medical equipments and contract management with expertise in technical specifications of medical equipments.

However relaxation of 10% marks will be given for SC / ST category candidates.

N.B. candidates having B.Tech degree in streams combined with electronics will be considered. For example, Electronics and instrumentation, Electrical and Electronics Engineering etc.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay : Pay Band-3 (Rs. 15,600/-–39,100/-) with Grade Pay of Rs.6,600/-. DA and other allowances will be paid as per Corporation norms. Recruitment to this post shall be made in the regular scale of pay.

Place of posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Manager – Procurement (Equipment)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will be responsible for –

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Bid evaluation, award of contract and post - contract management.
- Any other work as will be assigned by appropriate authority.

Eligibility criteria : B.E / B.Tech in Electronics / Medical Electronics / Electrical and Electronics Engineering / Electronics & Instrumentation / Electronics and Tele Communication / Electrical / Mechanical / Bio-Medical Engineering (with minimum 60% marks) with 3 years of post - qualification experience in procurement of Medical Equipments in hospitals, experience in bid evaluation, award of contract, post – contract management, finalisation of technical specification for medical equipments.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay : Pay Band – 3 (Rs.15600-39100) with Grade Pay of Rs.5400/-. DA and other allowances will be paid as per Corporation norms. Recruitment to this post shall be made in the regular scale of pay

Place of posting: Head Quarter of the Corporation (Bhubaneswar).

Selection Modality:

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks- with Weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (Weightage of 15%).

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Equipment). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Manager – Procurement (Drugs and Surgical)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will be responsible for –

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Bid evaluation, award of contract and post - contract management.
- Any other work as will be assigned by appropriate authority.

Eligibility criteria: Bachelor in Pharmacy (with minimum 60% marks) with 3 years of post – qualification experience in procurement of drugs and surgical / healthcare commodities.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / 2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band – 3 (Rs. 15600-39100) with Grade Pay of Rs.5400/-. DA and other allowances will be paid as per Corporation norms.

Recruitment to this post shall be made in the regular scale of pay

Place of posting: Head Quarter of the Corporation (Bhubaneswar).

Selection Modality:

A. Computer Based Written Test (Weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with Weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (Weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Drugs & Surgical) . For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Asst. Manager – Procurement (Equipment)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will assist the procurement division in :

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Will be responsible for bid evaluation, award of contract and post – contract management.
- S/he is expected to handle certain responsibilities independently as may be decided by the appropriate authorities.
- S/he will also perform any other specific duty as assigned by appropriate authority.

Eligibility criteria: BE / B.Tech in Electronics / Medical Electronics / Electrical and Electronics Engineering / Electronics & Instrumentation / Electronics and Tele Communication / Electrical / Mechanical / Bio-Medical Engineering (with minimum 60% of marks) with 3 years of post – qualification experience in procurement of Medical Equipments in hospitals, experience in bid evaluation, award of contract, post – contract management, finalization of technical specification for medical equipments.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band – 2 (Rs.9300-34800) with Grade Pay of Rs.4600/-. DA and other allowances will be paid as per Corporation norms.

Recruitment to this post shall be made in the regular scale of pay

Place of posting: Head Quarter of the Corporation (Bhubaneswar).

Selection Modality:

A. Computer Based Written Test (Weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with Weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (Weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Equipment). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

Asst. Manager – Procurement
(Drugs and Surgical)

Nos. of post : 01 – Unreserved (UR)

Terms of Reference (Job Responsibility) :

S/he will assist the procurement division in :

- Preparation of procurement plan for OSMC.
- Preparation of Standard Bidding Documents.
- Managing the tendering processes.
- Be responsible for bid evaluation, award of contract and post – contract management.
- S/he is expected to handle certain responsibilities independently as may be decided by the appropriate authorities.
- S/he will also perform any other specific duty as assigned by appropriate authority.

Eligibility criteria: Bachelor in Pharmacy (with minimum 60% of marks) with 3 years of post - qualification experience in procurement of drugs or related activities for public health / healthcare commodities / Medical Equipments in hospitals.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band – 2 (Rs.9300-34800) with Grade Pay of Rs.4600/-. DA and other allowances will be paid as per Corporation norms.

Recruitment to this post shall be made in the regular scale of pay.

Place of posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

i. Theoretical Knowledge (40 marks)

ii. Work domain knowledge (30 marks)

iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : There will be a common selection process for both the Manager and Assistant Manager - Procurement (Drugs & Surgical). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

ACCOUNTANT

Nos. of Post : 03 – Unreserved -2 (W-1), ST - 1

Terms of Reference (Job Responsibility) :

They will assist the General Manager, Finance and Asst. Manager, Finance in matters of :

- Book keeping and Accounting
- Financial management of the Corporation
- Preparation of annual budget, medium term and long term financial planning in consultation with other divisions of the corporation well within time
- Developing and implementing audit manual of the corporation including audit checklist etc.
Developing annual audit plan
- They are expected to handle certain responsibilities independently as may be decided by the appropriate authorities.
- Any other work as will be assigned by appropriate authority.

Educational and Post-Qualification Eligibility Criteria : B.Com (with minimum 50% of marks in aggregate excluding Foundation & Ancillary course) and having knowledge in Computer based accounting package and internet with minimum 03 years of post-qualification work experience in managing and handling finance / accounts.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / 2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay : Pay Band-2 (Rs. 9300-34800/-) with Grade Pay of Rs.4200/- with annual increase of 10%, subject to satisfactory performance. No DA, HRA and other allowances shall be admissible. However other benefits as per Corporation norms shall be paid. Recruitment to this post shall be made initially on contractual basis. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed and shall be entitled to draw the time scale of pay plus Grade Pay with DA and other allowances as admissible in corresponding pay band.

Place of Posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%), Graduation marks shall be calculated excluding marks obtained in ancillary and foundation courses (wherever applicable).

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in personal interview.

N.B. : For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

ASSISTANT (HR & ADMN.)

Nos. of Post : - 02 – Unreserved -2 (W-1),

Terms of Reference (Job Responsibility) :

They will assist General Manager HR & Admn. and Assist Manager HR in performing their duties and handle independent responsibility as will be assigned by appropriate authorities.

Educational and Post-Qualification Eligibility Criteria : Graduation in any discipline (with minimum 50% of marks in aggregate excluding Foundation & Ancillary course) and having knowledge in MS Word, Excel, Power Point presentation and Internet with minimum 03 years of post - qualification experience in HR / Office Administration.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay : Pay Band-2 with Grade Pay of Rs.4200/- (Rs. 9300-34800/-) with annual increase of 10%, subject to satisfactory performance.

No DA, HRA and other allowances shall be admissible. However other benefits as per Corporation norms shall be paid. Recruitment to this post shall be made initially on contractual basis. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed and shall be entitled to draw the time scale of pay plus Grade Pay with DA and other allowances as admissible in corresponding pay band.

Place of Posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. The nos. of candidates to appear in the Computer Based Written Test will be limited to 300 numbers. For this purpose, the candidates having the highest score under career marks (weightage – 35%) in the following proportion will be short-listed for the written test.

1. HSC or equivalent – 10%

2. Intermediate or equivalent – 10%

3. Qualifying Degree i.e. Graduation – 15%. (Ancillary & Foundation course marks on the graduation examination, wherever applicable shall be deducted while computing career weightage), Graduation marks shall be calculated excluding marks obtained in ancillary and foundation courses.

B. The shortlisted candidates (Maximum 300 nos) shall appear in the Computer Based Written Test (Weightage – 50%) which will consist of two sections

i. General Aptitude (70 Marks) (It includes General English, Comprehension, Reasoning, and General Knowledge).

ii. Practical Knowledge (30 Marks) (It includes knowledge of MS Word, MS Excel, PowerPoint presentation and internet etc.

C. Interview (weightage – 15%)

(Candidates will be short-listed for interview in the proportion of 1:15 on the basis of score in the Career marks & written test taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in interview.

N.B. There will be a Common Computer Based Written Test for both the posts of Assistant (HR & Admin.) & Jr. Assistant (MD’s Secretariat). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates

Date and venue of Computer Based Written Test and Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.

JR.ASSISTANT (MD'S SECRETARIAT)

Nos. of Post :- 02 – Unreserved -2 (W-1)

Terms of Reference (Job Responsibility) :

They will provide secretarial assistance to MD, OSMC and will perform any other activity pertaining to office management, grievance redressal, liaisoning, filing of correspondences, recording of minutes of meetings and any other work to be assigned by the Managing Director.

Educational and Post-Qualification Eligibility Criteria : Graduation in any discipline (with minimum 50% of marks in aggregate excluding Foundation & Ancillary course) and having knowledge in MS word, Excel, power presentation and Internet with minimum 02 years of post - qualification experience in office management. The candidates should have good typing speed in English.

However relaxation of 10% marks will be given for SC / ST category candidates.

Age limit : The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / /2016. However relaxation of age upto 10 years for Persons with Disability (PWD) candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.

Scale of Pay: Pay Band-1 (Rs. 5200-20200/-) with Grade Pay of Rs.1900/- with annual increase of 10%, subject to satisfactory performance. No DA, HRA and other allowances shall be admissible. However other benefits as per Corporation norms shall be paid. Recruitment to this post shall be made initially on contractual basis. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed and shall be entitled to draw the time scale of pay plus Grade Pay with DA and other allowances as admissible in corresponding pay band.

Place of posting : Head Quarter of the Corporation (Bhubaneswar).

Selection Modality :

A. The nos. of candidates to appear in the Computer Based Written Test will be limited to 300 numbers. For this purpose, the candidates having the highest score under career marks (weightage – 35%) in the following proportion will be short-listed for the written test.

1. HSC or equivalent – 10%

2. Intermediate or equivalent – 10%

3. Qualifying Degree i.e. Graduation – 15%. (Ancillary & Foundation course marks on the graduation examination, wherever applicable shall be deducted while computing career weightage), Graduation marks shall be calculated excluding marks obtained in ancillary and foundation courses.

B. The shortlisted candidates (Maximum 300 nos) shall appear in the Computer Based Written Test (weightage – 50%) which will consist of two sections

i. General Aptitude (70 Marks) (It includes General English, Comprehension, Reasoning, and General Knowledge.

ii. Practical Knowledge (30 Marks). It includes knowledge of MS Word, MS Excel, PowerPoint presentation and internet etc.

C. Computer Typing Skill Test in English (weightage – 15%)

(Candidates will be short-listed for Computer Typing Skill Test in the proportion of 1 : 15 on the basis of score in the Career marks & Written test taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in computer typing skill test.

N.B. There will be a Common Computer Based Written Test for both the posts of Assistant (HR & Admin.) and Jr. Assistant (MD's Secretariat). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.

Date and venue of Computer Based Written Test and Computer Typing Skill Test will be intimated through notification in the OSMC website / sms / e-mail to the candidates.