



ODISHA STATE MEDICAL CORPORATION LIMITED.
(A Government of Odisha Undertaking)
Office: Convent Square, In front of Ram Mandir, Bhubaneswar – 751001, Odisha
Website: www.osmcl.nic.in, e-mail: rec.osmcl@nic.in

Advertisement for Recruitment

No. 01 /OSMCL/HR/2021

Date :06.05.2021

Odisha State Medical Corporation Ltd. (OSMCL), Bhubaneswar invites online applications from eligible candidates for filling up the following vacant post of the Corporation:

Name of the Post	Total nos. of posts	Reservation category	Scale of Pay (Pay Band) & Grade Pay
Company Secretary	1	UR	As per ORSP 2017: Rs 56,100/-, Level: 12

Interested applicants must fill up the online application form and upload the supporting documents in the “**Online Recruitment**” section of the website www.osmcl.nic.in. Last date for applying online is **31.05.2021, 11:59 PM**. Hence the applicants must fill up the online application forms and upload documents on or before **31.05.2021, 11:59 PM**.

After filling up of the online application form, they must download the application forms, sign the same and send them along with the supporting self-attested documents **only by speed post / registered post** to the following address:

Odisha State Medical Corporation Ltd., In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha, 751001 on or before 11.06.2021, 5:30 PM.

Last date of receipt of applications and documents by post is 11.06.2021, 5:30 P.M. Only applications received through speed post / registered post by the stipulated date and time will be considered. Applications received by speed post / registered post after **11.06.2021, 5:30 P.M** will not be considered.

Envelopes must be superscribed with the name of the post applied for along with the applicant's application number.

For details of the post such as 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 “**online recruitment**” section of OSMCL website www.osmcl.nic.in

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

Company Secretary

Nos. of post: 01 – Unreserved (UR)

1.1.1 Terms of Reference (Job Responsibility): The primary responsibility of the Company Secretary is to ensure that the Board functions effectively. The other responsibilities include –

- a. Providing individual Directors with detailed guidance and assistance on the nature and extent of their duties and responsibilities and more importantly, how such duties and responsibilities should be properly discharged in the best interests of the Corporation.
- b. Assist the Directors in fulfillment of formalities at the time of their induction.
- c. Assist the Board in its oversight function with respect to legal, statutory compliances and procedural aspects.
- d. Administer the Code of Conduct and Conflict of Interest guidelines. Advise the Board on matters of business ethics and good governance and also provide advice and guidance to Directors and a management regarding corporate policies, directives, processes and in respect of any matter where conflict, potential or real, may occur between the Board and the Managing Director.
- e. Ensure, where applicable, that the standards and disclosures required by the Companies Act, 1956 or any other Act presently in force in India are observed and, where required, reflected in the annual report of the Director and ensure proper and timely documentary filings and fulfillment of disclosure requirements to statutory authorities under applicable legislation and Government policy.
- f. Representing on behalf of the Corporation and other persons before Registrar of Companies, Consumer Forums, Tax Authorities and other quasi-judicial bodies and Tribunals etc.
- g. Drafting Arbitration/Conciliation Agreement/Clause.
- h. Make arrangements for and manage the process of the Annual General Meeting
- i. Maintain the Company's books and records along with timely statutory compliances.
- j. He/she will be accountable for taking the day to day legal responsibilities, such as timely preparation and submission of all parawise comments, filing of counter affidavits in time. He/she must deal with all court cases/contempt cases/personal appearances diligently in a focussed and timely manner; follow up all court cases in coordination with the Advocate.
- k. The Secretarial work relating to the Board meetings would be as follows :
 - Organize meetings and attend all Board of Director and Committee meetings where possible, and act as Company Secretary at such meetings.
 - Fixing the date & venue of the Board meetings.
 - Issuing notice and agenda to the Directors.
 - Maintaining register of attendance of Directors.
 - Inviting specialists on the request of Chairman.
 - Ensuring quorum.
 - Presenting minutes of the previous meeting.
 - Making notes of the proceedings of the meeting.
 - Drafting of the minutes of the meeting.
 - Ensure that decisions taken by the Board is communicated to Management in a timely manner.
 - Ensuring legal and regulatory compliances.
- l. Any other responsibilities assigned to him/her either by the Managing Director or Board of Directors from time to time.

Educational & Post-Qualification Eligibility criteria: Member of Institute of Company Secretaries of India (MICS) along with degree in Law and minimum 5 years of post – qualification experience.

Age limit: The maximum age limit for the post is 40 years as on the last date for submission of online application form i.e. **31.05.2021**. 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: As per ORSP 2017: Rs 56,100/-, Level: 12. 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) or as decided by OSMCL.

Selection Modality:

A. Career Weightage - 60% (HSC - 10%, Intermediate or equivalent - 10%, Member of Institute of Company Secretaries of India (MICS) – 25%, L.L.B – 15%)

B. Experience Weightage - 40%.

i. Weightage on total years of experience – 20 %

2% weightage shall be counted for each years of post-qualification experience subject to maximum 20%, i.e. 10 Years. (One year shall be calculated as total of 12 months and one month shall be calculated as total of 30 days).

ii. Weightage on relevant experience – 20%

a. Working experience as Company Secretary in any Government Medical Corporation run under the Government Sector in India. (10%)

b. Working experience as Company Secretary in State Govt. / Central Govt. / Central PSU / State PSU in India. (5%)

c. Working experience as Company Secretary in Pharmaceutical manufacturing industry / Equipment manufacturing industry with a turnover of Rs. 50 crores or more in India. (5%)

C. Qualifying Computer test: To ensure adequate zone of consideration, candidates in the ratio of 1:5 shall be called for computer test, which will be qualifying in nature.

(Candidates will be short listed for computer test in the proportion of 1:5 on the basis of the score in the career weightage (60%) and experience weightage (40%) taken together as explained above.)

The final selection shall be made on the basis of the total score in the career (60%) and experience (40%) as per the weightage decided above.

Details regarding date, time & venue of the Computer test for the eligible shortlisted candidates will be intimated through notification in the OSMC website/SMS/email to the candidates.



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/OSMCL/HR/2021, dated 06.05.2021**. 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 31.05.2021, 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 11.06.2021, 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 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 (from.....to.....), nature of job responsibility, remuneration, turnover of the organization, 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 **Company Secretary** is enclosed at **Annexure A**.
15. **Experience will be taken into account only, if provided in the prescribed experience certificate format as mentioned in point no.: 14.**
16. 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.
17. 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.
18. There shall be a waiting panel list for the post two times the nos. of posts (vacancy) 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.

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. Proof of having passed Odia up to 7th standard or as specified at point no. 6 of this General Instruction.
 - e. 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.
 - f. 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 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 11.06.2021, 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. 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.
22. 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.
23. 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. 11.06.2021. 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.
24. 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.
25. Candidates are strongly advised to regularly check the web site www.osmcl.nic.in for any update / information on the selection process.
26. 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.
27. If any candidate is found ineligible at a later date, even after his / her selection / appointment, his / her selection / appointment will be cancelled.

28. The offer of appointment to the selected candidates is subject to verification of original certificates / documents and experience at the discretion of OSMC.
29. The decision of OSMC regarding the eligibility of any applicant and his selection shall be final.
30. Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Bhubaneswar.
31. Canvassing in any form will disqualify the candidate.
32. 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.
33. 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.
34. In case of 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 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 degree (MICS) certificate • Qualifying degree (MICS) mark sheets of all years including final mark sheet • Mark sheets of back paper, if any • LLB mark sheet & certificate • 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 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 degree (MICS) certificate • Qualifying degree (MICS) mark sheets of all years including final mark sheet • Mark sheets of back paper, if any • LLB mark sheet & certificate • 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 31.05.2021, 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 11.06.2021, 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 11.06.2021, 5:30 PM will not be considered / rejected.

ANNEXURE – A

FORMAT (For Company Secretary)

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. Corporate Governance
2. Legal matters
3. AGMs
4. Board functions
5. Others (Please specify)

Signature with date
(Employer)
Name:
Designation:
Seal



ODISHA STATE MEDICAL CORPORATION LTD.

A Government of Odisha Undertaking

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

How to apply

Please keep the following documents ready before applying for a post.

1. Scanned copy of Residence / Nativity / Domicile Certificate / Undertaking in PDF format (within size 50 to 200 KB).
2. Scanned copy of Caste Certificate (for SC/ST candidates) in PDF format (within size 50 to 200 KB).
3. Scanned copy of Disability Certificate (for PWD candidates) in PDF format (within size 50 to 200 KB).
4. Scanned copy of Discharge Certificate issued by Commanding Officer of the Unit last served (for Ex-Service Men) in PDF format (within size 50 to 200 KB).
5. Scanned copy of document as evidence of conversion formula from grade to percentage (for candidates who have secured marks in grades) in PDF format (within size 50 to 200 KB).
6. Scanned copy of relevant experience certificate(s) in PDF format (within size 50 to 200 KB).
7. Scanned copy of Certificates and mark sheets of HSC/equivalent, Intermediate/equivalent and Bachelor degree / Diploma as specified in the eligibility criteria in PDF format (each within 50 to 200 KB size).
8. Scanned copy of recent passport size photograph in JPG / JPEG format (within size 50 to 100 KB).
9. Scanned copy of candidate's signature in JPG / JPEG format (within size 50 to 100 KB).
10. Proof of equivalence of the educational qualification with HSC or Intermediate (wherever applicable) in PDF format (within size 50 to 200 KB).
11. Scanned copy of ID Proof (Voter ID / PAN / Aadhar Card) in PDF format (within size 50 to 200 KB).

N. B. Please ensure that you must upload legible copies of documents and do not use any special character / numerical etc while naming the files for upload.

The system should be Java Script enabled for successful online application.

Registration of the candidate

- a) Click on "Register Here to Apply" button on home screen
- b) The "Register Yourself" page will open. Read the instructions given in the page carefully.
- c) Fill **Name** (as **mentioned** in 10th Certificate): **Father's Name** (as **mentioned** in 10th Certificate), **Date of Birth** (as **mentioned** in 10th Certificate), valid mobile no and valid e-mail address. The **e-mail address submitted by the candidate will be the user name**. Submit your password and confirm it. The Password should be of minimum eight (8) characters, Candidates are advised to choose a strong password (combination of alphabets, numerical and special characters).
- d) Enter **Captcha** in the box provided.
- e) If the registration is not successful, a message will appear that "**Your Registration is not successful**". Candidates are advised to re-submit the information correctly.
- f) Once successfully registered, candidates will be provided with a successful registration pop-up box which appears as "**Registration is successful. Ready for Login**", with cursor at Login section.

- g) On the Home screen of online recruitment section of www.osmcl.nic.in, you can also find the login to enter your User name and Password.
- h) By entering the User name and Password (which was provided during the time of registration) at the Login section, the candidate will get the **Application form**.

Filling up the application form

Personal Details

- a. The Name, Father's Name, Date of Birth, Mobile No. and e-mail at Sl. No.-1, 2, 3, 4 and 5 of the personal details in the online application form will automatically be pre-filled from the data entered at the time of registration.
- b. Please choose the post you want to apply at point no-6 of the **online application** form from the drop down menu. If you are a permanent resident of Odisha, please choose the "Yes" radio button, at point no-7 and then upload the scanned copy of Residence/Nativity/Domicile Certificate. (The size of the PDF file must be within 50-200 KB).
- c. In case you do not have the Residence/Nativity/Domicile Certificate, please furnish an undertaking in the format below and upload it. (The size of the PDF file must be within 50-200 KB).

The Undertaking should be in the following format.

"I, Sri/Smt/Ms _____, S/o,D/o.W/o _____
aged _____ years, currently residing at _____,
Post _____, P.S _____, District _____, and a permanent resident of
Post _____ P.S _____ District _____, an applicant for the post of
_____ under Odisha State Medical Corporation Ltd. do hereby
undertake that I have applied to the competent authority i.e., for issue of residence/domicile/nativity certificate and
the same has not been received till date. I undertake to produce the same on the date of interview or at any time as
will be required by OSMC.

Date :

Signature of the Applicant :

- d. If you belong to Ex Service Men category, please choose "Yes" at Sl.No-8 and upload the scanned copy of your Discharge Certificate issued by Commanding Officer of the Unit last served. (The size of the PDF file must be within 50-200 KB).
- e. Please Choose the Gender (Male/Female) at Sl. No-9
- f. "Age" at Sl. No-10 will automatically be calculated and filled from the Date of Birth. If you do not meet the required age criteria as per the advertisement, then the form cannot be submitted successfully.
- g. Please choose category (SC/ST/General) at Sl. No-11. If you have chosen SC/ST, then upload the scanned copy of your caste certificate (The size of the PDF file must be within 50-200 KB) or else you will not be allowed to proceed further.

- h. If you belong to person with disability category, choose "Yes" and choose the type of disability. Also upload your disability certificate (The size of the PDF file must be within 50-200 KB).
- i. Fill your present contact address at Sl. No- 13
- j. Click the checkbox below Sl. No-13, if your permanent address is same as the present address. The data entered at the present address text box will be copied to permanent address box.
- k. Please enter your permanent address at sl. No-14, if it is different from present address otherwise check the box
- l. Please mention whether you have passed Odia up to 7th standard. If yes, then upload a scanned copy of the document as proof of the same. (The size of the PDF file must be within 50-200 KB).
- m. Please upload the scanned copy of your recent colour passport size photograph (4.5X3 cm) with plain background at the photo section at top-right hand corner in **JPG/JPEG** format. Please ensure that the size of file should not exceed 100 KB.

Qualification Details

- a) Choose the examination passed from the first column of Sl. No-16 (Qualification Details) from the drop down menu.
- b) Enter the name of the stream / branch (For example Arts / Science / Commerce / Pharm. / General etc).
- c) Enter the Board / University from which you have passed the examination in the next column.
- d) Choose the year of passing of the examination.
- e) Choose whether your examination evaluation pattern is based on percentage / grade from the drop down menu.
- f) If marks have been obtained in percentage enter the full Marks and marks obtained (Aggregate) in the examination. The percentage will be calculated automatically.
- g) If marks have been obtained in grade point, enter the full grade point and grade points obtained, you may also enter the percentage as per the conversion rule and upload the document in support of conversion formula from grade to percentage.
- h) Click "**Add**" button to add data for the examination (please note that without adding, the data entered at various fields of qualification details will not be recorded).
- i) Repeat from steps for entering different fields for different examinations passed as mentioned in the drop down menu.

Experience Details

- a. Enter the name of the employer at Sl. No-17 (organization in which you are/were working).
- b. Enter the post (designation) held in the organization mentioned.
- c. Enter "**from the date**", from which you are/were working in the post mentioned.
- d. Enter "**to the date**" of which you are working in the post mentioned. (If you are working in an organization till date, put the date of submission of this online application).
- e. The total experience will automatically be calculated in terms of total years and months.
- f. Enter brief job descriptions with reference to the requirement of OSMC as per the eligibility criteria for the post within 500 characters. **Upload the experience certificate as per the prescribed format at Annexure A. Please ensure that the size of each file should be legible and between 50 - 200 KB.**

- g. Click on **"Add"** button to record the experience detail. (Please remember that without adding, the data entered at various field of qualification details will not be recorded)
- h. Repeat from steps to enter multiple experience details. The total experience will be calculated automatically after adding all experiences.
- i. If you do not meet the required minimum years of experience as per the advertisement, then the application form cannot be submitted successfully.

Upload documents and signature (Please ensure that you upload legible documents)

- I. Please choose the document to be attached from the combo box at Sl. No.-18.

List of documents

- 1. HSC or equivalent mark sheet
- 2. HSC or equivalent certificate
- 3. Intermediate or equivalent mark sheet
- 4. Intermediate or equivalent certificate
- 5. Degree(MICS) final marksheet (Where the post is Qualifying Degree)
- 6. Degree(MICS) certificate (Where the post is Qualifying Degree)
- 7. LLB Degree final mark sheet
- 8. LLB Degree certificate
- 9. ID Proof

II. Click on browse button to select the scanned copy of the document chosen.

III. Choose the respective file from the local computer and click on open/save. The file will be uploaded to the server with your Application.

IV. Click on **"Add"** button to add the document to application form.

V. Repeat all steps till adding the listed documents as per requirement.

VI. Scan your full signature in blue ink. Please ensure that the size of file should not exceed 100 KB and should be in JPG/JPEG format, Upload it by clicking the upload button

Declaration

- a. Read the declaration carefully
- b. Click the "Accept" checkbox at the end of declaration statement.
- c. Click on preview button to check whether you have submitted all the information fully and correctly.
- d. Click on edit button, if there is a need to edit the application, before final submission
- e. Click on Submit button to submit the Application form.
- f. If there is any error/blank during the entry, the submission shall not be successful and you will be directed to the edit button for respective correction. This process will be repeated till the successful submission of the application form.
- g. After successful submission of the application form, an acknowledgement form will be generated immediately.
- h. Please keep a print out of the acknowledgement form for future reference.
- i. In the Download section, candidate can take the print outs of their submitted application form.

j. Candidate can log out or apply for another post by clicking on the application form menu.

N.B. Online filling up of application form will close by 31.05.2021, 11.59 P.M. After filing of the online application form, the applicants must download the application form complete in all respects.

PROCEDURE TO SEND HARD COPIES OF THE APPLICATION FORM:

PLEASE TAKE NOTE THAT APPLICATIONS NOT RECEIVED THROUGH POST

(SPEED POST / REGISTERED POST ONLY) WILL NOT BE ACCEPTED.

➤ Downloaded online application form 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 below mentioned address on or before 11.06.2021, 5.30 P.M. Any other mode of submission of the hard copies of the applications will not be accepted. Any Applications received by post after 11.06.2021, 5.30 PM will be rejected.

Address:

“ Odisha State Medical Corporation Ltd., In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha, 751001”

➤ Envelops should be superscribed with the name of the post applied for and the application number.

➤ **The following self-attested documents must be submitted by the applicant:**

- 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 form.
- Caste certificate (in case of SC / ST 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 degree (MICS) certificate
- Qualifying degree mark sheets (MICS) (all years) including back papers if any
- Qualifying degree (MICS) final marksheet
- LLB Certificate & Marksheet
- 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

FORMAT (For Company Secretary)

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. Corporate Governance
2. Legal matters
3. AGMs
4. Board functions
5. Others (Please specify)

Signature with date
(Employer)
Name:
Designation:
Seal