



**ODISHA STATE MEDICAL CORPORATION LTD.**  
(A GOVT. OF ODISHA UNDERTAKING)

Advertisement No. 02/HR/OSMCL/2025

Date: 01.03.2025

**WALK-IN-INTERVIEW FOR ENGAGEMENT OF SHORT-TERM CONSULTANT (CA) - FINANCE & ACCOUNTS**

**SHORT-TERM CONSULTANT (CA) - FINANCE & ACCOUNTS**

**NO OF SHORT-TERM CONSULTANT (CA) REQUIRED: 1 (ONE) no.**

**DELIVERABLES:** Finance & Accounts related works of the Corporation.

**LOCATION OF ENGAGEMENT:** Head quarter of Odisha State Medical Corporation Ltd. i.e. at Bhubaneswar.

**DETAIL ADDRESS:** In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha - 751001

**TYPE & PERIOD OF ENGAGEMENT:** Contractual engagement up to 02 (Two) years (Initial period of 6 months which may be extended subject to satisfactory performance and requirement of the Corporation).

**AGE:** Maximum age 40 years (as of the date of the advertisement). As per Government of Odisha policy, age relaxation for SC/ST/and other categories will be applicable.

**EDUCATIONAL QUALIFICATION:** The candidate must have passed the Final CA exam from the Institute of Chartered Accountants of India.

All the candidates must have Computer proficiency in Tally and MS Office including MS Excel.

**EXPERIENCE:** The candidate must have at least 1 year of post-qualification experience in maintenance of accounts regularly on real time basis, financial analysis and reporting, budgeting, taxation (Direct tax & GST), preparation of financial statements as per applicable accounting standards.

**REQUIRED COMPETENCIES, SKILLS AND KNOWLEDGE:**

1. Proficiency in Tally and MS Office including MS Excel.
2. Extensive knowledge of accounting standards, audit management, and financial rules of the government.
3. Handling of contract management and contract law

**TOR (JOB RESPONSIBILITY)**

1. Daily verification of accounting entries and timely processing of payments.
2. Ensuring accurate booking of expenditure and statutory compliance.
3. Timely calculation and payment of statutory dues (TDS, GST, etc.) and filing returns (GSTR-1, GSTR-3B, etc.).
4. Preparing budgets, annual accounts, and financial reports.
5. Facilitating audits and managing MIS reporting.
6. Evaluating financial aspects of tenders and overseeing fund management.
7. Performing any additional tasks as assigned by the management

**REMUNERATION:** Consolidated pay of ₹56,100/- per month.

**MODE OF SELECTION:** Walk-in-interview to be conducted by a panel of experts. The result of the Interview shall be published in the web site of the Corporation.

**DATE AND VENUE OF WALK-IN-INTERVIEW:** On 12.03.2025 in the head office of the Odisha State Medical Corporation Ltd at Bhubaneswar (in front of Ram Mandir, Convent Square).

The Interview shall commence at 12:00 PM. Applicants have to register their names from 10:30 AM to 11:30 AM after which registration process shall be closed and late comers shall not be allowed.

The Corporation reserves the right not to allow any particular candidate to appear in the Interview without assigning any reason thereof.

**DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:**

**The applicants must bring with them the filled up application forms (available in the website – [www.osmcl.nic.in](http://www.osmcl.nic.in)) along with the following documents.**

- (a) All original certificates in support of educational qualification & experience with one set of self attested copies of the same.
- (b) Any other documents in support of fulfilling the requirements as per deliverables / relevant competency / skill / knowledge.
- (c) Identity proof. (Voter Card / PAN Card / Driving License / Adhar Card / Passport).
- (d) Self attested passport size photograph (two copies).
- (e) Document in support of Last pay certificate

**Other conditions of engagement:**

1. The Short-term consultant shall have the status of contractual employee and the engagement in the Corporation shall in no way confer any right or claim on the regular posts of the Corporation.
2. The engagement can be terminated by the Corporation without any notice on account of non-performance, financial misconduct, gross conflict of interest causing financial loss to the Corporation, moral turpitude, insubordination, negligence of duty, indiscipline or any act which may bring the Corporation to disrepute. Decision of the Managing Director on disengagement shall be final.
3. During the period of engagement, the Short-term Consultant is expected to maintain high degree of professional integrity and commitment to the task assigned.
4. The normal working hours of the Corporation is from 10 AM to 5.30 PM. However the working hours may extend depend on the requirements of the Corporation.
5. However the Consultant may be asked to attend duty beyond office hours or on public holidays depending on requirement.
6. They are eligible to avail only Casual Leave as entitled to Corporation employee.

7. During the period of engagement, the Consultant shall not take up any other assignment.

**OTHER INFORMATION:**

- (1) In case the number of candidates becomes high, the Corporation reserves the right to adopt a screening criteria in order to short list the candidates.
- (2) In case the numbers of candidates are very high, the Interview may be conducted in subsequent date/s.
- (3) No TA / DA shall be provided for attending the Walk-in-Interview.
- (4) Odisha State Medical Corporation reserves the right to cancel the selection process at any stage without assigning any reason thereof.

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

**Enclosure:** Annexure - A (Application Form)



**APPLICATION FORM  
FOR THE ENGAGEMENT OF SHORT-TERM CONSULTANT (CA)**

**Finance & Accounts Division**

1. Name of the applicant :		Photograph					
2. Father's Name :							
3. Date of Birth :							
4. Sex :							
5. Age as on date of Advt.							
6. Mobile No. :		Identity Proof No.					
7. Contact Telephone No. :							
8. Present Contact Address :				9. Permanent Contact Address :			
10. E-mail Address :							
11. Language spoken / written :							
12. Educational Qualification :							
Sl. No.	Exam Passed	Name of Board / University	Year of Passing	Full Marks	Secured Marks	% of Marks	Duration of Course

13. Experience details ( starting from present / last employment ) :

Name of the Organisation	Designation	Period	Nature of job with relevance as per the deliverables specified by OSMC
		From – To	

**( Please enclose separate sheet if required )**

**Declaration :** I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false / incorrect or is suppressed by me, my engagement under Odisha State Medical Corporation is liable to be rejected / terminated. I also declare that I have never been disengaged from service by any organisation on administrative ground such as disobedience / poor performance / misbehaviour / criminal activity etc.

Date :

Place :

*Full Signature of the Applicant*

List of enclosure (s) :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Note :

The following documents are to be brought along with the application form:

- (a) The applicants must bring with them the filled up application forms (available in the website – [www.osmcl.nic.in](http://www.osmcl.nic.in))
- (b) All original certificates in support of educational qualification & experience with one set of self attested copies of the same.
- (c) Any other documents in support of filling the requirements as per deliverables/relevant competency / skill / knowledge.
- (d) Identity proof. (Voter Card / PAN Card / Driving License / Adhar Card / Passport).
- (e) Self attested passport size photograph (two copies)
- (f) Document in support of Last pay certificate