

No. 2668 /OSMCL/2023

Date : 20.04.2023

**WALK IN INTERVIEW FOR ENGAGEMENT OF AUDIT OFFICER ON CONTRACTUAL BASIS WITH CONSOLIDATED PAY**

**Post:** Audit Officer(01no)

**Deliverable:**All works related to various audits of the Corporation.

**Type & period of engagement:**Contractual engagement initially for a period of 11 months and renewal thereafter subject to satisfactory performance of the candidate and requirement of the corporation.

**Age:** Maximum up to 65 years as on date of Interview.

**Eligibility:** Preferably retired personnel from the office of the Accountant General, Bhubaneswar having accounting experience and handling different audits conducted in the Corporation and smooth functioning of the compliance thereon.

**Competencies, skills and knowledge required:**

1. Computer Skill.
2. Accounting Skill
3. Communication (Oral and Written) & Drafting Skill
4. Tally/ERP

**Remuneration:**Consolidated pay of Rs 44,900/- per month.

**Place of Posting:**Head office of OSMCL in Bhubaneswar.

**Mode of Selection:** Walk- In-Interview to be conducted by a panel of experts.

**Timeline & TOR:**The detail timeline & venue for this aforesaid selection process will be as follows :

**Date & time of interview:**25.04.2023, 12.00 PM (registration of candidate will be closed at 11.30AM).

**Venue:** Head office of OSMCL in Bhubaneswar.

**ToR:**

- (a) Report to General Manager (Finance & Accounts) on the status of different audit compliances.
- (b) Initiate appointment / renewal proposal of Internal Auditor.
- (c) Facilitating all types of audit i.e. Internal, Statutory, Departmental, Audit conducted by the Office of Accountant General and etc.
- (d) Compliance to all type of audit i.e. Internal, Statutory, Departmental, Audit conducted by the Office of Accountant General and etc.
- (e) Compliance to pending Audit compliances.
- (f) Following up to the Auditors for conduct of different audits in time and placing their reports before the authorities.
- (g) Preparation of agendas / matters to be placed before Audit Committee.
- (h) Preparation of Annual Financial Statement / Annual Budget.
- (i) Preparation of data / report for different review meetings / Board as and when required.
- (j) Any other work as and when assigned by General Manager (Finance & Accounts).

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

- (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)) along with the following documents
- (b) All original certificates in support of educational qualification with one set of self attested copies of the same.
- (c) All original certificates in support of experience with one set of self attested copies of the same
- (d) Any other documents in support of filling the requirements as per deliverables/relevant competency/skill/knowledge.
- (e) Identity proof.
- (f) Self attested passport size photograph (two copies).
- (g) Document in support of last pay certificate.

**Other conditions of engagement:**

1. The Audit Officers 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 post 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 any bring the Corporation to disrepute. Decision of the Managing Director on disengagement shall be final.
3. During the period of engagement, the Audit Officers are 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 Audit Officers may be asked to attend duty beyond office hours or on public holidays depending on requirement.
6. During the period of engagement, the Audit Officers 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 Walk-in-Interview may be conducted in subsequent date/s.
- (3) The Corporation reserves the right not to allow any particular candidate to appear in the interview without assigning any reason thereof.
- (4) No TA/DA shall be provided for attending the Walk-in-Interview.
- (5) 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.**

## APPLICATION FORM

**FOR THE AUDIT OFFICER ON CONTRACTUAL BASIS WITH CONSOLIDATED PAY IN OSMCL**

1. Name of the applicant :		Photograph					
2. Father's Name :							
3. Date of Birth :							
4. Sex :							
5. Age as on _____							
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 to last employment ) :

**ODISHA STATE MEDICAL CORPORATION LTD.**  
**(A Govt. of Odisha Undertaking)**  
*(Assuring Quality, Saving Lives)*

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 Govt. Department / Undertaking (if applicable) on administrative ground such as disobedience / poor performance / misbehaviour / criminal activity etc.

Date :

Place : *Full Signature of the Applicant*

List of enclosure (s) :

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Note :

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

- (a) Two copies of passport size colour self attested photographs. One copy of self attested photograph will however to affixed in the specified column in the application form.
- (b) Self attested photocopies of documents in support of age, qualification, experience etc.
- (c) Self attested photocopy of Identity, Proof (Voter Card / PAN Card / Driving License / Adhar Card / Passport).
- (d) Last pay certificate