



ODISHA HYDRO POWER CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

ODISHA STATE POLICE HOUSING & WELFARE CORPORATION BUILDING

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CIN- U40101OR1995SGC003963

ADVERTISEMENT NO. OHPC: HQ: HRD: RECTT: 04/2022

Dated: 27-10-2022

Recruitment to the post of various Administrative Non-Executive (ANE) Trainees i.e.

Jr. Clerk trainee / L D Asst. Trainee

Activity	Date
Website Link Open - Online registration & Payment of application fee	12.11.2022
Last date for payment of application fee (Online)	11.12.2022
Last date for submission of online Applications in complete shape	11.12.2022
Tentative date of Online Examination/ Computer Based Test	During the month of January, 2023.
OHPC reserves the right to change the dates on account of administrative exigencies	

(The links for the above will be published on our website www.ohpcltd.com. Candidates are advised to visit the website regularly for any updates, etc.)

Odisha Hydro Power Corporation Limited (OHPC) is an ISO 9001:2008 certified Gold rated State Public Sector Undertaking (with installed capacity of **2099.80** MW) having **6 (six)** projects within the state and one inter-State Project. OHPC is also promoting investment in renewable energy projects and various green energy sources through GEDCOL (a wholly owned subsidiary of OHPC).

OHPC intends to recruit qualified candidates to be inducted as **Junior Clerk Trainees/ L.D. Assistant Trainees** as follows for their placement in Units / Project Sites/ Corporate Office.

(A) VACANCY POSITION

The category wise vacancies are given below:

Name of Post	ST	SC	SEBC	UR	TOTAL
Jr. Clerk Trainees/ LD Assistant Trainees	12 (W:4)	07 (W:2)	07 (W:2)	24 (W:8)	50 {PWD:2, Ex SM:1}

* SC- Scheduled caste, ST- Scheduled Tribe, SEBC-Socially & Educationally Backward Classes, UR- Unreserved, W- Women Candidates, PWD- Person with disability (not less than 40%), Ex SM- Ex. Service Man.

* In each category of Post, 03 % of the posts are reserved for Ex Serviceman & 04% of the posts are reserved for PWDs.

* The total no. of posts as indicated above may subject to change.

(B) EMOLUMENTS :

Sl. No.	Name of the Post / Discipline	Stipend payable per month	Pay Scale on regularization
1	Jr. Clerk Trainees / L.D. Assistant Trainees	13,500/-	Pay matrix- Rs.26,400/- to Rs.83,600/- Initial basic pay- Rs. 26,400/-

During the training period, **Jr. Clerk Trainees/ L.D. Assistant Trainees** shall be paid the above consolidated stipend plus medical allowances at the fixed rate of Rs.200/- per month and an additional amount of Rs.500/- per month shall be paid to the trainees posted at BHEP, Balimela and UIHEP, Mukhiguda only as Remote Area Allowance. After successful completion of training, they will be paid Basic Pay, DA, HRA & other allowances as admissible under OHPC Rules in force from time to time.

(C) TRAINING

The training will be for a period of 1(One) year, unless and otherwise extended. On successful completion of the training, the trainees will be appointed in the respective cadre based on their performance and will be placed in the Pay Scale with other allowances as stated at SI-B and will be placed under probation for a period of one year. The trainees may be terminated during the training period without any notice or assigning any reasons thereof. There shall be no obligation on the part of the Corporation to offer regular appointment after completion of training.

(D) ESSENTIAL QUALIFICATION

Jr. Clerk Trainees/ L.D. Assistant Trainees	Graduate in any discipline with one year Diploma in Computer Application or equivalent from recognised Institute. OR Diploma in Office Management from recognised Institute with one year Diploma in Computer Application or equivalent from recognised institute.
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(E) AGE

- A candidate must not be under 18 (Eighteen) years and not above the age 38 (Thirty Eight) years as on 01.10.2022.
- The Upper age limit prescribed above relaxable by 05 (Five) years for candidates belonging to SC/ ST/ SEBC/ Women/ Ex-Serviceman and by 10 (ten) years for PWDs whose permanent disability is 40% or more.
- Persons with disabilities (PWD) belonging to SC/ST/ SEBC categories are eligible for cumulative age relaxation benefit upto 15 years.*
- Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him / her.

- v. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.

(F) RESERVATION

- i. Reservation of posts including reservation for Women will be as per the ORV Rules and other applicable Acts and Rules of Government of Odisha.
- ii. PWD Candidates, whose disability is not less than 40% (forty percent), are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.
- iii. Ex-Servicemen are required to attach copy of their Discharge Certificate issued by the Competent Authority.
- iv. Concession meant for **SC, ST and SEBC by birth** are admissible to the Scheduled Castes, scheduled Tribes and Socially and Educationally Backward Classes of **Odisha State only**.
- v. The competent authorities to issue the caste certificate are District Magistrate / Collector or Additional District Magistrate or Sub-divisional Magistrate / Sub-collectors or Executive Magistrate or Revenue Officers, not below the rank of Tahasildar / Additional Tahasildar of Government of Odisha.
- vi. Candidates belonging to PWD, Ex-Serviceman & Sports Person shall be adjusted against the categories to which they belong.
- vii. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- viii. Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- ix. Candidates belonging to SEBC category shall submit their SEBC certificate validated / renewed by the competent authority within the last 3 (three) years by the closing date of submission of online application form. The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.
- x. **OBC Certificates will not be accepted in lieu of SEBC Certificate and candidates submitting OBC certificate are liable for rejection.**
- xi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of". Caste Certificate obtained by virtue of marriage (i.e. showing "wife of") are not acceptable & liable for rejection.
- xii. Community (Caste status) once mentioned by the candidates in the online application form, will be treated as final and the same shall not be changed under any circumstances.



(G) TYPE OF DISABILITY

- i. The candidates belonging to PWD category shall be adjusted against the category which he / she belongs.
- ii. The physical requirement and functional classification of PWD suitable for the above post / job is as follow:

Physical requirements: S, H, SE, F, R&W

Functional classifications: OL, OA, LV, BL, PD

Code	Functions
S	Work performed by sitting (on bench or chair)
H	Work performed by hearing / speaking
SE	Work performed by seeing
F	Work performed by manipulating with figures
R & W	Work performed by reading & writing
OL	One leg affected (R or L)
OA	One arm affected
LV	Low Vision
BL	Both Leg affected but not arms (mobility not to be restricted)
PD	Partially deaf (with suitable aid)

- iii. The PWD certificate is subject to verification of the candidate by the prescribed Medical Board.

(H) OTHER ELIGIBILITY CONDITIONS

- (i) The candidates must be citizen of India.
- (ii) He / She must be able to read, write and speak Odia fluently, and must have
 - a. Passed Middle School Examination with Odia as a language subject, or
 - b. Passed HSC or equivalent Examination with Odia as medium of examination in non-language subject, or
 - c. 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 or
 - d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department of the Govt. of Odisha
- (iii) A candidate who has more than one spouse living or in case of a woman candidate, if married to a person having one spouse living, shall not be eligible for appearing the examination, unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- (iv) The candidates must have a good moral character.
- (v) Candidates, who fulfil the prescribed eligibility criteria on the effective date may apply for the post.



(I) SELECTION PROCEDURE

- i. Eligible candidates will be called for Computer Based Test on General Aptitude Comprising **120** Multiple Choice Questions (MCQs). The CBT will cover 30 MCQs from each section i.e (i) Reasoning (ii) Quantitative Aptitude (iii) English Language (iv) General Awareness & Computer Knowledge. *The candidates shall secure 01 mark for each correct answer & there will be **negative marking of 0.25 marks** for each wrong answer. The duration of the CBT will be 02 hours only.*
- ii. Candidates qualifying in the written test (CBT) shall be shortlisted for Document verification at Bhubaneswar.
- iii. The offer of appointment shall be issued to the selected candidates purely on the basis of merit. However, the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard and verification of prescribed testimonials.
- iv. On selection, the Trainees shall be posted at any of the Units/ Project Sites & Offices of OHPC and its subsidiaries.

(J) PROVISION FOR OUTSOURCED CANDIDATES WORKING IN OHPC

- (i) *The persons engaged through outsourcing agencies for OHPC, who are less than 45 years of age and have completed at least one year of continuous service as on **01.10.2022**, shall be allowed relaxation of upper age limit upto 45 years, as a special case, provided they satisfy all other eligibility criteria of the advertisement.*
- (ii) *They shall be allowed **one percent extra mark** on the total marks of the examination for each completed year of continuous service, subject to a maximum of **15% (fifteen percent) i.e. 18 marks**, which shall be added to the marks secured by them in CBT for deciding the merit position.*

(K) CENTRE OF EXAMINATION

- i. The Computer Based Test (CBT) will be held at Bhubaneswar/ Cuttack/ Rourkela/ Sambalpur/ Berhampur/ Balasore etc.. However depending on the number of applicants, OHPC may add or limit other cities of Odisha.
- ii. Candidates are required to mention their preferred centre of examination in the online application form.
- iii. The request for change of centre shall not be entertained.

(L) APPLICATION FEE (NON-REFUNDABLE) AND MODE OF PAYMENT :

The UR/ SEBC candidates are required to pay a non-refundable fee of Rs.500 /- (Rupees Five Hundred) only. Candidate belongs to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha and PWD candidates are exempted from payment of application fee. Candidates shall be required to make the payment of fees while filling up online application through on-line mode.

For on-line payment mode through State Bank Collect (Through Debit / Credit Card

/ Net Banking): In case of On-line payment mode, an applicant will be redirected to payment gateway page under Tech Process. After completing the On-line payment, she / he must take hard copy of the payment Receipt. She / He must retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. **The candidate shall bear the online transaction charges as applicable.**

*** The UR/ SEBC candidates who had already applied for the post of Jr.Clerk / L D Asst against the advertisement no. 01/2019 dtd 02.03.2019 (which was cancelled) need not to pay this time. However, such candidates have to submit requisite proof towards payment of earlier application fee while submitting the fresh application.**

(M) GENERAL INFORMATION & INSTRUCTION

- i. At present, only the online applications are invited from the candidates for admission to the Computer Based Test. After declaration of CBT result the candidates who will be shortlisted in the CBT will be required to furnish a printout / hard copy of online application form along with photo copies of certificate and documents on or before prescribed date for document verification, which will be intimated on OHPC website on a later date.
- ii. Degree certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-servicemen and Identity Card of physically Handicapped Persons must have been issued by the competent authority within the last date fixed for submission of online application form.
- iii. A candidate found guilty of seeking support for his / her candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any recruitment or selection to be conducted by OHPC.
- iv. Application submitted to OHPC if found to be incomplete in any respect are liable for rejection. No correspondence shall be entertained in this regard.
- v. Mere applying for the post and fulfilled eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.
- vi. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- vii. Candidates working in State / Central Government / PSUs / Autonomous Bodies of Govt. shall apply online. However, he/she must produce a No Objection Certificate (NOC) at the time of document verification of original Certificates / Testimonials.



- viii. The candidates must possess sound health & good physique and free from any physical deformities to discharge of his/ her duties in the service except PWD candidates. Candidates selected under PWD category must be within the prescribed normal range for all other physical standard. The PWD candidates will have to undergo a verification process by the authorized medical Board on the date specified, failing which the candidate will be forfeited. Final selection of the candidates shall be subject to medical examination at our designated hospitals. Candidates fail to pass the medical examination will not be considered for appointment.
- ix. While applying for the above post, the applicant shall ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the above shortcoming (s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- x. OHPC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- xi. OHPC Management reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.
- xii. **The recruitment of Jr. Clerk trainee / L D Asst. Trainee is subject to outcome of the pending proceedings filed vide WP(C) no. 11581/2015, WP (C) no. 8465/2019 & WP(C) no. 9029/2019 before the Hon'ble High Court of Orissa.**

(N) HOW TO APPLY

- i. Before filling up on-line Application, candidates shall read and understand the contents of the Advertisement, Instructions to fill up On-line Application is available on the OHPC website: www.ohpcltd.com
- ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as in the application form. Candidates are required to retain the unique registration Number and use it in future correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. **Uploading of Documents :**

(Keep the following documents ready before initiating the On-line Application



Form.) Candidate shall upload the scanned copy of original documents.

- a. Recent colour passport size photograph and signature in prescribed format (JPEG/JPG)

	File Size	Dimension
Photograph	25KB to 100KB	3.5 cm x 4.5cm
Signature	25KB to 100 KB	3.5 cm x 1.5cm

- b. 10th Pass Marksheet & Certificate.
c. 12th Certificate & Mark Sheet.
d. Diploma in Office Management, if applicable.
e. Graduation Certificate & Mark sheet.
f. Certificate of Diploma in Computer Application or Equivalent.
g. Your Caste Certificate, if you belong to SC/ST/SEBC category.
h. Physically Handicapped (PH) Certificate, if applicable.
i. Discharge Certificate in case of Ex-Servicemen, if applicable.
j. Sports Certificate in case of Sports Person Candidates, if applicable.
k. Experience Certificate in support of experience, if applicable.
l. Odia Language Passing Certificate, if applicable.
m. Scanned copy of the application form towards payment of earlier application fee against advt no. 01/2019 dtd 02.03.2019, if applicable.

From point 'b' to 'l' (whichever is applicable) in PDF/JPEG/JPG format with a size of 100KB to 1MB.

Note: The uploaded documents must be clearly identifiable /visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained. If more than one certificate is to be uploaded, they have to be merged to one page for uploading.

- v. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid last hour rush.
vi. Candidates are required to take a printout of the finally submitted Online Application Form for future use.
vii. Certificate of Admission / Admit Card for the Computer based Online Test to the eligible candidates will be uploaded in the website of OHPC prior to the date of examination. The candidates are required to download their Admit Card from the website of OHPC and produce the same for Admission to the examination Hall/ Centre. No separate correspondence will be entertained in this regard.

(O) FACILITATION SUPPORT

- i. For any guidance on filling up of On-line Application, the candidate may contact the OHPC Help Desk Telephone Number i.e. **+91-9986638762** in all working days between 10 AM to 5 PM.
ii. The candidates are advised not to respond to unscrupulous advertisements appearing in any newspaper/ electronic media. For authenticity of any communication/ advertisement in this regard, the candidate must check on OHPC website **www.ohpcLtd.com** & for any relevant information from time to time.



(P) IMPORTANT DATES

Activity	Date
Website Link Open - Online registration & Payment of application fee	12.11.2022
Last date for payment of application fee (Online)	11.12.2022
Last date for submission of online Applications in complete shape	11.12.2022
Tentative date of Online Examination/ Computer Based Test	During the month of January, 2023.
OHPC reserves the right to change the dates on account of administrative exigencies	

Note:-

1. All the important notification & updates regarding this recruitment shall be posted in the OHPC website in the Recruitment Section and accordingly all applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OHPC will not be responsible for network problems or any other problem in submission of online Application.


DIRECTOR (HR)