



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
(A Government of Odisha Undertaking)**

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT MANAGER (HR) IN OPHWC LTD.

The OPHWC, a Silver Category and One of the leading State PSUs in Construction Sector in the State undertakes various types of Building construction works for different Govt. depts./Autonomous bodies. Inspired by the vision to be organized as a total quality organization, setting standards of excellence in professional endeavors & reckoned as an outstanding construction corporation among the peers. OPHWC delivers quality construction at optimum cost on time to the satisfaction of the users. The Corporation has achieved an annual turnover of more than Rs. 500 Crore crores in the FY 2022-23.

The Corporation invites application from dynamic & competent professionals for the following posts;

1. VACANCY

| SI No | Name of the Post | Scale of Pay | Total Post |
|--------------|------------------------|---|------------|
| 1 | Assistant Manager (HR) | Level-9 as per pay-matrix under ORSP Rules 2017 having pay range Rs. 35,400/- to Rs. 1,12,400/- + D.A. and other allowances as applicable in case of regular employees of OPHWC Ltd. | 01 (UR) |
| TOTAL | | | 01 |

Interested eligible candidates are advised to download the application format from OPHWC website: <http://ophwc.nic.in> & submit the same duly filled in & signed along with attested copies of Certificates & Testimonials in support of their eligibility by **Speed Post** in a cover super scribed "**APPLICATION FOR THE POST OF ASSISTANT MANAGER (HR)**" so as to reach the **Dy. General Manager (Admn.), The Odisha State Police housing and welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022** by **Dt. 15/07/2023** positively. Applications received after the last date due to delay in **Postal/Courier** or any other reason shall not be entertained and will be rejected.

The OPHWC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Dy. General Manager (Admn.)
THE ODISHA STATE POLICE HOUSING &
WELFARE CORPORATION LTD.
Bhoinagar, Bhubaneswar

BHOINAGAR, BHUBANESWAR-751022, ODISHA
EPABX: 0674-2541545/2542921, Fax: 0674-2541543/2541206
E-mail: ophwc.od@nic.in, Web: ophwc.nic.in

**TERMS & CONDITIONS OF RECRUITMENT OF ASSISTANT MANAGER (HR) IN
OPHWC LTD.**

1. VACANCY-

| Sl No | Name of the Post | Scale of Pay | Total Post |
|--------------|-------------------------|---|-------------------|
| 1 | Assistant Manager (HR) | Level-9 as per pay-matrix under ORSP Rules 2017 having pay range Rs. 35,400/- to Rs. 1,12,400/- + D.A. and other allowances as applicable in case of regular employees of OPHWC Ltd. | 01 (UR) |
| TOTAL | | | 01 |

2. CONDITION-

- a. Remuneration-** The selected candidate shall draw monthly remuneration having pay range Rs. 35,400/- to Rs. 1,12,400/- + D.A. in **Level-9** of ORSP, 2017 and other allowances as applicable in case of regular employees of OPHWC Ltd.
- b. Allowance(s)-** The selected candidate shall get all applicable allowances as per rules of OPHWC Ltd.
- c. Leave-** The selected candidate shall be entitled for leave under the provisions of Leave Rules of Govt. of Odisha.
- d. Conduct & Discipline-** The selected candidate shall abide by the conduct rules and classification, control and appeal rules as applicable to the employee of the OPHWC Ltd.

3. ELIGIBILITY CRITERIA-

| S I N O | Name of the Post | Basic Eligibility | | Age as on 30/04/2023 |
|----------------------------|-------------------------|--|---|---|
| | | Qualification | Experience | |
| 1 | Assistant Manager (HR) | Two years full time MBA with specialization in HRD or Post Graduate Degree/ Diploma in Personnel Management /Industrial Relations & Welfare/HRD/HRM/Personnel Management & Industrial Relations from Reputed Institute recognized and approved by AICTE/UGC | <p>a. 3 years' relevant work experience in the area of HRM in reputed PSU/ Govt. organization/Private Company.</p> <p>b. Preference Shall be given to the candidates having experience in implementing and working in HR Module in ERP.</p> | <p>The candidate should not be below 21 (twenty-one) years of age and above 38 (thirty-eight) years as on 30/04/2023.</p> <p>(The upper age limit of 5 years is relaxable for the candidates belonging to SC/ST/SEBC/Women/PWD as per Govt. rules. (Proof of age to be attached))</p> |

NOTE- The qualifications prescribed for the above post must have been obtained from recognized University or Institute approved by AICTE/UGC through *Regular Course*. Equivalent Qualification, obtained through Correspondence Courses shall not be considered.

4. OTHER ELIGIBILITY CONDITION-

- a. The candidate must be a citizen of India.
- b. The candidate must be in good physical and mental condition, bodily health and free from any physical disorder. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed to the post.
- c. The candidate must be able to speak / read & write Odia fluently and **must have passed at least one examination in Odia language equivalent to that of Medium English School Standard conducted by the Board of Secondary Education, Odisha, or the Education Department of Government of Odisha or any other Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia language.**
- d. A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- e. Only those candidates, who fulfill the requisite qualification and within the prescribed age limit etc. will be considered eligible.

5. HOW TO APPLY-

- a. Application Form at **Annexure-I** shall be downloaded from our website: <http://ophwc.nic.in> (**Tenders>Advertisements**) to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.
- b. The applicant must affix recent color passport size photograph at top right side of the application form.
- c. The applicant must attach self-attested copy of all the mark sheets, certificates/ testimonials/ documents from HSC/10th onwards towards proof of qualification, age, mark secured, caste/SEBC, experience etc. along with application form. In case a Degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including the final mark sheet of final semester. Further, in support of any qualification, if the marking CGPA based, then the candidate needs to submit the proof of CGPA to percentage conversion formula against the qualification.
- d. The candidates already employed in Govt./Semi-Govt./ Central PSU /State PSU shall submit "No Objection Certificate" issued by their present employer at the time of Interview.
- e. The application in the prescribed form shall be accompanied with a one page write up on "**Why I consider myself suitable for the Role**" along with "**Statement of Purpose**".
- f. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.
- g. The candidates applying for the post must submit their application by post to **The Dy. General Manager, Admin. OSPHC Limited, Bhoi Nagar, Janpath, Bhubaneswar-751022.**
- h. The cover containing the application should be super scribed with the name of the

post applied for i.e. **"APPLICATION FOR THE POST OF ASSISTANT MANAGER(HR) IN OSPHWC"**.

- i. A candidate is required to pay a non-refundable and non-adjustable fee of **Rs.500/- (Rupees five hundred)** through **Demand Draft** in favor of **THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.** payable at **BHUBANESWAR.**

6. SELECTION METHODOLOGY-

All candidates will be evaluated on the basis of Career Marking, Written Test, & Personal Interview. The career marking and marking of skill test will be conducted as mentioned below for selection of candidate;

| Sl No. | Particulars | Marks |
|---------------|---|---|
| 01 | CAREER | a. 30 marks for eligible Qualification b. 10 marks for experience in HR with exposure in ERP at least for two-years. |
| 02 | WRITTEN TEST ON RELEVANT SUBJECT i.e. HR | 30 Marks |
| 03 | PERSONAL INTERVIEW | 30 Marks |

7. GENERAL CONDITIONS-

- a. Candidates are required to visit Corporation website <http://ophwc.nic.in> (**Tenders>Advertisements**) at regular intervals for any corrigendum/addendum, notification, news, updates, results etc. relating to recruitment.
- b. At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.
- c. Canvassing in any form will be viewed adversely & may lead to disqualification.
- d. Before Interview candidates are required to produce their Certificates/ documents.
- e. The decision of OPHWC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application / candidature, selection of candidate, cancellation of the recruitment process, etc.
- f. Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.
- g. OPHWC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- h. OPHWC Management reserves the right to cancel/modify the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **Dt. 15/07/2023** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

Dy. General Manager (Admn.)
THE ODISHA STATE POLICE HOUSING &
WELFARE CORPORATION LTD.
Bhoinagar, Bhubaneswar

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(In case of CGPA/Grades please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

12. Details of the Post Qualification/ Experience (Attach Copy of Certificates)-

| SI No. | Name & Address of Organizations worked | Post Held | Scale of Pay | Basic Pay | Duration of Experience (DD/MM/YYYY) | | Total Year & Months of Experience | Type of Assignment Handled/ Specific Nature of Work/Duty Performed |
|--------|--|-----------|--------------|-----------|-------------------------------------|----|-----------------------------------|--|
| | | | | | From | To | | |
| | | | | | | | | |
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DECLARATION

I _____ Son/Daughter / Wife of _____ do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/ terminated without any notice to me.

(SIGNATURE IN FULL)

PLACE: _____

NAME: _____

DATE: _____

PTO

Documents/Certificates Attached: -

- 1)
- 2)
- 3)
- 4)
- 5)