

Advertisement for the Post of Asst. Manager (Law)

The Odisha State Police Housing & Welfare Corporation Ltd. is a Silver Rated State Government Undertaking (PSU). The Odisha State Police Housing & Welfare Corporation Ltd. (OSPH&WC Ltd.) invites applications for one post of Asst. Manager (Law) on **contract basis** for an initial period of three years.

1 **Reservation:** - There is no reservation for SC/ST/OBC candidates. However, they can apply as General candidates without being eligible for any concession/relaxation. There is no reservation for Persons with Disabilities (PWD). However, the PWD candidates are eligible to apply as a General candidate without any concession except for age relaxation. PWD candidate should submit a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

2. **Eligibility Criteria** (as on 01.07.2021):

(i) **Age:** The applicant should be between 35-45 years of age. In case of PWD candidates, age relaxation as per applicable Government guidelines.

(ii) **Qualifications:** He/she should be a full time Degree in Bachelor of Law for recognised University/Institution, with a minimum of 60% in aggregate marks for all candidates.

(iii) **Experience:** 3 years Bar experience or similar experience in Govt./ PSU and should have experience of working in an computerised environment. He should preferable have experience in Service Matter & Contract Matter.

3. **Terms and conditions of appointment of Asst. Manager (Law) in OSPHWC on contract basis:**

(i) **Period:** The contract appointment of Asst. Manager (Law) in OSPHWC will be initially for a period of three years from the date of his appointment. The period may be further extended upto two years' period subject to performance review and requirement of the Corporation. The contract will be terminable on either side with a notice of three months or compensation thereof. The person appointed as Asst. Manager(Law) would be exclusively in the service of the Corporation only. Under no circumstance Asst. Manager (Law) will have right to be absorbed back into OSPHWC. He has not filed any case against the Corporation for regularisation of service.

(ii) **Job responsibilities:** Asst. Manager (Law) would oversee all legal matter of the Corporation.

(iii) **Remuneration:** The Asst. Manager (Law) will receive, subject to tax, a consolidated monthly remuneration of 35,000/- (Rupees thirty five thousand only) during first year. The initial consolidated remuneration may be increased subject to review of performance as per decision of competent authority.

(iv) **Leave Facility:**

a) He/ She will be entitled for Casual Leave on pro-rata basis at the rate of 15 days per calendar year, and

b) Any absence beyond the above period will be treated as leave without pay.

(v) **Travelling and Halting Allowance:** TA/HA in respect of official journeys performed would be as admissible to Group 'B' officers of the Corporation.

(ix) **Superannuation Benefits:** Services rendered by the Asst. Manager (Law) during the period of contract appointment will not entitle him/her for any superannuation benefits viz. Provident Fund, Pension, Gratuity etc.

(x) **Conduct, Discipline and Appeal:** During the period of his/her contract, he/she shall be governed by the provisions contained conduct rules of the Corporation.

(xi) **The Asst. Manager (Law) would be a contract appointee of Corporation.** The selected candidate will be required to enter into bipartite contract with Corporation as per the terms and conditions of appointment. He/She shall not claim regularisation of service and shall not file any case against the Corporation before any court of law

(xii) **Place of Posting:** The position/ place of posting of Asst. Manager (Law) will ordinarily be in Bhubaneswar. But corporation reserves the right to depute the Asst. Manager (Law) to any other centre, if required.

4. **Selection Procedure:** Selection will be through interview only. The Board will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

5. **How to apply:**

(i) The candidates applying for the post must submit their application by post to "**The Dy. General Manager, Admin. OSPHWC Limited, Bhoi Nagar, Janpath, Bhubaneswar-751022**" in the prescribed format (as given below in this advertisement).

(ii) The recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.

(iii) The cover containing the application should be super scribed with the name of the post applied for i.e. 'APPLICATION FOR THE POST OF ASST. MANAGER (LAW) IN OSPHWC ON CONTRACT BASIS'.

(iv) The following documents should be submitted along with the application:

a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the (DoB)).

- b. Copy of Certificate of qualifying in the Final Examination of eligible qualification.
- c. Appropriate document(s) in support of required experience.
- d. The candidates belonging to SC/ST/OBC/PWD category should enclose copy of recent relevant caste/disability certificate.

6. General rules/ Instructions:

- (i) Application format is given at the end. Candidate should apply strictly in conformity with the format as prescribed.
- (ii) Candidates **should enclose copies of the relevant certificate/s (in support of age, caste, educational qualification) and appropriate documents supporting the required experience with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.
- (iii) Candidates called for interview, will be reimbursed to and fro actual II AC railway fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.
- (iv) Canvassing in any form will be a disqualification.
- (v) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- (vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.
- (vii) Candidates already in service will have to produce discharge certificate from the employer at the time of appointment in OSPHWC.

7. **CLOSING DATE:** The application, enclosing all prescribed documents should reach the Board's Office on or before **5.00 P.M. on 20.09.2021**. The Corporation takes no responsibility for any delay in receipt of Application/s or loss thereof in postal transit.

Dy. General Manager (Admn.)

Advertisement for the Post of Manager-System

The Odisha State Police Housing & Welfare Corporation Ltd. is a Silver Rated State Government Undertaking (PSU). The Odisha State Police Housing & Welfare Corporation Ltd. (OSPH&WC Ltd.) invites applications for one post of Manager System on **contract basis** for an initial period of three years.

1 **Reservation:** - There is no reservation for SC/ST/OBC candidates. However, they can apply as General candidates without being eligible for any concession/relaxation. There is no reservation for Persons with Disabilities (PWD). However, the PWD candidates are eligible to apply as a General candidate without any concession except for age relaxation. PWD candidate should submit a latest certificate to this effect issued by an authorized Government of India/State Government Department/Hospital.

2. **Eligibility Criteria** (as on 01.07.2021):

(i) **Age:** The applicant should be between 35-50 years of age. In case of PWD candidates, age relaxation as per applicable Government guidelines.

(ii) **Qualifications:** He/ She should be a BE/B-Tech in Computer Science from a recognized University/ Institute approved by AICTE. SAP certified professional shall be preferred.

(iii) **Experience:** 8 years post qualification experience in design, planning, development and implementation of IT projects (Application and Infrastructure). Should have in depth understanding on data analysis, process designing , business operations, analytical & problem-solving skill, responsible for IT vision, strategy, IT Operation Management, IT Sourcing & Service delivery, compliance management, vendor & customer management, application & infrastructure management, preparing technical & functional specification of the process with documentation, budgeting and cost optimization, disaster management, cyber security & IT applications in the entire Organisation.

Experience in Computer Net Work Management in Wired / Wireless LAN / WAN Environment, Net Work Planning, Maintenance, Performance Measurement/ Monitoring, Data Centre Maintenance, Server Parameters handling, exposure to Net Work Security Management.

Should have exposure to work in SAP platform. Overall Management experience in ERP-SAP Application & corresponding Data Centre Management.

Prior experience in SAP implementation would be preferred.

3. **Terms and conditions of appointment of Manager- System in OSPHWC on contract basis:**

(i) **Period:** The contract appointment of Manager System in OSPHWC will be initially for a period of three years from the date of his appointment. The period may be further extended up to two years' period subject to performance review and requirement of the Corporation. The contract will be terminable on either side with a notice of three months or compensation thereof. The person appointed as Manager- System would be exclusively in the service of the Corporation only. Under no circumstance Manager-System will have right to be absorbed back into OSPHWC.

(ii) **Job responsibilities:** Manager System would oversee all IT operations both application and infrastructure of the Corporation.

(iii) **Remuneration:** The Manager System will receive, subject to tax, a consolidated monthly remuneration of 75,000/- (Rupees seventy five thousand only) during first year. The remuneration is negotiable for deserving candidates. The Manager System will be eligible for an annual raise of 5% of the gross amount, subject to review of the performance.

(iv) **Leave Facility:**

a) He/ She will be entitled for Casual Leave on pro-rata basis at the rate of 15 days per calendar year, and

b) Any absence beyond the above period will be treated as leave without pay.

(v) **Travelling and Halting Allowance:** TA/HA in respect of official journeys performed would be as admissible to Group 'A' officers of the Corporation.

(ix) **Superannuation Benefits:** Services rendered by the Manager System during the period of contract appointment will not entitle him/her for any superannuation benefits viz. Provident Fund, Pension, Gratuity etc.

(x) **Conduct, Discipline and Appeal:** During the period of his/her contract, he/she shall be governed by the provisions contained conduct rules of the Corporation.

(xi) **The Manager System would be a contract appointee of Corporation.** The selected candidate will be required to enter into bipartite contract with Corporation as per the terms and conditions of appointment. He/She shall not claim regularisation of service and shall not file any case against the Corporation before any court of law

(xii) **Place of Posting:** The position/ place of posting of Manager- System will ordinarily be in Bhubaneswar. But corporation reserves the right to post the Manager-System to any other centre, if required.

4. **Selection Procedure:** Selection will be through interview only. The Board will make a preliminary screening of the applications for making, if necessary, a short-list of eligible candidates to be called for the interview. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any

candidate for interview. The place and date of interview will be advised to the short-listed candidates in due course.

5. **How to apply:**

(i) The candidates applying for the post must submit their application by post to “**The Dy. General Manager, Admin. OSPHWC Limited, Bhoi Nagar, Janpath, Bhubaneswar-751022** in the prescribed format (as given below in this advertisement).

(ii) The recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.

(iii) The cover containing the application should be super scribed with the name of the post applied for i.e. ‘APPLICATION FOR THE POST OF MANAGER SYSTEM IN OSPHWC ON CONTRACT BASIS’.

(iv) The following documents should be submitted along with the application:

a. Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the (DoB).

b. Copy of Certificate of qualifying in the Final Examination of eligible qualification.

c. Appropriate document(s) in support of required experience.

d. The candidates belonging to SC/ST/OBC/PWD category should enclose copy of recent relevant caste/disability certificate.

6. **General rules/ Instructions:**

(i) Application format is given at the end. Candidate should apply strictly in conformity with the format as prescribed.

(ii) Candidates **should enclose copies of the relevant certificate/s (in support of age, caste, educational qualification) and appropriate documents supporting the required experience with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Board, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated.

(iii) Candidates called for interview, will be reimbursed to and fro actual II AC railway fare by the shortest route from the place of their residence/place of work to the place of interview whichever is nearer.

(iv) Canvassing in any form will be a disqualification.

(v) In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, in relation to number of vacancies and

communication of result, the Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(vi) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Bhubaneswar only.

(vii) Candidates already in service will have to produce discharge certificate from the employer at the time of appointment in OSPHWC.

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Dy. General Manager (Admn.)
