



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD

(A Government of Odisha Undertaking)

JANAPatH, BHOINAGAR, BHUBANESWAR – 22.

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: ophwc.od@nic.in, Website: www.ophwc.nic.in

ADVERTISEMENT FOR RECRUITMENT OF DY.GENERAL MANAGER (ADMIN) 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. 525 Crore crores in the FY 2022-23. The Corporation invites application from Dynamic & competent professionals for the following Post. Interested eligible Candidates are advised to download the application format from the website: www.ophwc.nic.in. & submit the same duly filled in & signed along with attested copies of the Certificate & Testimonials in Support of their Eligibility by **Speed Post** in a cover superscribed "**APPLICATION FOR THE POST OF DY.GENERAL MANAGER (ADMIN)**" so as to reach the Dy. General Manager(Admin), The Odisha State Police Housing and Welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022 latest by dt.14.08.2023. The Application 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.

Any addendum/corrigendum/cancellation of tender can also be seen in the said website-www.ophwc.nic.in only.

Sl. No	Name of the Post	Scale of Pay	Total Post
1	Dy.General Manager (Admin)	Level-13 (Pay Range from Rs. 67,700/- to Rs.2,08,700/-) plus D.A as admissible from time to time in case of regular employees. Pay protection as per norms may be considered in deserving candidates.	01 (One post Unreserved)

Sd/-
Dy. General Manager(Admn.)



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No./OPHWC

Date:.....2022

The OPHWC, a Silver category and one of the leading State PSU in Construction Sector in the State undertakes various types of Building construction works for different Govt. departments/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. 525 crores during the FY 2022 -23.

The Corporation invites application from dynamic & competent professionals for the following post.

1. VACANCY :-

Sl. No	Name of the Post	Scale of Pay	Total post
1	Dy. General Manager (Admin)	Level 13 (pay range from Rs.67,700 to Rs.2,08,700) plus D.A. as admissible from time to time in case of regular employees. Pay protection as per norms may be considered in deserving candidates	One post unreserved

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 Dy. General Manager (Admin)**" so as to reach the **Dy. General Manager (Admin)**, The Odisha State Police housing and welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022 latest by **14.08.2023**. Applications received after the last date due to delay in **Postal/Courier** or any other reason shall not be entertained and will be rejected.

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Correct
10/8/23
Dy. General Manager (Admin)

THE ODISHA STATE POLICE HOUSING AND
WELFARE CORPORATION LTD. (A SILVER
CATEGORY STATE PSU), BHOINAGAR
Bhubaneswar-751022

**TERMS AND CONDITIONS OF RECRUITMENT OF
DY. GENERAL MANAGER(ADMIN) IN OPHWC LTD**

1. VACANCY

Sl. No	Name of the Post	No. of Post	Basic Pay as per the ORSP Rule 2017
1	Dy. General Manager (Admin)	Regular 01 Post Unreserved	Scale of Pay: Level 13 (pay range from Rs.67,700 to Rs.2,08,700) . Pay protection as per norms may be considered in deserving cases

2. Condition of Service:-

a. Allowances, Leave & other benefits – The entitlement of D.A & other allowances, HRA, leave and other benefits etc. will be at par with regular employees of OPHWC Ltd.

b. Other conditions of service- The other condition of service shall be such as applicable to the regular employees of OPHWC Ltd.

3.ELIGIBILITY CRITERIA

Sl. No.	Name of the Post	Basic Eligibility		Age as on 01-01-2023
		Qualification	Experience	
01	Dy. General Manager (Admin)	Post Graduate Degree / Diploma or MBA/PGDM/PGDBM in Human Resources/ Personnel Management and Industrial Relation/ Labour and Social Welfare from a recognised institute of repute	Minimum 12 years of relevant experience in HR Functions. Management of focusing on employees development, performance enhancement, managing industrial relations, implementing policies and overseeing establishment work in a company of repute. Preference shall be given to candidates having experience in State / Central PSUs. Exposure in SAP environment will have an added advantage.	The maximum age of the candidate should be less than 45 (Forty Five) years as on 01.01.2023.

4. Functions and Responsibilities:

Job Profile:

- i. Overall Execution of the HR strategy at the Corporation so as to ensure smooth, harmonious and progressive employee relations and smooth settlement of IR related issues.
- ii. Partner with Division Heads and execute HR strategies to create a performance oriented work culture and ongoing development of workforce.
- iii. Drive Core HR processes and initiate and drive Employee Engagement.
- iv. Improve and drive innovation in HR systems and processes. Drive recruitment process for associates
- v. Maintaining the records of attendance on daily basis
- vi. Maintaining the records of employees leave and other personal records as per policy of the company
- vii. Supports organization staff by establishing a recruiting, testing, and interviewing program;
- viii. assist senior management on candidate selection; conducting and analysing exit interviews; and recommending changes.
- ix. Prepares employees for assignments by establishing and conducting orientation and training programs.
- x. Ensures planning, monitoring, and appraisal of employee. scheduling management meeting with employees; hearing and resolving employee grievances; and counselling employees and supervisors.
- xi. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organizational hearings.
- xii. Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- xiii. Ensure that all recruitments are in Line with the Company policy and all requisite rules and regulations shall be followed in line with Government guidelines
- xiv. Supervising employees and providing additional training and coaching as needed to ensure everyone performing their job properly.
- xv. Any other duties as assigned from time to time by the superior authority.

Accountabilities:

- xvi. IR Strategy and build healthy IR environment
- xvii. Discipline Management
- xviii. Liaisoning with appropriate Government authorities and Statutory Compliances.
- xix. Employee Relations & Grievance handling

Key Skills/Experience Required:

- xx. Know the business and Functional Excellence
- xxi. Good working knowledge of case laws and different legal terms.
- xxii. Working knowledge of drafting warning letters, show causes and charge sheets.

5. Required Skills:

- a. Good command on local Language (S/R/W).
- b. Computer savvy and expertise in MS Office word, excel, power point etc.
- c. Awareness and expertise in taking commercial decisions.
- d. Work with other colleague as a team member.
- e. Meticulous attention to works and the ability to work under pressure.
- f. Good interpersonal skills and ability to work with people at all levels and should have influencing skills.
- g. Excellent organisational and time management skills and ability to take initiatives.
- h. Flexibility and practical approach to works and maintain confidentiality of information affecting organisation's interest.
- i. Confidence in providing support to Senior management.

6. HOW TO APPLY

1. Application Form at Annexure-I shall be downloaded from our **website: <http://www.ophwc.nic.in>** to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.
2. The applicant must affix recent color passport size photograph at top right side of the application form.
3. The applicant must attach self-attested copy of all the mark sheets, certificates/ testimonials/ documents from Graduation onwards towards proof of qualification, age, experience etc. along with application form.
4. 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.
5. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.
6. 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.**"
7. The cover containing the application should be super scribed with the name of the post applied for i.e. "**APPLICATION FOR THE POST OF Dy. General Manager IN OSPHWC**".

7. Selection Procedure :

Suitable candidate will be selected on the basis of required qualification, experience and personal interview only.

8. **GENERAL CONDITIONS**

- Candidates are required to visit Corporation website <http://ophwc.nic.in> at regular intervals for any corrigendum/addendum, notification, news, updates, results etc. relating to recruitment.
- 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.
- 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.
- The Management reserves the right to cancel either the whole selection process or any candidature without reason if any.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **Dt.14.08.2023** 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 (Admin)

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Bhubaneswar-751022

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APPLICATION FORMAT FOR RECRUITMENT

Affix recent
colour passport
size photograph.

1. Post applied for

2. Full Name (In capital)

3. Father's /Husband's Name

4. Date of birth

(As recorded in HSC or equivalent exam) (Attach copy of
certificate)

5. Age as on(01-01-2023)

6. Sex:

7. Category :

8. Marital status: (Married/Un-married)

9. Address (with PIN code):

Present Address

Permanent Address

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10. Contact details: (a) Phone

(b) e.mail

11. Details of Qualification: (Attach copy of certificates).

12. Details of Post qualification/ Experience (Attach relevant copies):

DECLARATION

ISon/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)

NAME:

PLACE:

DATE:

Documents/Certificate

s Attached: -

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2)

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