



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

ADVERTISEMENT FOR RECRUITMENT OF JUNIOR ACCOUNTANT IN OPHWC LTD.


The OPHWC Ltd., 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. depts./Autonomous bodies.

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

Name of the Post	Scale of Pay	No. of post	Category
Junior Accountant (Regular)	Level-7 as per Pay-Matrix under ORSP Rules 2017 and other allowances as applicable in case of Regular employees of OPHWC Ltd.	01	General

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 JUNIOR ACCOUNTANT" so as to reach the **Dy. General Manager (Admin)**, The Odisha State Police Housing and Welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022 by **dt.15.11.2022** 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 (Admin)
THE ODISHA STATE POLICE HOUSING AND
WELFARE CORPORATION LTD. (A SILVER
CATEGORY STATE PSU)
BHOINAGAR, Bhubaneswar-751022

TERMS AND CONDITIONS OF RECRUITMENT

1. Vacancy

Name of the Post	Scale of Pay	No. of post	Category
Junior Accountant (Regular)	Level-7 as per Pay-Matrix under ORSP Rules 2017 and other allowances as applicable in case of Regular employees of OPHWC Ltd.	01	General

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-Interested Candidates who have worked as Regular/Contractual/Out sourced employees in Accounts Department of in any State/Central PSU engaged in Civil Construction having Turn Over in excess of Rs.300 Crore per Annum at least for 5 years and fulfilling following criteria can apply.

Sl. No.	Name of the Post	Basic Eligibility		Age as on 30.09.2022
		Qualification	Experience	
01	Junior Accountant	B.Com/ CMA(Inter)/ C.A.(Inter)	I) Five years working experience in the field of Accounts in any State/Central PSU engaged in Civil Construction Company having Turn Over in excess of Rs.300 Crore per Annum. II) Preference shall be given for working experience in SAP-ERP or Tally-ERP environment.	The candidate should not be below 21 (twenty-one) years of age and above 38 (thirty-eight) years as on Dt.30.09.2022. The upper age limit is relax able for the candidates belonging to SC/ST/SEBC/Women/PWD as per OCS (Fixation of upper age limit) Rules [Proof of age to be attached]

Other Eligibility conditions:

(i) The candidate must be a citizen of India.

(ii) 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.

(iii) 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.

(iv) A candidate, who has more than one spouse leaving, 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.

(v) Only those candidates, who fulfill the requisite qualification and within the prescribed age limit etc. will be considered eligible.

4. HOW TO APPLY

I. Application Form at Annexure-I shall be downloaded from the website: <http://www.ophwc.nic.in> to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.

II. The applicant must affix recent color passport size photograph at top right side of the application form.

III. 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.

IV. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.

V. 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.**"

VI. The cover containing the application should be super-scribed with the name of the post applied for i.e. "**APPLICATION FOR THE POST OF JUNIOR ACCOUNTANT IN OSPHWC**".

5. SELECTION METHODOLOGY:

The candidates will be evaluated on the basis of Written Test & Personal Interview.

Sl. No.	Particulars	Marks
1.	Written test on the subject	50 Marks
2.	Practical Exam on SAP(FICO), Tally(ERP), MS Word, MS Excel.	50 Marks

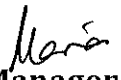
6.PROCESSING FEES of Rs.500/- (Rupees five hundred) (Non-Refundable)

Candidates are required to deposit a non-refundable and non-adjustable processing fee of Rs.500/- (Rupees five hundred) only through Demand Draft in favour of "Odisha State Police Housing & Welfare Corporation Ltd. and payable at Bhubaneswar".

7.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.
- Canvassing in any form will be viewed adversely & may lead to disqualification.
- Before Interview candidates are required to produce their Certificates/ documents.
- 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.
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.
- OPHWC Management reserves the right not to fill the post so advertised without assigning any reason thereof.
- 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.15.11.2022** 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)
THE ODISHA STATE POLICE HOUSING
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Annexure-I

THE ODISHA POLICE HOUSING & WELFARE CORPORATION LTD.

APPLICATION FORMAT FOR RECRUITMENT

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 certificate's copy)
5. Age as on(.....2022).....
6. Sex:
7. Category:
8. Marital status: (Married/Un-married)

Affix recent
colour passport
size
photograph.

9. Address (with PINcode):

PresentAddress

PermanentAddress

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10. Contact details: (a) Phone.....
(b) e.mail.....

11. Qualification: (10th onwards) (Attach copy of certificates).

Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/ CGPA

(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 Post qualification/ Experience (Attach copy of certificates):

Sl. No.	Name & address of Organizations worked	Post held	Detail s of Experi ence	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
				From	To		

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)

PLACE:.....

NAME:.....

DATE:

Documents/Certificates

Attached:-1)

- 2)
- 3)
- 4)
- 5)
- 6)