

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

BHOINAGAR, JANPATH, BHUBANESWAR-751022, ODISHA

EPABX: 0674- 2541545/ 2542921

E-mail: policehousing@rediffmail.com, Web: www.ophwc.nic.in

ADVT. NO.: OPHWC/06/2023/ _____

Dated. 18th /09/2023

RECRUITMENT FOR THE POST OF JUNIOR ASSISTANT

OSPH&WC a Silver Category State PSU, undertakes various civil construction activities of different departments of Govt. of Odisha. The annual turnover of the Corporation is more than Rs. 500 Crore during F.Y 2022-23. It is a professional and SAP enabled Corporation and the entire operations including financial transaction are operated through SAP software.

The Corporation intends to recruit dynamic & competent Graduates (+3 Arts/Commerce/Science or Equivalent to +3 examination) with working knowledge in MS Word, MS Power Point, MS Excel, MS Access & SAP-ERP System as **Junior Assistant** in OSPH&WC. The detailed advertisement containing the vacancy position, eligibility criteria, salary, procedure for offline application and application form will be available on the Corporation's website- www.ophwc.nic.in

Starting date of submission of application in offline mode	22.09.2023
Last date for receipt of the applications in complete shape	17.10.2023


18/9/2023
Dy. General Manager (Admn.)



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ADVERTISEMENT FOR RECRUITMENT OF JUNIOR ASSISTANT IN OSPH&WC LTD.

Activity	Date
Starting date for submission of application in offline mode	22.09.2023
Last date for receipt of the hard copy of application in complete shape along with all enclosures	17.10.2023

***OSPH&WC reserves the right to change the dates on account of administrative exigencies.**

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC) is an ISO 9001:2015 certified Silver rated State Public Sector Undertaking 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 of the State of Odisha. OSPH&WC 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 crores in the F.Y 2022-23.

TERMS & CONDITIONS FOR RECRUITMENT OF JUNIOR ASSISTANT IN OSPH&WC LTD.

1. ELIGIBILITY CRITERIA & VACANCY-

Sl No	Name of the Post & Vacancy	Educational Qualification	Experience	Scale of Pay	Age Limit										
1	Junior Assistant <table border="1"> <tr> <td>UR</td> <td>06</td> </tr> <tr> <td>SEBC</td> <td>02</td> </tr> <tr> <td>SC</td> <td>02</td> </tr> <tr> <td>ST</td> <td>03</td> </tr> <tr> <td>TOTAL</td> <td>13</td> </tr> </table> <p>One Post is reserved for PwD candidates.</p> <p>NB:</p> <p>UR-Unreserved, SEBC- Socially & Economically Backward Classes, SC-Scheduled Caste, ST- Scheduled Tribe, PwD- Person with Disability</p>	UR	06	SEBC	02	SC	02	ST	03	TOTAL	13	The Candidate must have passed +3 in Arts/Commerce/Science or such qualifications as are equivalent to +3 examination with working Knowledge in Computer.	<p>i. Candidates should have worked at least for One year in SAP-ERP platform as regular/contractual/outsourced employee in State Government/ Central Government/ State Public Sector Undertakings/ Central Public Sector Undertakings.</p> <p>ii. Working experience in SAP-ERP at least for one year is an essential requirement for eligibility.</p>	Level-4 as per pay-matrix under ORSP Rules 2017 having pay range Rs. 19,900 to Rs. 63,200/- + D.A. and other allowances as applicable to employees of OSPH&WC Ltd.	<p>a. The candidate should not be below 21 (twenty-one) years of age and above 38 (thirty-eight) years as on 01.01.2023.</p> <p>b. The upper age limit is relaxable by five (5) years for the candidates belonging to SC/ST/SEBC/Women as per Govt. rules.</p> <p>c. The upper age limit is also relaxable by ten (10) years in case of Persons with Disabilities (PwD).</p> <p>d. Candidates with work experience in OSPH&WC on Contractual/ Outsourcing basis shall be given additional age relaxation of one year for each completed year of service with OSPH&WC. However, maximum age relaxation will be allowed up to fifteen (15) years.</p>
UR	06														
SEBC	02														
SC	02														
ST	03														
TOTAL	13														

NOTE

- Date of Birth as recorded in the HSC Certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board/ Council/ Indian University shall be accepted.
- The candidate must have the prescribed minimum educational qualification as on the closing date of submission of office application.
- A candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her. Provided that Persons with Disability over and above the normal relaxation available to them as SC/ST/SEBC Candidate.
- Reservation of posts including reservation for Women will be as per the ORV Act and other applicable Acts and Rules of Government of Odisha.

2. OTHER ELIGIBILITY CONDITIONS

- 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 will be considered eligible.

3. EXAMINATION FEE

No Examination Fee is Payable for Applying for the post.

4. HOW TO APPLY

- a. Application Form shall be downloaded from the Corporation's website i.e., www.ophwc.nic.in and the same shall 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 duly signed on the front at top right side of the application form. One extra passport size photograph needs to be submitted along with the application form.
- c. The applicant must attach self-attested copies of all the mark sheets, certificates/ testimonials/ documents from HSC/10th onwards towards proof of qualification, age, mark secured, SC/ST/SEBC/PwD certificate and experience 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 applicant must submit Experience Certificate(s) in respect of Employment in Central Government/State Government/ Central Public Sector Undertakings/State Public Sector Undertakings.
 - e. The applicant must submit Experience Certificate in respect of working in SAP-ERP environment from the employer mentioning the period of engagement in SAP-ERP.
 - f. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.
 - g. The applicants are advised to submit offline application well in advance without waiting for the last date of submission of the application.
 - h. The candidates applying for the post must submit their application by **Speed Post** only to **The Dy. General Manager, (Admn.), The Odisha State Police Housing & Welfare Corporation Ltd., Bhoi Nagar, Janpath, Bhubaneswar-751022** latest by **17.10.2023**.
 - i. The envelope containing the application should be super scribed with the name of the post applied for i.e. **"APPLICATION FOR THE POST OF JUNIOR ASSISTANT IN OSPH&WC"**.

5. ORIGINAL CERTIFICATES/ DOCUMENTS TO BE PRODUCED DURING VERIFICATION

- a. Verification of Original Documents will be in respect of the number of shortlisted candidates in each category.
- b. Candidates claiming reservation as SC/ST/SEBC/Persons with Disabilities (PwD) category shall produce Caste Certificates/PwD certificate issued for the purpose of Service/ Unique Disability Identity (UDID) cards showing permanent disability (not less than 40%) issued by Competent Authority.
- c. Candidates belonging to SEBC category shall submit their latest SEBC certificate validated/ renewed by the competent authority (on or after 01.09.2020) at the time of application. The SEBC certificate which is more than three years old is liable for rejection.
- d. OBC Certificates will not be accepted in lieu of SEBC Certificate and candidates submitting OBC Certificate are liable for rejection.
- e. HSC examination pass, 10+2 pass or other equivalent, +3 pass or other equivalent educational certificates and mark sheets of qualifying examinations.
- f. 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 document verification.
- g. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/ Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- h. Experience certificates in respect of employment in Central Government/State Government/ Central Public Sector Undertakings/ State Public Sector Undertakings.
- i. Experience certificates in respect of working in SAP-ERP environment from the employer mentioning the period of engagement in SAP-ERP.

6. GENERAL CONDITIONS

- a. Candidates are required to visit the Corporation's website i.e., www.ophwc.nic.in at regular intervals for any notification, news, updates 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. The decision of OSPH&WC 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.
- e. Any dispute arising in this connection will be subject to jurisdiction of High Court of Orissa only.
- f. OSPH&WC Management reserves the right not to fill-up any or all the positions so advertised without assigning any reason thereof.
- g. Application along with the copies of all the certificates/marksheets/documents shall be submitted by **Speed Post** only. Any other mode of submission of application will not be accepted.

7. PLAN OF SELECTION TEST

The combined recruitment test shall consist of the following stages:

- I. There shall be a Written test of **60 marks** (MCQ type in OMR System) in one paper.

PAPERS	SUBJECTS	NO.OF QUESTIONS	MAXIMUM MARKS	TIME
Written Test				
ONE PAPER	English	10	10	90 Mins
	Odia	10	10	
	Mathematics	10	10	
	General Knowledge	10	10	
	Computer Test	10	10	
	SAP-ERP Knowledge	10	10	
TOTAL		60	60	

- II. There shall be a practical skill test.

PRACTICAL SKILL TEST ON COMPUTER SKILLS & SAP-ERP		
SUBJECT	MAXIMUM MARKS	TIME
MS Word	10	90 Mins.
MS Excel	10	
MS Power Point	5	
SAP-ERP (HCM Module)	15	
TOTAL		40

(a) Written Test

- The written test shall be of the standard of Graduation Level.
- The candidate shall secure **01 (One) mark** for each correct answer & there will be negative marking of **0.25 marks** for each wrong answer. No marks shall be awarded or deducted for unattempted questions.

(b) Syllabus of Written Test

(i) English

- Verbs, Tenses, Modal, Active and Passive voice, Subject-verb-agreement.
- Connectors, Types of Sentences, Direct and Indirect Speech, Comparison.
- Articles, Noun, Pronouns, Prepositions.

(ii) Odia

❖ GRAMMAR

- Transformation of sentences:
(Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound Complex)
- Transformation of words:
(Noun to adjective and adjective to noun)
- Sandhi
- Samasa
- Antonyms and Synonyms
- Correction of common errors in words.
- Idioms and Phrases
- Taddhita and Krudanta
- Punctuation marks

(iii) Mathematics

- Number System
- HCF & LCM
- Squares & Square roots
- Cubes and Cube roots
- Percentage and averages
- Simple Interest and Compound Interest
- Profit, Loss & Discount
- Partnership
- Ratio & Proportion

(iv) General Knowledge

- Historical events, dates, personalities & places.
- Geographical facts with places.
- States, Countries & Institutions with Head Quarters.
- Books and authors.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.

- Matching questions & Miscellaneous type.

(v) Computer Knowledge

- MS Windows: Introduction of Windows.
- MS Office: MS Word, MS Power point, MS Excel and MS Access.

(vi) SAP-ERP

- HCM Module

8. SELECTION TESTS AND DOCUMENTS VERIFICATION

The marks in Written test and Practical Skill test will be taken into consideration for each category of posts for selection and verification of documents.

The original documents of the shortlisted candidates shall be verified with reference to the Bio-data/Application of the candidate by the OSPH&WC Authority for issue of appointment letter.

9. RESULTS

Results shall be published in due course of time in the Corporation's website i.e., www.ophwc.nic.in .

10. ISSUE OF OFFER OF APPOINTMENT

The final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard. On selection they shall be posted at any of the Project Sites & Offices of OSPH&WC.

11. CANCELLATION/ DISQUALIFICATION OF THE CANDIDATURE

Any misrepresentation/ suppression/ furnishings of wrong information/ manipulation by the candidate in the application shall result in cancellation/disqualification of his/her candidature at any stage of recruitment process even after issue of offer of appointment order.

12. PLACE AND DATE OF WRITTEN TEST

The date, time and venue of the written test will be intimated to the eligible candidates in due course of time and the specific date with details of exam will be notified in the Corporation's website i.e., www.ophwc.nic.in later.

13. CALL LETTERS FOR WRITTEN TEST

The date of examination will be advertised in the local newspaper for information of the candidates. The same will also be available in the Corporation's website i.e., www.ophwc.nic.in. The call letters will be sent through candidate's E-mail Address as well as Postal Address of the candidates.

of Junior Assistant in OSPH&WC" to Dy. General Manager (Admn.), The Odisha State Police Housing & Welfare Corporation Ltd., Janapath, Bhoi Nagar, Bhubaneswar- 751022, Odisha so as to reach on or before 17.10.2023.

J. Manu 18/10/2023
Dy. General Manager (Admn.)

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THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.

(A Govt. of Odisha Undertaking)

BHOI NAGAR, JANPATH, BHUBANESWAR-751022, ODISHA

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT

Fill in Capital Letters & Sign at the Bottom of each page

(Application to be submitted in A4 size paper only)

1. Post Applied for:

2. Name (in Capital Block Letters):

First Name:

Middle Name:

Last Name:

Paste one recent
passport size colour
photograph signed
on the front.

(Do not staple or pin)

3. (A) Address for Correspondence: (Do not mention your name)

<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
POST OFFICE:		POLICE STATION:
DISTRICT:	STATE:	PIN:

Contact Telephone No. Mobile No.

E-Mail:

(B) Nearest Railway Station/ Bus Stand from mailing address mentioned above:

State:

4. Date of Birth: (as recorded in Matriculation or equivalent certificate)

Date Month Year

5. Age as on 01.01.2023:

Years Month(s) Days

6. Sex (' v '): Male Female

7. Marital Status (' v '): Unmarried Married

8. Father's/ Husband's Name:

9. Category: (Please put a 'v' mark in the appropriate box)

UR SEBC SC ST

10. State of Domicile:

11. Additional Information (Please put a 'v' in the appropriate box)

PwD

12. Nationality:

13. (A) Age Relaxation Claimed: YES NO (Use 'v' Mark)

14. Educational Qualifications: (As per the advertisement), 10th/ HSC Onwards

Examination Passed	Name of the Board/ Council/ University	Discipline/ Subject	Course Duration	Year & Month of Passing	Percentage of marks
10 th / HSC					

(In case of CGPA/Grades; Please give equivalent percentage (attach photocopies of the certificate and mark sheet towards proof of educational qualification)

15. Knowledge of Computer Proficiency (Please put 'v' mark)

MS Office SAP-ERP

*If Passed examination, a copy of certificate should be enclosed

16. Work Experience (if any):

Sl. No	Employer's Name & Address	Duration (DD/MM/YYYY)		Post Held/ Designation	Nature of Duties/ Work Details	Pay Scale & Gross Salary
		From Date	To Date			

17. SAP Experience (If Any):

Sl No	Employer's Name	Name of the SAP Module in which worked	Post Held/Designation	Duration		Pay Scale & Gross Salary
				From Date	To Date	

18. Additional Details:

- (i) Tick ('v') from the following activities to indicate in which one/ all you can perform in Odia Language:

(a)	Speak Odia	
(b)	Read Odia	
(c)	Write Odia	

- (ii) Tick ('v') from the following Odia language eligibility standard (s) applicable:

(a)	Passed Middle School Examination with Odia as a Language subject	
(b)	Passed HSC or Equivalent Examination with Odia as medium of examination in Non-language subject	
(c)	Passed in Odia as language subject in Final Examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government	
(d)	Passed a Test in Odia in Middle English School Standard conducted by the School and Mass Education Department of the Government of Odisha	

19. DECLARATION:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me & I fulfil these conditions. I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed therein. I shall furnish the necessary certificates in proof of the above along with the application. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature/ appointment is liable to be cancelled/ terminated & punishable as per court of law.

Place: _____

Date: _____

(Full Signature of the Candidate)

LIST OF SUPPORTING DOCUMENTS: (As per the detailed advertisement)

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**