



**ODISHA POWER TRANSMISSION CORPORATION LIMITED**  
**(A Government of Odisha Undertaking)**  
Regd Office: Janpath: Bhubaneswar-751022  
CIN-U40102OR2004SGC007553

**RECRUITMENT TO THE POST OF OFFICE ASSISTANT GRADE-III(TRAINEE)**

Website: [www.optcl.co.in](http://www.optcl.co.in)

Advertisement Number: 01 /2016

Date: 25.06.2016

Opening Date of online submission of Application	28.06.2016, 11 AM
Closing Date of online submission of applications	27.07.2016, 7 PM

**Odisha Power Transmission Corporation Limited (OPTCL)**, a state owned Power utility in Odisha is engaged in the business of transmission of electricity with a vision to emerge as one of the leading utilities in the country in Transmission space. The present asset value of the Corporation is about Rs.3000 Crores.

OPTCL is looking for bright, qualified and energetic personnel with brilliant academic record to join the Corporation as **OFFICE ASSISTANT GRADE-III (Trainee)**.

**A. VACANCY**

The category wise vacancies are given below:

NAME OF THE POST	SC	ST	SEBC	UR	TOTAL
<b>OFFICE ASSISTANT GRADE-III (TRAINEE)</b>	16(W:5)	22(W:7)	11(W:4)	51(W:17)	100 (PWD:3)

(SC-Scheduled Caste, ST-Scheduled Tribe, SEBC-Socially and Educationally Backward Classes, UR-Unreserved, PWD-Persons with Disability)

The number of vacancies may increase or decrease by the Corporation without any notice.

**B. EMOLUMENTS**

Office Assistant Grade-III (Trainee) shall be paid a consolidated stipend of Rs.8,000/- per month during the period of training. On successful completion of the training, the candidates will be appointed as Office Assistant Grade-III in Skilled-A Category in the unified cadre on probation for a period of 1 (one) year in the Scale of Pay of Rs.5200- 20,200/- plus Grade Pay Rs. 2830/- with other allowances as per OPTCL Regulations.

**C. TRAINING**

The training will be for a period of 1 (one) year, unless and otherwise extended. The trainees during the training period may be terminated without any notice or without assigning any reasons thereof. There shall be no obligation on the part of the Corporation to offer regular appointment after completion of training.

**D. ESSENTIAL QUALIFICATION**

- i. A candidate must possess a Bachelor's Degree in any discipline from a recognized University or possess such other qualification equivalent there to.
- ii. And the candidate must have adequate knowledge in computer application.

## E. AGE

- i. A candidate must not be under 21 (twenty one) years and must not be above the age of 32 (thirty two) years as on 1<sup>st</sup> January, 2016 i.e. he/ she must not have been born earlier than 2<sup>nd</sup> January, 1984, and not later than 1<sup>st</sup> January, 1995.
- ii. The Upper age limit is relaxable by 5 (five) years in case of SC, ST, SEBC and Woman candidates and 10 (ten) years in case of PWD Candidates.
- iii. Every Ex-serviceman who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit specified in clause-I above shall be deemed to satisfy the conditions regarding age limits.
- iv. Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.
- v. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board/ Council will only be accepted.

**SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN BE IN NO CASE BE RELAXED.**

## F. RESERVATION

- i. Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and Rules of Government of Odisha.
- ii. **PWD candidates**, whose disability is not less than 40% (forty percent), are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.
- iii. **Ex-Servicemen** are required to attach copy of Discharge Certificate issued by the Competent Authority.
- iv. **Sports Persons** are required to attach copy of Identity Card issued by the Director of Sports, Odisha.
- v. **Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Schedules Tribes and Socially and Educationally Backward Classes of Odisha State only.**
- vi. The competent authorities to issue the caste certificate are: District Magistrate/ collector or Additional District Magistrate or Sub-divisional Magistrate/ Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahasildar/ Additional Tahasildar of Government of Odisha.
- vii. Candidates belonging to PWD, Ex-serviceman and Sports Person shall be adjusted against the categories to which they belong.
- viii. In the event of non-availability or insufficient number of eligible/suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- ix. Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- x. Candidates belonging to SEBC category shall submit their SEBC certificate validated/renewed by the competent authority on or after **01.06.2013**, failing which they shall be treated as Unreserved category candidates.
- xi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of.....". Caste Certificate obtained by virtue of marriage (i.e. showing "wife of...") is not acceptable.
- xii. **OBC Certificates will not be accepted in lieu of SEBC Certificates.**
- xiii. Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

## G. TYPE OF DISABILITY

- i. The candidates belonging to PWD category shall be adjusted against the category which he/ she belong.
- ii. The physical requirement and functional classification of PWD suitable for the above post/ job is as follows:  
Physical requirement: **S, H, SE, F, R& W**  
Functional classification: **OL, OA, LV, BL, PD**

Code	Functions
S	Work performed by sitting (on bench or chair)
H	Work performed by hearing/ speaking
SE	Work performed by seeing
F	Work performed by manipulating with figures
R & W	Work performed by reading & writing
OL	One leg affected (R or L)
OA	One arm affected
LV	Low Vision
BL	Both Leg affected but not arms (mobility not to be restricted)
PD	Partially deaf (with suitable aid)

- iii. The PWD certificate is subject to verification of the candidate by the prescribed medical board.

## H. PROVISION FOR DEPARTMENTAL CANDIDATES

Departmental candidates (OPTCL regular employees only) fulfilling the requirements may apply against the advertisement through proper channel to DGM-HRD (Recruitment), Hqrs Office, OPTCL so as to reach within the stipulated time period. They shall also submit the online application form. There shall be no age bar for them and they are exempted from payment of application fees.

## I. PROVISION FOR OUTSOURCED CANDIDATES

- i. The persons provided by the man power service providers/outsourcing agencies , who shall be less than 45 years of age and shall have completed at least 1 (One) year of continuous service in OPTCL, in case they apply, shall be allowed relaxation of upper age limit for entry, provided they satisfy all other eligibility criteria for the post as laid down in the recruitment rules.
- ii. They shall be allowed one percent extra mark on the total marks of the examination of each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them for deciding the merit position.

## J. OTHER ELIGIBILITY CONDITIONS

- i. The candidate must be a citizen of India.
- ii. He/ She must be able to read, write and speak Odia fluently; and must have ;
  - a. Passed Middle School examination with Odia language subject; or
  - b. Passed Matriculation or examination with Odia as medium of examination in non-language subject ; or
  - c. Passed in Odia as language subject in the 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.
- iii. 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.
- iv. The candidates must have a good character.
- v. Candidates, who fulfill the prescribed eligibility criteria, on the effective date, may apply for the post.

## K. SELECTION PROCEDURE

The selection process involves Computer Based Test (CBT) and Skill Test (Practical) in Computer Application.

- i. Eligible candidates will be called for Computer Based Test comprising Multiple Choice Questions (MCQs) from English (30%), Computer Application (15%), Mathematics (15%), Reasoning & Mental Ability (20%) and General Awareness (20%). The CBT will be of Three (3) hours duration.
- ii. Candidates who qualify in CBT and be shortlisted will be called for Skill Test in Computer Application in prescribed criteria.
- iii. The merit list will be drawn purely on the basis of Performance in the CBT and Skill Test in Computer Application.
- iv. The offer for appointment shall be issued to the selected candidates on the basis of merit. However the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard.
- v. On selection they shall be posted at any of the offices of OPTCL throughout Odisha.

## L. MINIMUM QUALIFYING MARKS IN CBT AND SKILL TEST IN COMPUTER APPLICATION

Test	Unreserved/ SEBC Category	SC/ST/PWD
CBT	50%	40%
Skill Test	60%	60%

## M. APPLICATION FEE AND MODE OF PAYMENT

Unreserved/ SEBC Category	SC/ST/PWD
Rs.500/-	Rs.250/-

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.500/- (Rupees Five Hundred) only and Candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only, PWD candidates are required to pay a non-refundable fee of Rs.250/- (Rupees Two hundred fifty) only . **OPTCL departmental candidates are exempted from payment of this fee.** Candidates shall be required to make the payment of fees while filling up online application either in on-line mode or in off-line mode.
- ii. **For On-line payment mode (Through Debit/Credit Card/Net Banking):** In case of On-line payment mode, an applicant will be redirected to payment gateway page under Tech Process. After completing the On-line payment, she/he may take hard copy of the application form along with Fee Receipt. She/ He will retain the hard copy and proof of payment for future reference/record which shall be required at the time of verification of original certificates/testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.
- iii. **For Off-line payment mode by ICICI Bank Challan:** The applicant shall print the challan format in on-line application and **submit the challan in any ICICI Bank.** He shall keep the OPTCL copy of challan for his reference/record which shall be required at the time of verification of original certificates/testimonials as and when necessary. However, the applicant shall login to revisit the site after 24 hours of making the challan payment and take the hard copy of the application.

## N. CENTRE OF EXAMINATION

- i. The Computer Based Test (CBT) will be held at Bhubaneswar, Cuttack, Berhampur, Rourkela, Balasore etc. depending on the number of candidates from the respective zone. The candidates are to mention their choice of Examination Zone at appropriate place in the Online Application Form.
- ii. The number of Examination Centre will be decided as per the availability of the candidates in a particular zone.
- iii. The request for change of centre shall not be entertained.

## O. GENERAL INFORMATION & INSTRUCTIONS

- i. At present, only the online applications are invited from the candidates for admissible to the Computer Based Test. After declaration of CBT result the candidates who will be shortlisted in the CBT will be required to furnish a Printout/hard copy of online application form along with photo copies of certificate and documents on or before prescribed date, which will be intimated on website on a later date.
- ii. **Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate of Ex Servicemen, Identity Card of Sportspersons and Identity Card of Physically Handicapped Persons must have been issued by the competent authority within the last date fixed for submission of online application form.**
- iii. A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any recruitment or selection to be conducted by OPTCL.
- iv. **Applications submitted to OPTCL if found to be incomplete in any respect are liable to rejection. No correspondence shall be entertained in this regard.**
- v. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.
- vi. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- vii. Candidates working in State/Central Government/PSUs/Autonomous Bodies of Govt. shall apply online. However, he must produce a No Objection Certificate (NOC) at the time of verification of original Certificates/Testimonials.
- viii. The candidate must be of good medical condition, bodily health and free from any physical defect that is likely to interfere with the discharge of his duties in the service. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed in service.
- ix. Final selection of the candidates shall be subject to medical fitness.
- x. While applying for the above post, the applicant shall ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- xi. OPTCL Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- xii. OPTCL Management reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

## P. HOW TO APPLY

- i. Before filling up On-line Application, candidates shall read and understand the **contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ)** documents available on the OPTCL website: [www.optcl.co.in](http://www.optcl.co.in).
- ii. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique Registration Number and use it in future correspondence.
- iii. Applications received through any other mode would not be accepted and summarily rejected.

iv. Uploading of Documents:

**(Keep the following documents ready before initiating the On-line Application Form.)**

**Candidate shall upload the scanned copy of original documents:**

- a. Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg)

	File Size	Dimension
Photograph	25 KB to 50 KB	3.5 cm X 4.5 cm
Signature	25 KB to 35 KB	3.5 cm X 1.5 cm

- b. Your caste certificate, if you belong to SC/ST/SEBC category.
- c. Physically Handicapped (PH) certificate, if applicable.
- d. Sports certificate, if applicable.
- e. Ex-Serviceman certificate, if applicable.
- f. Experience certificate issued by the man power service provider/designated officer of the outsourcing agency, if an applicant is engaged through the outsourcing agency in OPTCL.
- g. 10<sup>th</sup> Pass Certificate.
- h. Graduation Passed Certificate.
- i. Graduation Mark Sheet.
- j. **From point b to j (whichever is applicable) in .jpg/.jpeg format with a size of 100KB to 200KB.**
- v. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid last hour rush.
- vi. Candidates are required to take a printout of the finally submitted Online Application Form for future use.
- vii. Certificate of Admission/ Admit Card for the Computer Based Online Test to the eligible candidates will be uploaded in the website of OPTCL prior to the date of examination. The candidates are required to download their Admit Card from the website of OPTCL and produce the same for Admission to the examination Hall/ Centre. No separate correspondence will be entertained in this regard.

#### **Q. FACILITATION SUPPORT**

- i. For any guidance on filling up the On-line Application and information regarding advertisement & recruitment, the candidate may contact the OPTCL Help Desk Telephone Number: [9438907594](tel:9438907594) and [9438907595](tel:9438907595) in all working days between 11 AM to 5 PM and/ or can also e-mail at [optclhelpdesk2016@gmail.com](mailto:optclhelpdesk2016@gmail.com).
- ii. The candidates are required to visit the OPTCL website [www.optcl.co.in](http://www.optcl.co.in) for any relevant information from time to time.

#### **R. IMPORTANT DATES**

Sl No	Description	Date & Time
1.	Opening Date of online submission of Applications	28.06.2016, 11 AM
2.	Closing Date of online submission of applications	27.07.2016, 7 PM

Sd/-  
GM-HRD (Recruitment)



## SCHEME AND SUBJECTS OF THE EXAMINATION

The Computer Based Test (CBT) & Skill Test (Practical) shall consist of the following subjects carrying marks as shown against each:

(A) Computer Based Test: Duration 3 Hours

Sl No	Subject	Marks
01	English	60
02	Mathematics	30
03	General Awareness	40
04	Test of Reasoning / Mental Ability	40
05	Computer Application	30
	<b>Total</b>	<b>200</b>

(B) Skill Test in Computer Application: 50 Marks

**Note:** Only those candidates who have been shortlisted after the CBT shall be called for the Skill Test in Computer Application.

### DETAILED SYLLABUS

ENGLISH	MATHEMATICS	GENERAL AWARENESS	REASONING AND MENTAL ABILITY	COMPUTER APPLICATION
<ul style="list-style-type: none"> <li>• Verb</li> <li>• Preposition</li> <li>• Adverb</li> <li>• Subject Verb Agreement</li> <li>• Error Correction/ Recognition</li> <li>• Tenses</li> <li>• Sentence Rearrangement</li> <li>• Fill in the Blanks with Articles etc.</li> <li>• Answering Questions based on Unseen Passages</li> <li>• Vocabulary</li> <li>• Synonyms</li> <li>• Antonyms</li> </ul> <p>(This section is designed to test the language abilities and understanding of English Grammar)</p>	<ul style="list-style-type: none"> <li>• Arithmetic</li> <li>• Algebra</li> <li>• Mensuration (2D &amp; 3D)</li> <li>• Statistics &amp; Probability</li> </ul> <p>NOTE: Questions shall be of Class 10<sup>th</sup> standard.</p> <p>(This section tests the quantitative and Mathematical Skills of the candidate. Question will be asked from the following categories. Questions shall be of Class 10<sup>th</sup> standard.)</p>	<ul style="list-style-type: none"> <li>• Current Affairs (National &amp; International)</li> <li>• Major financial/ economic news</li> <li>• Budget &amp; Five year plans</li> <li>• Who's Who</li> <li>• Sports</li> <li>• Books &amp; Authors</li> <li>• Awards and Honours</li> <li>• General Science</li> <li>• Abbreviations</li> <li>• Important days</li> <li>• International &amp; National Organisations</li> <li>• History</li> <li>• Geography</li> <li>• Civics</li> <li>• Culture</li> </ul> <p>NOTE: Questions will be such that they do not require any special study of any discipline. ( This checks whether the candidate herself/himself up-to-date about the world around them)</p>	<ul style="list-style-type: none"> <li>• Numeric Series</li> <li>• Alphabet Series</li> <li>• Test of Direction Sense</li> <li>• Coding-decoding</li> <li>• Number Ranking</li> <li>• Arithmetic Reasoning</li> <li>• Problem of Age Calculation</li> <li>• Analogy</li> <li>• Decision Making etc.</li> <li>• Non-Verbal Series</li> <li>• Mirror Images</li> <li>• Cubes &amp; Dice</li> <li>• Grouping Identical Figures</li> <li>• Embedded figures, etc.</li> </ul> <p>(This section tries to test the reasoning abilities and mental aptitude of the candidate)</p>	<ul style="list-style-type: none"> <li>• Computer Fundamentals</li> <li>• Windows (MS-Windows)</li> <li>• MS-OFFICE</li> <li>• Word Processing (MS Word)</li> <li>• Spread Sheet (MS Excel)</li> <li>• Presentation Knowledge (MS Power Point)</li> <li>• Usage of Internet services</li> <li>• Communication Technology, Networking Concepts</li> </ul>

## **Skill Test in Computer:**

MS Windows, MS Office, Use of Internet