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Odisha Forest Development Corporation Ltd

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mail ID: general@odishafdc.com]

No. 16710/Estt (Misc)/53/2020, Date: 20.10.2020

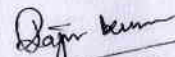
ADVERTISEMENT

FOR RECRUITMENT OF BASE LEVEL POST IN THE CADRE OF JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR, LOWER DIVISION ASSISTANT, EXECUTIVE ASSISTANT (JR. STENOGRAPHER) IN OFDC ON CONTRACTUAL BASIS

Online Applications through OFDC's website www.odishafdc.com are invited from the eligible candidates for recruitment to the following vacant posts on contractual basis in different units of Odisha Forest Development Corporation Limited in the State of Odisha. Details of Terms of Reference for recruitment, online application form and procedure for making online application to the various posts can be viewed under the **Career Section** of the website at www.odishafdc.com. Online Enrolment for applying to different posts through the portal shall be commenced w.e.f **27.10.2020 at 10.00 a.m.** and the last date of submission of online application is **12.11.2020 up to 5:00 p.m.** Application other than online mode shall not be accepted.

Name of the post	Category wise Posts to be filled up				Total	Monthly Consolidated Remuneration
	SC	ST	SEBC	UR		
JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/ AUDITOR	08	15	10	25	58	Rs.16880/-,
LOWER DIVISION ASSISTANT	18	25	11	18	72	Rs. 8,880/-
EXECUTIVE ASSISTANT (JR. STENOGRAPHER)	04	05	03	04	16	Rs. 9,500/-

OFDC reserves its right to cancel the recruitment process, if need so arises due to administrative reasons, without assigning any reason thereof at any stage


Managing Director

(110)

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TERMS OF REFERENCE

FOR RECRUITMENT OF BASE LEVEL POST IN THE CADRE OF JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR, LOWER DIVISION ASSISTANT, EXECUTIVE ASSISTANT (JR.STENOGRAPHER) IN OFDC ON CONTRACTUAL BASIS

Online Applications through OFDC's website www.odishafdc.com are invited from the eligible candidates for recruitment to the posts of JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/ AUDITOR, LOWER DIVISION ASSISTANT, EXECUTIVE ASSISTANT (JR.STENOGRAPHER) on contractual basis in different units of Odisha Forest Development Corporation Limited in the state of Odisha. Details of Advertisement containing Terms of Reference for recruitment, online application form and procedure for making online application to the various posts can be viewed under the **Career Section** of the website at www.odishafdc.com. Online Enrolment for applying to different posts through the portal shall be commenced w.e.f **27.10.2020 at 10.00 a.m** and the last date of submission of online application is **12.11.2020 up to 5:00pm**. Application other than online mode shall not be accepted.

Important Dates:

Event	Date
Commencement of Online Enrolment and submission of online application	27.10.2020 at 10.00 a.m
Last Date of Enrolment and Online submission of Application	12.11.2020 upto 5.00 p.m
Commencement of Admit Card Generation	To be intimated through the Website
Date of Written Test	To be intimated through the Website
Date of Practical Test	To be intimated through the Website

Note: The candidates are advised to visit the OFDC website regularly for updating themselves about the information related to issue of admit card / program of different tests and the OFDC will not be held responsible for any lapses on the part of applicant in this regard. The OFDC will not send any printed admit card to any candidate through post.

1.Details of Posts to be filled up:

i.The cadre-wise break-up alongwith the category-wise break-up of the total posts to be filled up by this recruitment and reservation for each category of candidates are given below.

Name of the post	Category wise Posts to be filled up				Total
	SC	ST	SEBC	UR	
JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR	08	15	10	25	58
LOWER DIVISION ASSISTANT	18	25	11	18	72
EXECUTIVE ASSISTANT (JR.STENOGRAPHER)	04	05	03	04	16

ii.The number of posts to be filled up on the basis of this recruitment may undergo change with prior notice by the Managing Director, OFDC Ltd.

2. Reservation of Vacancies

The reservation of posts for candidate of different reserved categories like **SC, ST, SEBC, Women, PWD*, Ex-Serviceman and Sportsman** shall be followed as per the policies/ rules of the Government of Odisha.

*Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation.

3. Scale of pay & conditions of service

a. Tenure of Contractual appointment:

Persons appointed against contractual posts shall continue on contractual basis for a period of Six years. The period of six years shall be counted from the date of their contractual appointment. On satisfactory completion of six years of contractual service, they shall be regularly appointed after completion of necessary formalities. A formal order of regular appointment shall be issued by the appointing authority.

b. Remuneration:

i. The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration as mentioned against each in the table given below.

Sl.No.	Name of the posts	Consolidated monthly remuneration(in Rs.)
1	JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR	16,880/-
2	LOWER DIVISION ASSISTANT	8,880/-
3	EXECUTIVE ASSISTANT (JR.STENOGRAPHER)	9,500/-

Subject to satisfactory performance, the consolidated remuneration shall be enhanced by ten percent on completion of each year of service.

- ii. In case of any revision of consolidated monthly remuneration during the contractual period of engagement by the Government of Odisha for the Government employees and if the same is applicable to OFDC Ltd. then such revised remuneration will be paid from such date as may be approved by the Board of Directors of the OFDC Ltd.
- iii. On completion of six years of contractual service and being regularly appointed, they shall be entitled to draw the time scale of the post alongwith other allowances for the post for which appointment has been made, as admissible in the corresponding pay band / level.
- iv. **Allowances:** They shall not be entitled to DA, HRA, Medical Allowance, RCM and other allowances during the period of contractual engagement.
- v. Leave, Conduct & Discipline and other conditions of service will be regulated by the Service Rules of the OFDC which is in force and as amended from time to time.

4. Eligibility Criteria:

A. Age & Educational Qualification:

- I. The minimum and the maximum age, educational qualification of the applicants for the posts shall be as mentioned below:

Sl. No.	Name of the post	Age limit Prescribed		As on	Minimum Educational Qualification and Experience
		Mini-mum	Maxi-mum		
I	JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR	21 years	32 years	01.10.2020	a) Must have passed +3 examination in Commerce or equivalent examination of a recognised university. b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations. c) Must have working knowledge in Computers and be able to work independently in accounting software
II	LOWER DIVISION ASSISTANT	21 years	32 years	01.10.2020	a) Must have passed +3 examination or equivalent examination of a recognised university. b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations. c) Must have working knowledge in Computers with computer hits of minimum 40 words per minute and be able to work independently.

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III	EXECUTIVE ASSISTANT (JR.STENOGRAPHER)	21 years	32 years	01.10 .2020	a) Must have passed +3 examination or equivalent examination of a recognised university. b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations c) He must have stenography Certificate. d) He must be able to take down dictation from a printed matter lasting for three minutes at the rate of 80 words a minute. (e) He must transcribe the dictated passage within 20 minutes. (f) Mistake up to a maximum of 10% can be allowed. (g) Must have working knowledge in Computers and be able to work independently.
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Note: The Age of the Candidate shall be calculated taking age as on 01.10.2020

II. The upper age limit as prescribed above shall be relaxed

- a) By 5 years for candidates belonging to the categories of Scheduled Caste (SC), Scheduled Tribe (ST), Socially Economically Backward Classes (SEBC) and Women,
- b) By 10 years for candidates of PWD category.

In case of Ex-Serviceman persons relaxation in upper age limit shall be allowed as per provisions contained in GA department notification No.: 22586/Gen, Dt: 16.10.1985 applicable to class-III posts.

Provided that a candidate who comes under more than one category (social or special) mentioned above, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.

- III. Date of birth as recorded in the HSC (10th) Certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by recognized Board/Council/Indian University shall only be accepted.
- IV. However, the in-service contractual employees engaged directly or through manpower service provider in OFDC who are below 45 years of age and have completed at least one year continuous service as on the qualifying date/s can also apply for the post provided the in-service contractual employee engaged directly or through manpower service provider, satisfies all other eligibility criteria for the Post as mentioned above.
- V. The in-service contractual employee engaged through manpower service provider in OFDC shall be allowed one percent extra mark on the total marks of the examination for 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.

- VI. The relevant experience of a candidate for a particular post shall be considered with reference to the documentary evidence to be submitted by the candidate as to the nature of the job performed by him/her and the decision of the screening committee/selection committee of OFDC shall be final and binding on the candidate.

B. Other Eligibility Criteria:

An applicant in order to be eligible for the post must be-

- I. A citizen of India,
- II. Good mental condition, sound health, good physique and active habits, free from physical defects likely to interfere with discharge of duties in the service,
- III. If married, must not have more than one spouse living. Provided further that the OFDC may if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of this rule.
- IV. Able to speak, read and write Odia and have passed the M.E School Examination with Odia as a language subject; or passed Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects; or passed Odia as language subject in the final examination of Class-VII or above; or passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

C. Probation:-

All appointment in the Corporation shall be on probation for a minimum period of two years-from the date of joining which may be extended or curtailed on individual basis by the Appointing Authority. During the period of probation, an employee shall be liable to be discharged from the service of the Corporation without notice or without assigning any reason at the sole discretion of the Appointing Authority.

D. Other conditions:-

- (i) All appointment in the Corporation will be subject to the selected candidates being found medically fit by the Corporation's Medical Officer/ Corporation's approved Medical Professional/ CMO of a Public Sector Hospital or from a Government Doctor not below the rank of Chief Medical Officer. In the event, on medical examination, the candidate is found medically unfit, the offer shall stand automatically cancelled.
- (ii) Notwithstanding any of the above, the Corporation reserves the right to change, delete, amend, modify any of the above conditions and the decision of the Corporation is final and binding on the candidate applying for appointment to the post.
- (iii) Posting of selected candidates shall be made in any of the offices of O.F.D.C.Ltd. situated in the State of Odisha and at the discretion of the Corporation.

5. Application fee:-

The applicant belonging to Unreserved Category and SEBC Category requires to pay the application fee of Rs.500/- (Rupees five hundred) only and the candidate belonging to SC, ST & PWD category requires to pay Rs.200/- (Rupees two hundred). The Application fee will be paid

through the payment gateway provided in the online application page. Fee once paid including any unsuccessful online transaction will not be refunded under any circumstances. The detailed instructions for online payment of Exam fee have been made available in the portal.

6. Last date of receipt of applications:

The last date of receipt of online applications in response to this advertisement is dt **12.11.2020 upto 5.00 p.m.** The Online Application Forms will be automatically disabled and no application for this post will be available thereafter. Incomplete application, paper application and application received after the last date will be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system. It is the responsibility of the candidate to furnish correct information and the authorities shall not be responsible for the rejection of candidature by system due to any wrong information furnished.

7. Original Certificates/documents to be produced for verification:

Only those candidates, who will be called for the verification of original certificates and documents, will be required to bring with them the following documents in original for verification on the date fixed by the OFDC.

- I. Admit Card issued for Recruitment Test.
- II. HSC (10th) Certificate in support of the proof of age.
- III. Certificates and Mark sheets of qualifying examinations (Respective +3 Examination).
- IV. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- V. Candidates claiming reservation as SC/ST/SEBC category shall produce Caste Certificate issued for the purpose of service issued by the competent authority.
- VI. Experience Certificate issued by the employer
- VII. Copy of the engagement letter issued from the Manpower Service Provider for in-service contractual employee engaged directly or through manpower service provider
- VIII. Disability Certificate (indicating percentage of permanent disability) issued by the competent authority (Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation).
- IX. Discharge Certificates of Ex-Serviceman issued by the commanding officer of the unit last served wherever applicable; Ex-Serviceman must submit an affidavit that he is not been appointed against any civil post after retirement from military service.
- X. Identity Card issued in their favour by the Director, Sports for those applying under sportsman quota.

- XI. Declaration of "one spouse living" in case of married candidate as mentioned in Clause 4.B.(iii) of this advertisement
- XII. Two recent coloured passport size photograph.

8. Place and Date of Written Examination:

- I. The recruitment examination/s shall be held separately for all cadres having posts to be filled up. The date/time/venue of the Written examination will be intimated to the eligible candidates through the admit card to be issued/generated online in due course. The candidates are advised to visit the website of OFDC at regular interval and also keep track of different Notices published by OFDC from time to time to know about the program of Examination/s.
- II. OFDC holds the right to conduct the Examinations in multiple batches for any post if the numbers of applicants are high in number and then the scientific method of Equi-Percentile Equating will be used for processing of results of the multi batch examination (please refer FAQs published in the OFDC website).
- III. Only shortlisted candidates of the written examination will be called for Practical / Skill Test.
- IV. Selection for the post of Junior Accountant (Accounts Assistant)/ Auditor, L.D. Asst. & Junior Stenographer(Executive Assistant) shall be made on the basis of written test/practical test and qualifying Computer skill test.

9. Admit Card & Online Test Booking System:

After completion of the period of receiving online application, OFDC will upload an automated Online Test Booking System (OTBS) on the OFDC's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her Admit Card before the date of examination by visiting the OFDC's website and clicking "Download Admit Card" option under the "Career section". The eligible candidates are required to select the date/slot/place/centre (in case of multi batch) or only place of examination & Exam centre (for single batch) to appear for the test. The system works on a "first come - first serve" basis. This system will be made open for five (05) days and candidate through his/her login ID and Password can enter the system, verify his/her details given in Admit card, choose his/her preference and give necessary declaration to download his/her Admit Card for the examination. The same system will automatically send the Admit Card copy to the candidate's registered email ID.

The candidates are again advised to visit the OFDC website regularly for updating themselves about the information related to issue of admit card / program of different tests and the OFDC will not be held responsible for any lapses on the part of applicant in this regard. The OFDC will not send any printed admit card to any candidate through post.

- 10. Canvassing or unfair means adopted in any form will make the candidate in-eligible for selection.
- 11. Candidates selected on the basis of written test will be called for subsequent selection process.
- 12. Candidates are advised to visit the OFDC Website (www.odishafdc.com) from time to time to know the results of different tests.

13. Candidates selected after written examination for different tests and those finally selected will be intimated by e-mail. Their names will also be made available in the Website of OFDC www.odishafdc.com
14. The selected candidate will be required to join at the place of posting within 15 days of issuance of appointment order. Request for extension of joining time will not be ordinarily entertained and in no case, it will be extended beyond 30 days of issue of appointment order.
15. OFDC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
16. OFDC Management reserves the right to modify, alter any of the above terms and conditions and even cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

PLAN OF EXAMINATION FOR THE POST OF JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/AUDITOR, LOWER DIVISION ASSISTANT, EXECUTIVE ASSISTANT (JR. STENOGRAPHER)

- I. There shall be a Written Examination for 200 marks (MCQ type in CBT mode) and Practical Skill Test of 50 marks as follows

JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT) /AUDITOR		LOWER DIVISION ASSISTANT		EXECUTIVE ASSISTANT (JR. STENOGRAPHER)	
Subject	Mark	Subject	Mark	Subject	Mark
A. Written test					
English	20	English	50	English	50
Accounts	40	General Knowledge/General Aptitude	50	General Knowledge/General Aptitude	50
Gen. Knowledge/General Aptitude	40				
Mathematics	50	Mathematics	50	Mathematics	50
Basic Computer	50	Basic Computer	50	Basic Computer	50
B. Practical Test					
Computer with Tally test	50	Computer test	50	Computer with stenography test	50
Grand total	250		250		250

- II. The standard of examination shall be equivalent to that of +2 or equivalent standard.
- III. Based on the marks secured in the written test, candidates @5 times the vacancies shall only be deemed to be qualified in the written test and called for the practical skill test.
- IV. The Practical test will comprise of
- Tally and computer test for post of Jr. Accountant/Auditor.
 - Computer working skills/stenography test for the post of Jr. Stenographer.
 - Computer Skills Test with computer hits of minimum 40 words per minutes for the post of L.D. Asst.

- V. The Practical Skill Test shall be of qualifying nature. A candidate securing minimum 40% marks in it will only be deemed to be qualified but this score shall not be added to the total marks of recruitment examination.
- VI. There will not be viva-voce for any post.

17. **Select list & Results:**

The Merit List / Select list of candidates for the post of Junior Accountant (Accounts Assistant)/Auditor, L.D. Assistant, Junior Stenographer qualified in the Practical Skill Test shall be prepared in order of merit based on the marks secured by them in the Written Test only. However, while releasing the offer of appointment wherever two or more candidates have secured equal aggregate marks, the tie(s) will be resolved by taking age seniority (as per Date of Birth) into account. The decision of the OFDC is final and binding on the Candidates. The final results shall be published in due course in the OFDC website- www.odishafdc.com.

