



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of Odisha undertaking)

Regd. Office: Janpath, Bhubaneswar-751022, Odisha

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Recruitment of Management Trainee & Management Trainee-Junior

(Discipline: Electrical, Telecom, Finance, HRD, Law, IT)

Advertisement No. 03

Date : 04.08.2013

Date of Publication of Advertisement:

04.08.2013

Commencement of Online Registration:

11.08.2013, 11 AM

Closing date & time of Online Registration:

11.09.2013, 5 PM

Last date for accepting registration slips by post: 18.09.2013

Odisha Power Transmission Corporation Limited(OPTCL), a state owned power utility organisation in Odisha is engaged in the business of Transmission of electricity with vision to emerge as one of the leading utilities in the country in Transmission space, intends to recruit bright, qualified and energetic persons to the following posts for their placement at **various units across the State of Odisha.**

I. VACANCY POSITION

Name of Post	SC	ST	SEBC	UR	TOTAL
MT-Electrical	14(W-4)	24 (W-7)	11(W-3)	47(W-14)	96(W-28) (PWD-12*)
MT-Telecom	01	01	01	02 (w-1)	05(W-1) (PWD-1*)
MT-Finance	02(W-1)	07 (W-2)	05(W-1)	03 (W-1)	17 (W-5)
MT-HRD	-	01	02(W-1)	02(W-1)	05(W-2)
MT-Law	-	-	-	01	01
MT-IT	-	-	-	02(W-1)	02(W-1)
MT-JR-ELECT	14(W-4)	37(W-11)	25(W-7)	25(W-8)	101(W-30) (PWD-6*)
MT-JR-TC	01	03(W-1)	01	01	06(W-1)
MT-JR-IT	-	01	-	01	02

The number of posts may increase subject to vacancy.

SC-Scheduled Caste, ST-Scheduled Tribe, SEBC-Socially and Educationally Backward Classes, UR-Unreserved, PWD-Person with Disability.

- i. **The reservation of posts including reservation for Women , Ex-Servicemen and Sports Person will be as per ORV Act and other applicable Act and Rules.**
- ii. Candidates belonging to PWD, Ex-serviceman and Sports Person shall be adjusted against the categories to which they belong.
- iii. 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.
- iv. Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- v. The number of vacancies to be filled up on the basis of recruitment is subject to change by the Corporation without any notice, depending upon the exigencies.

***Type of Disability**

MT & MT-Jr(Electrical) – Partially deaf (PD) with suitable aid only.

MT (Telecom)- Partially deaf (PD) with suitable aid only. OL, BL(MNR)

II. AGE CRITERIA

- i. A candidate must be above 21(twenty one) years and below 32 (thirty two) years of age as on **01.08.2013** for the post of **Management Trainee** and must be above 18(eighteen) years and below 32 (thirty two) years of age as on **01.08.2013** for the post of **Management Trainee-Junior** . The Upper age limit is relaxable by 5 (five) years in case of SC, ST,SEBC, Woman candidates & Ex-Servicemen and 10 (ten) years in case of PWD candidates .
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.
- ii. In case of candidates possessing experience in power utility engaged in Transmission business, the relaxation in upper age limit shall be subject to maximum of 5(five) years in addition to the other age relaxations. The candidates shall have to furnish the proof of experience along with application.

The date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted.

III. DEPARTMENTAL CANDIDATES

Departmental candidates (regular employees only) possessing prescribed qualification having 5yrs or more residual service in the Corporation shall apply online against the advertisement. One copy of the registration slip may be forwarded through proper channel to AGM-HRD(Rectt), Hqrs Office, OPTCL so as to reach within the stipulated time period. They are exempted from payment of application fees.

IV. ESSENTIAL QUALIFICATION

Name of Post	Essential Qualification
MT-Electrical	Degree in Electrical / Electrical & Electronics Engineering with at least 60% marks in aggregate from a recognized University/ Institution or Passing of Section-A&B of IE(India) in relevant discipline with minimum 50% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.
MT-Telecom	Degree in Electronics / Instrumentation/ Electronics & Telecommunication engineering with at least 60% marks in aggregate from a recognized University/ Institution or Passing of Section-A&B of IE(India) in relevant discipline with minimum 50% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.
MT-Finance	Degree with passing of the Final examination of the Institute of Chartered Accountants of India/ Institute of Cost & Works Accounts of India.
MT-HRD	Full time PG Degree/Diploma of two years duration in Personnel Management/ Industrial Relations and welfare/ HRD/ HRM/ PM&IR/ MBA with specialization in HRD or Personnel Management from a recognized institution with at least 60% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.
MT-Law	Graduate with Degree in Law from a recognized Institution.
MT-IT	BE/B.Tech/ M.Tech in Computer Science/ Information Technology/ Electronics & Telecommunication or MCA with at least 60% marks in aggregate from a recognized University/ Institution with at least 60% of marks or Passing of Section-A&B of IE(India) in relevant discipline with minimum 50% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.
MT-JR-Electrical	Diploma in Electrical/ Electrical & Electronics Engineering with at least 60% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.

MT-JR-Telecom	Diploma in Electronics/ Instrumentation/ Electronics & Telecommunication Engineering with at least 60% marks in aggregate. For SC/ST candidates, the minimum percentage of marks required is 50%.
MT-JR-IT	B.Sc (IT)/ BCA/ Degree with PGDCA of minimum one year duration Or, Diploma in Electronics & Telecommunication Engineering/ Instrumentation/ Computer Science with at least 60% marks in aggregate from a recognized University/ Institution. For SC/ST candidates, the minimum percentage of marks required is 50%.

The aggregate marks as mentioned in the final/consolidated mark sheet will be taken into account for calculating the percentage of marks.

V. EMOLUMENTS

Management Trainees(MT):

Management Trainees(MT) shall be paid a consolidated stipend of Rs.18,000/- per month . The training will be for a period of 1 (one) year. On successful completion of the training, the candidates will be appointed as Assistant Manager (E-3 Grade) in the respective cadre on probation for 1 (one) year in the Scale of Pay of Rs 9300-34800 plus Grade Pay Rs. 4600/- with other allowances as per OPTCL Officers' Service Regulations.

Management Trainees Junior(MT-JR):

Management Trainees Junior(MT-JR) shall be paid a consolidated stipend of Rs.12,000/- per month . The training will be for a period of 1 (one) year. On successful completion of the training, the candidates will be appointed as Junior Manager (E-2 Grade) in the respective cadre on probation for 1 (one) year in the Scale of Pay of Rs 9300-34800 plus Grade Pay Rs. 4200/- with other allowances as per OPTCL Officers' Service regulations.

VI. TRAINING

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. The Management Trainees(MT) and Management Trainees Junior(MT-JR) shall be required to execute a service bond to serve the Corporation for a minimum period of 03 (three) years excluding training period at the time of joining.

VII. SERVICE AGREEMENT BOND

The selected MT & MT-JR candidates will be required to execute a Training & Service Bond on Non-Judicial Stamp paper to serve the Corporation for a period of three years after successful completion of training.

VIII. SELECTION PROCEDURE :

The selection process involves written test and interview. Eligible candidates will be called for written test comprising multiple choice questions from General Aptitude and Subject Knowledge. General Aptitude Test will comprise of General Knowledge, English, Current Affairs, Quantitative Aptitude and Reasoning Test. The written test will be conducted at Bhubaneswar.

Shortlisted candidates, who will qualify in the written test, will be called for interview.

IX. RESERVATION:

Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and Rules.

- i. **PWD candidates** are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.
- ii. **Ex-Servicemen** are required to attach copy of Discharge Certificate issued by Commanding Officer of the Unit last served.
- iii. **Sports Persons** are required to attach copy of Identity Card issued by the Director of Sports, Odisha.
- iv. **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 only.**
- v. Candidates belonging to SEBC category shall submit their SEBC certificate validated/renewed by the competent authority on or after **01.01.2013**, failing which they shall be treated as General category candidates.
- vi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of.....". Caste Certificate virtue of marriage (i.e. showing "wife of") is not acceptable.

- vii. OBC Certificates will not be accepted in lieu of SEBC Certificates.

X. OTHER ELIGIBILITY CONDITIONS:

- i. The candidate must be a citizen of India.
- ii. He/ She must be able to read, write and speak Odia; and 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.

XI. APPLICATION FEE:

A candidate is required to pay a non-refundable and non- adjustable fee of Rs.500/- (Rupees five hundred) only. **Candidates belonging to Scheduled Caste and Scheduled Tribe of Odisha and Physically Handicapped [whose disability is not less than 40% (forty percent)] are exempted from payment of this fee.**

XII. PROCEDURE TO APPLY :

ONLINE APPLICATION

Candidates satisfying the eligibility conditions have to apply through online registration system of OPTCL.

Online submission of the applications will be allowed on the website between **11.08.2013 , 11 AM to 11.09.2013, 5 PM.** No other means/mode of application shall be accepted.

While applying on-line, candidate should have the following readily available.

- ❖ E-mail ID (which must be valid for at least one year from the date of application)

- ❖ Mobile No (which must be valid for at least one year from the date of application)
- ❖ Non refundable Crossed demand draft of **Rs.500/-** (Rupees Five hundred) only as Processing and Examination fees by means of an **A/c Payee Demand Draft** drawn on a scheduled Bank in favour of **DDO, Hqrs office, OPTCL, payable at Bhubaneswar**. SC/ST/PWD candidates from the State of Odisha and the permanent employees of OPTCL are exempted from paying any fees. The Demand Draft once paid shall not be refunded under any circumstances. Please mention your Full Name and Registration Number on the reverse of the Demand Draft. *Money Order / Postal Order or any other mode of payment is not acceptable.*
- ❖ The DD details (if applicable) and valid e-mail ID are mandatory fields without which applications will not be registered. SC/ST/SEBC candidates need to indicate the Name of Caste Certificate issuing authority and date of issue for authentication purpose. Any false declaration shall lead to cancellation of candidature.
- ❖ A recent (not more than 1 month old) colour passport size photograph of the full face (front view) **MUST** be pasted neatly in the space provided in the print out of Online Registration Slip .

STEPS FOR ONLINE APPLICATION

STEP 1: Visit our website www.optcl.co.in .

STEP 2: Click on “**Advertisement for the post of MT/MT-JR**” to view and understand the complete **details before applying** .

STEP 3: Click on "**Apply Online** " to fill up the application form. Note that you must keep your Demand Draft ready with you before applying, as applicable. At first enter your DD details/ Caste Certificate details and date of issue first.

Allocation of centre/venue shall be at the sole discretion of OPTCL, depending upon availability of sufficient number of candidates.

STEP 4: After you fill the Application form, click on “**SAVE BUTTON**” to proceed to next step.

STEP 5: Ensure that you have chosen the correct stream/post and filled the right information. You shall receive an sms /e-mail with your Application Number and Password. Preserve it for future usage.

STEP 6 : Now take a **Print** of the registration slip. Please keep note your unique registration / application number and password for future correspondence.

STEP 7: Paste a recent passport size colour photograph on the print out copy of registration slip, put your signature, attach the DD (Candidates should take special care not to staple the Demand Draft. They should use pins for fastening all documents / demand drafts) and Self-attested copies of the caste certificate/PH certificate/ Experience Certificate (wherever applicable) and send the same by ordinary post at the address given below. Only original registration slip (no photocopy) shall be accepted.

Please send your **Registration Slips with DD and other documents** by **ORDINARY POST** so as to reach **latest by 18.09. 2013** to **The Advertiser, Post Bag No.99, GPO KOLKOTA, KOLKOTA-700017** , super scribing the Envelope as **“APPLICATION FOR THE POST OF MANAGEMENT TRAINEES (ELECTRICAL/ TELECOM/ FINANCE/ HRD/ LAW/ IT) OR APPLICATION FOR THE POST OF MANAGEMENT TRAINEES- JUNIOR (ELECTRICAL/ TELECOM/ IT)”** whichever is applicable.

STEP 8: If your candidature is found eligible you will be intimated by **e-mail/sms** regarding downloading your call letter for the written test using your Application No and Password as stated in Step-5 above. On receipt of the **e-mail / sms** you will have to once again login to www.optcl.co.in and click on **"DOWNLOAD ADMIT CARD" OPTION.**

STEP 9: Print the admit card bearing your photograph and carry the ADMIT CARD to the examination centre on the date and time indicated therein.

ATTESTED COPIES OF DOCUMENTS/CERTIFICATES TO BE ENCLOSED

1. Enclose attested copies of the (i) Caste Certificate (ii) Disability Certificate wherever applicable (iii) Ex-Servicemen Release Order wherever applicable (iv) Sports Certificate wherever applicable.
2. Candidates serving in Govt. / Quasi Govt. / Public Sector Undertakings shall apply online. The candidate has to produce No objection certificate at the time of personal interview failing which his/her candidature will not be accepted.

GENERAL INSTRUCTIONS

- Submission of registration slip after the closing date will not be accepted. OPTCL is not responsible for any postal delay / wrong delivery / loss in transit. No registration slip will be received after the closing date of application.
- Registration slip received with more than one Demand Draft and photocopies of Registration slip/Demand Draft will be rejected.
- The candidature of such candidate whose registration slip along with documents is received after **18/09/ 2013** shall be rejected as Time Barred.

- OPTCL will not be responsible for any loss of email due to invalid/wrong email id etc.
- Any misrepresentation or suppression of information by the candidate in the Online Application form, will result in cancellation of his/ her candidature or penalty, as may be decided by the authority.
- Admit Card will not be sent by post. It should be downloaded by the candidates from the website. Candidates will be allowed to appear for the Written Test only with Admit Card and not with the Registration Slip.
- Candidates should retain a photocopy of their Demand Draft and Registration Slip for future reference.
- In case of any doubt, decision of Director(HRD) of the Corporation will be final and binding. Corporation takes no responsibility for any delay in receiving the application or for loss of application in transit. No communication will be entertained in this regard.
- Withdrawal of candidature on account of non-furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.
- Application once submitted will not be allowed to be withdrawn and the fee once paid will not be refunded nor would this fee be held in reserve for future examination / selection. Applications with defective demand drafts shall be liable for rejection.
- Application not accompanied by relevant certificate/s, wherever necessary or requisite fee, or not signed by the candidate or incomplete in any respect, will not be entertained.
- OPTCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- Court of jurisdiction for any dispute will be at Bhubaneswar.
- While applying for the above post, the applicant must 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.
- Candidates must remain in constant touch with OPTCL's website www.optcl.co.in for information regarding dates of written test, interview etc.

- Mere fulfilling the eligibility criteria does not entitle a candidate to claim for appointment.
- Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- A pass in Odia Language test equivalent to ME standard is desirable. Alternatively the candidate has to pass the requisite language test in Odia within one year of appointment.
- Only SC/ST candidates called for written test will be reimbursed journey expenses (to and fro) by 2nd Class Railway / Bus by the shortest route on production of original ticket.
- Candidates working in State/Central Government/PSUs should apply online and after also forward their applications through proper channel or shall produce a No Objection Certificate (NOC) at the time of personal interview.
- The candidate finally selected should conform to the company's medical standards.
- Applications received after due date or incomplete applications or applications not in specific form or applications of ineligible candidates will be rejected outright without any further correspondence.
- **Canvassing in any form will disqualify the candidate.**
- **OPTCL Management reserves the right to amend any of the provisions of the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof.**

IMPORTANT DATES (Tentative)	
Commencement of online registration of applications by candidates	11th AUGUST 2013, 11 AM
Last date for Online Registration	11th SEPTEMBER 2013, 5 PM
Last date for accepting registration slips with required documents by post	18th SEPTEMBER 2013
Intimation to candidates regarding Downloading of admit cards by sms/email latest by	10th OCTOBER 2013
Date of Written Test	27th OCTOBER 2013 (Tentative)

List of following Documents (copy) to be attached with the Application:

i)	Application Fee, wherever applicable	
ii)	Certificate regarding Experience wherever applicable	
iii)	Caste Certificate in case of SC / ST / SEBC candidates	
iv)	Disability Certificate wherever applicable.	
v)	Ex-Servicemen Release Order wherever applicable	
vi)	Sports Certificate wherever applicable	

Sd/

Place: Bhubaneswar

AGM-HRD-Rectt