

**ODISHA POWER TRANSMISSION CORPORATION LIMITED****(A Govt. of Odisha Undertaking)****Regd. Office: Janapath: Bhubaneswar: 751022, Odisha****Phone: 0674-2540051, Fax-0674-2545664, Website: www.optcl.co.in****CIN – U40102OR2004SGC007553****RECRUITMENT OF MANAGEMENT TRAINEE (FINANCE) & JR.  
MANAGEMENT TRAINEE (FINANCE)****Advertisement Number:****02****/Dated: 22.11.2017**

<b>Opening Date of online submission of Application</b>	<b>24.11.2017, 11AM</b>
<b>Closing Date of online submission of Application</b>	<b>23.12.2017, 7PM</b>

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 power utilities in the country in Transmission space. The present asset value of the Corporation is about Rs. 3832 Crores.

OPTCL is looking for young, dynamic and committed professionals to be inducted as Trainees in Finance discipline.

**A. VACANCY**

The details of post / category wise vacancies are as under -

<b>SL NO</b>	<b>NAME OF THE POST/DISCIPLINE</b>	<b>SC</b>	<b>ST</b>	<b>SEBC</b>	<b>UR</b>	<b>TOTAL</b>
1	MT (FIN)	3(W:1)	4 (W:1)	0	8 (W:3 )	15
2	JR.MT(FIN)	2(W:1)	2(W:1)	1	5 (W:1)	10

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

(SC-Scheduled Caste, ST-Scheduled Tribe, SEBC-Socially and Educationally Backward Classes, UR-Unreserved, W- Women)

**B. COMPENSATION PACKAGE**

<b>Sl No</b>	<b>Name of the Post/Discipline</b>	<b>Stipend during the training period</b>	<b>Designation &amp; Grade after successful completion of training period</b>	<b>Basic pay, Grade Pay &amp; Pay Scale on regularization</b>
1	MT-FIN	Rs.18,000/- PM	Assistant Manager (FIN) Grade – E3	Basic Pay :- Rs. 15,600/- Grade Pay:- Rs. 5,400/- Pay Scale:- Rs. 15,600 – 39,100/- (Pre-revised)
2	JR.MT -FIN	Rs.12,000/- PM	Junior Manager (FIN) Grade – E2	Basic Pay :- Rs. 9300/- Grade Pay:- Rs. 4600/- Pay Scale:- Rs. 9300 – 34,800/- (Pre-revised)

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Besides the basic Pay & Grade Pay, DA, HRA and other allowances and benefits such as monthly conveyance reimbursement, medical facilities, various insurance coverage etc as admissible shall be paid as per rules of the Corporation in force from time to time.

### C. TRAINING

Selected candidates have to undergo training for a period of 1(one) year at field units of OPTCL including induction training program at Power Training Centre, Chandaka. The training will be for 1(one) year duration, unless and otherwise extended further. During the training period, the Trainees may be terminated without any notice or without assigning any reasons thereof. After successful completion of training, there shall be no obligation on the part of the Corporation to offer regular appointment.

### D. SERVICE AGREEMENT BOND

The selected Management Trainees have 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.

### E. ESSENTIAL QUALIFICATION

Sl.No.	Name of the Post	Essential Qualification
1	MT (FIN)	Degree with passing of the Final Examination of the Institute of Chartered Accountants of India/ Institute of Cost and Works Account of India
2	JR. MT(FINANCE)	Graduate with Inter CA (Pass) / Inter ICAI (Pass) / M.Com (minimum 60% of marks for candidates other than SC /ST candidates. The minimum percentage of marks essential for SC/ST is 50%) Knowledge in Company Law, Taxation and Computer Application.

**Note:- Degree / Diploma obtained from Open University (except IGNOU) / Distance Learning Mode / Part-Time / Sandwich Course shall not be considered.**

### F. AGE

- Candidate must not be under 21 (twenty one) years of age and must not be above 32(thirty two) years as on 1<sup>st</sup> November 2017 i.e, she / he must not have been born earlier than 1st November 1985, and not later than 1st November 1996.
- Relaxation for SC / ST/ SEBC & PWD
  - In the post of MT (FIN) the upper age limit is relaxable by 5(five) years in case of SC & ST and 10 years in case of PWD candidates. No age relaxation to SEBC candidates applying against UR post.
  - In the post of Jr. MT (FIN) the upper age limit relaxable by 5(five) years in case of SC,ST & SEBC and 10 years in case of PWD candidates.
- The upper age limit is relaxable by 5 (five) years in case of **Women** 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

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- beneficial to her / him.
- 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.

**THE AGE LIMITS PRESCRIBED ABOVE CAN IN NO CASE BE RELAXED.**

#### **G. 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. **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.**
- iii. 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.
- iv. 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.
- v. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- vi. Candidates belonging to SEBC category shall submit their SEBC Certificate validated / renewed by the Competent Authority on or after **01.11.2014** failing which they shall be treated as unreserved category candidates.
- vii. 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.
- viii. **OBC Certificate will not be accepted in lieu of SEBC Certificate.**
- ix. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

#### **H. HEALTH**

Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.

#### **I. PROVISION FOR DEPARTMENTAL CANDIDATES**

Departmental candidates (OPTCL regular employees only) fulfilling the eligibility criteria may apply against this advertisement through proper channel to General Manager (HRD) Recruitment, Hqrs. Office, OPTCL so as to reach within the stipulated time period. They shall also have to submit the online application form. There shall be no age bar for them and they are exempted from payment of application fees. The candidate should have residual service of minimum 5 years in the corporation.

**Note: The children of the employees and candidates engaged through outsourced agencies are not to be considered as Departmental candidates.**



## **J. PROVISION FOR OUTSOURCED CANDIDATES**

In the case of candidates engaged through outsourcing agencies, who have completed at least 01(one) year of continuous service as on 01.11.2017 and continuing in OPTCL /GRIDCO, the relaxation in upper age limit shall be maximum of 5 (five) years in addition to the other eligible age relaxations. The candidate shall have to furnish the proof of experience along with the application.

## **K. OTHER ELIGIBILITY CONDITIONS**

- i. The candidate must be a citizen of India.
- ii. She / he 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, may apply for the post.

## **L. SELECTION PROCEDURE**

The selection process involves Computer Based Test (CBT) and Personal Interview.

- i. Eligible candidates will be called for Computer Based Test, comprising 200 number of Multiple Choice Questions (MCQs), out of which Subject knowledge (60%), Numerical / Logical Reasoning (15%), General knowledge (15%) & English (10%). The CBT will be of Three (3) hours duration.
- ii. In addition, there shall be an online psychometric Test of 30 Minutes for which there shall be no marking in CBT. However the report of the psychometric Test will be used at the time of Personal Interview.
- iii. There shall be no negative marking.
- iv. Candidates who qualify in CBT and be shortlisted will be called for Personal Interview in 1:3 ratio in each category.
- v. The merit list will be drawn purely on the basis of Performance in the CBT and Personal Interview.
- vi. The offer of 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.
- vii. On selection, candidates can be posted at any of the existing / future offices of OPTCL throughout Odisha.



### M. MINIMUM QUALIFYING MARKS IN CBT AND PERSONAL INTERVIEW

Test	Unreserved / SEBC Category	SC/ST*
CBT	50%	40%
Personal Interview	40%	40%

\* Applicable for reserved posts only.

### N. APPLICATION FEE AND MODE OF PAYMENT

Unreserved / SEBC Category	SC/ST
Rs. 1000/-	Rs. 500/-

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.1000/- (Rupees one thousand) only and Candidates belonging to scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only, are required to pay a non-refundable fee of Rs.500/- (Rupees five hundred) only. **OPTCL departmental candidates are exempted from payment of this fee.**
- ii. Candidates shall be required to make the payment of fee while filling up online application either in on-line mode or in off-line mode i.e. through ICICI Bank Challan.
- iii. 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 shall take hard copy of the application form along with Fee Receipt. She/he shall 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.
- iv. 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. She / he shall keep the OPTCL copy of challan for her/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 print out of the online application.
- v. **Application fee once paid shall not be refunded in any case.**
- vi. **The candidate has to retain the print out / hard copy of the online application for future reference.**

### O. CENTRE OF EXAMINATION

- i. The Computer Based Test (CBT) for the post of MT (FIN) & JR. MT (FIN) will be held at Bhubaneswar. However depending upon the number of application more number of locations can be added.
- 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. Allotment of the Test Centre is at the discretion of the Corporation.



## P. GENERAL INFORMATION & INSTRUCTIONS

- i. Wherever CGPA/OGPA/DGPA or Letter Grade in a Degree / Diploma is awarded, its equivalent percentage of marks must be indicated in the online application as per norms adopted by University / institute.
- ii. Percentage of Marks obtained by the candidate in Degree / Diploma shall be based on the practice followed by the University / Board / Institution form where the candidate has obtained the Degree. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidates CGPA by maximum possible CGPA and multiplying the result with 100.
- iii. Only the online applications are invited from the candidates to be admissible to the Computer Based Test. No other mode of application is allowed.
- iv. **Degree Certificate, Caste Certificate, Odia Test Pass Certificate, Certificate of Physically Handicapped Persons, must have been issued by the competent authority within the last date fixed for submission of online application form.**
- v. A candidate found guilty of seeking support for her/his candidature by offering illegal gratification or canvassing in any form of found indulging in any type of malpractice during the course of the selection or otherwise, shall, in addition to rendering herself/ himself liable to criminal prosecution be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any future recruitment or selection to conducted by OPTCL,
- vi. **Applications submitted to OPTCL if found to be incomplete in any respect are liable to rejection. No correspondence shall be entertained in this regard.**
- vii. 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.
- viii. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- ix. 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 Personal Interview.
- x. Final selection of the candidates shall be subject to medical fitness.
- xi. **Candidates selected in OPTCL are liable to be posted anywhere in Odisha/India**
- xii. While applying for the above posts, the applicant shall ensure that she / he 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 she / he 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) / are detected even after appointment, her/his services are liable to be terminated without any notice.
- xiii. 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.

## Q. HOW. TO APPLY

- i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the **contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ)** documents

*S. S. Choudhary*



- 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 for future correspondence.
  - iii. Application 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	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 25 KB	3.5 cm X 1.5cm

**Note : Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.**

- b. Caste certificate, if belongs to SC/ST/SEBC category.
- c. Physically Handicapped (PH) Certificate, if applicable.
- d. Odia pass certificate, if applicable as per clause-K (ii) of the advertisement.
- e. 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.
- f. 10<sup>th</sup> Pass Certificate.
- g. Essential Qualification Passed Certificate.
- h. Essential Qualification Final Mark Sheet.
- i. From point (b) to (h) (Whichever is applicable in .jpg/.jpeg format with a size of 100KB to 200KB.

**Note :-** The uploaded documents must be clearly Identifiable / visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained. If more than one certificate is to be uploaded in one page, they have to be merged to one page for uploading.

- v. **Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted for Personal Interview, the candidate has to submit the same at the time of personal Interview.**
- vi. Certificate of Admission / Admit Card for the Computer Based Online Test for 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.

#### **R. 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 in all working days between 11 AM to 5 PM** and / or can also e-mail at [optclhelpdesk2017@gmail.com](mailto:optclhelpdesk2017@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.


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T. IMPORTANT DATES		
Sl. No	Description	Date & Time
1.	Opening Date of online submission of Applications	24.11.2017 at 11 AM
2.	Start date of depositing Fee through ICICI Challan	24.11.2017
3.	Closing Date of online submission of application	23.12.2017, 7PM
4.	Last date of remittance of applications process charges / Fee in Bank through Challan (for already registered candidates only.)	23.12.2017
5.	Downloading of Admit Card for (CBT)	Last week of December 2017 (Tentative)
6.	Computer Based Test (CBT)	2 <sup>nd</sup> /3 <sup>rd</sup> week of January 2018 (Tentative)

**Note:-**

1. All the important notification & updates regarding this recruitment shall be posted in the OPTCL website in the Recruitment Section and accordingly all applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OPTCL will not be responsible for network problems or any other problem in submission of online Application.

  
**GM (HRD) Recruitment**