



ODISHA STATE MEDICAL CORPORATION LTD.

A Government of Odisha Undertaking

How to Apply

Please keep the following documents ready before applying for a post.

1. Scanned copy of Residence / Nativity / Domicile Certificate / Undertaking in PDF format (within size 50 to 200 KB).
2. Scanned copy of Caste Certificate (for SC/ST/SEBC candidates) in PDF format (within size 50 to 200 KB).
3. Scanned copy of Disability Certificate (for PWD candidates) in PDF format (within size 50 to 200 KB).
4. Scanned copy of Discharge Certificate issued by Commanding Officer of the Unit last served (for Ex-Service Men) in PDF format (within size 50 to 200 KB).
5. Scanned copy of document as evidence of conversion formula from grade to percentage (for candidates who have secured marks in grades) in PDF format (within size 50 to 200 KB).
6. Scanned copy of relevant experience certificate(s) in PDF format (within size 50 to 200 KB).
7. Scanned copy of Certificates and mark sheets of HSC/equivalent, Intermediate/equivalent and the qualifying degree as specified in the eligibility criteria in PDF format (each within 50 to 200 KB size).
8. Scanned copy of recent passport size photograph in JPG / JPEG format (within size 50 to 100 KB).
9. Scanned copy of candidate's signature in JPG / JPEG format (within size 50 to 100 KB).
10. Scanned copies of Graduation Mark sheets / Certificate, where Ancillary & Foundation course marks are mentioned in PDF format (within size 50 to 200 KB) for the posts of Accountant, Assistant (HR & Admin.), Jr. Assistant (MD's Secretariat),
11. Proof of equivalence of the educational qualification with HSC or Intermediate (wherever applicable) in PDF format (within size 50 to 200 KB)
12. Scanned copy of ID Proof (Voter ID / PAN / Adhar Card / Driving License) in PDF format (within size 50 to 200 KB).

N. B. Please ensure that you must upload legible copies of documents and do not use any special character / numerical etc while naming the files for upload.

Registration of the Candidate

- a) Click on "**Register Here to Apply**" button on home screen
- b) The "Register Yourself" page will open. Read the instructions given in the page carefully.
- c) Fill Name (As in 10th Certificate: Father's Name (As in 10th Certificate), Date of Birth (As in 10th Certificate), valid mobile no and valid e-mail address. The **e-mail address will be the user name**. Provide your password and confirm it. The Password should be of minimum eight (8) characters, Candidates are advised to choose a strong password (combination of alphabets, numeric and special characters).
- d) Enter Captcha in the box provided.
- e) If the registration is not successful, a message will appear that "Your Registration is not successful". Candidates are advised to re-submit the information correctly.
- f) Once successfully registered, candidates will be provided with a successful registration pop-up box which appears as "Registration is successful. Ready for Login", with cursor at Login section.

- g) Home screen of online recruitment section of www.osmcl@nic.in, you can also find the login to enter your User name and Password.
- h) By entering the User name and Password (which was provided during the time of registration) at the Login section, the candidate will get the **Application form**.

Filling up the application form

Personal Details

- a. The Name, Father's Name, Date of Birth, Mobile No. and e-mail at Sl. No.-1, 2, 3, 4 and 5 of the personal details in the online application form will automatically be pre-filled from the data entered at the time of registration.
- b. Please choose the post you want to apply at point no-6 of the form from the drop down menu. Please note that, there is one application form for the post of Manager and Asst. Manager (Procurement-Equipment) and one application for the post of Manager & Asst. Manager (Procurement-Drugs & Surgical) as detailed in the selection modalities of "General Instructions/Information" section. For other posts, candidates have to fill up separate forms for each post.
- c. If you are a permanent resident of Odisha, please choose the "Yes" radio button, at point no-7 and then upload the scanned copy of Residence/Nativity/Domicile Certificate. (The size of the PDF file must be within 50-200 KB).
- d. In case you do not have the Residence/Nativity/Domicile Certificate, please furnish an undertaking in the format below and upload it. (The size of the PDF file must be within 50-200 KB).

The Undertaking should be in the following format.

"I, Sri/Smt/Ms _____, S/o,D/o.W/o _____

Aged _____ years, currently residing at _____,

Post _____, P.S _____, District _____, and a permanent resident of

Post _____ P.S _____ District _____, an applicant for the post of

_____ under Odisha State Medical Corporation Ltd. do hereby

undertake that I have applied to the competent authority i.e., for issue of residence/domicile/nativity certificate and

the same has not been received till date. I undertake to produce the same on the date of interview or at any time as

will be required by OSMC

Signature of the Applicant

Date

- e. If you belong to Ex Service Men Category, please choose "Yes" at Sl.No-8 and upload the scanned copy of your Discharge Certificate issued by Commanding Officer of the Unit last served. (The size of the PDF file must be within 50-200 KB).
- f. Please Choose the Gender (Male/Female) at Sl. No-9

- g. "Age" at Sl. No-10 will automatically be calculated and filled from the Date of Birth. If you do not meet the required age criteria as per the advertisement, then the form cannot be submitted successfully.
- h. Please choose category (SC.ST/SEBC/General) at Sl. No-11. If you have chosen SC/ST/SEBC, then upload the scanned copy of your caste certificate (The size of the PDF file must be within 50-200 KB) or else you will not be allowed to proceed further.
- i. If you belong to a person with disability category, choose "Yes" and choose the type of disability. Also upload your disability certificate (The size of the PDF file must be within 50-200 KB).
- j. Fill your present contact address at Sl. No- 13
- k. Click the checkbox below Sl. No-13, if your permanent address is same as the present address. The data entered at the present address text box will be copied to permanent address box.
- l. Please enter your permanent address at sl. No-14, if it is different from present address. or else check the box
- m. Please mention whether you have passed Odia up to 7th standard. If yes, then upload a scanned copy of the document as proof of the same. (The size of the PDF file must be within 50-200 KB).
- n. Please upload the scanned copy of your recent colour passport size photograph (4.5X3 cm) with plain background at the photo section at top-right hand corner in **JPG/JPEG** format. Please ensure that the size of file should not exceed 100 KB.

Qualification Details

- a) Choose the examination passed from the first column of Sl. No-16 (Qualification Details) from the drop down menu.
- b) Enter the name of the stream / branch (For example Bio-Medical Engineering / Electronic & Instrumentation / Commerce etc).
- c) Enter the Board / University from which you have passed the examination in the next column.
- d) Choose the year of passing of the examination.
- e) Choose whether your examination evaluation pattern is based on percentage / grade from the drop down menu.
- f) If marks have been obtained in percentage enter the full Marks and marks obtained (Aggregate) in the examination. The percentage will be calculated automatically.
- g) If marks have been obtained in grade point, enter the full grade point and grade points obtained, you may also enter the percentage as per the conversion rule and upload the document in support of conversion formula from grade to percentage.
- h) For the post of Accountant, Assistant (HR & Admin), Jr. Assistant (MD's Secretariat), enter the total marks of Ancillary & Foundation course (If applicable) and the marks obtained in the same. The percentage will be calculated automatically after deducting these marks from the total aggregate marks and total full marks obtained respectively. If you do not have Ancillary and Foundation subjects in Graduation, put 0 in both total and secured marks.
- i) Click "**Add**" button to add data for the examination (Please note that without adding, the data entered at various fields of qualification details will not be recorded).
- j) Repeat from step-1 to 3 for entering different fields for different examinations passed as mentioned in the drop down menu.

Experience Details

- a. Enter the name of the employer at Sl. No-17 (organization in which you are/were working).
- b. Enter the post (designation) held in the organization mentioned.
- c. Enter "**from the date**", from which you are/were working in the post mentioned.
- d. Enter "**to the date**" of which you are working in the post mentioned. (If you are working in an organization till date, put the date of submission of this online application).

- e. The total experience will automatically be calculated in terms of total years and months.
- f. Enter brief job descriptions with reference to the requirement of OSMC as per the eligibility criteria for the post within 1000 characters. **Upload the experience certificate. Please ensure that the size of each file should be legible and between 50 - 200 KB.**
- g. Click on "**Add**" button to record the experience detail. (Please remember that without adding, the data entered at various field of qualification details will not be recorded)
- h. Repeat from step-1 to 8 to enter multiple experience details. The total experience will be calculated automatically after adding all experiences.
- i. If you do not meet the required minimum years of experience as per the advertisement, then the application form cannot be submitted successfully.

Upload documents and signature (Please ensure that you upload legible documents)

- I. Please choose the document to be attached from the combo box at Sl. No.-18.

List of documents

1. HSC or equivalent mark sheet
2. HSC or equivalent certificate
3. Intermediate or equivalent mark sheet
4. Intermediate or equivalent certificate
5. Equivalence certificate (If any for HSC/Intermediate)
6. Graduation / B. Com mark sheets 1st year, 2nd year, 3rd year
7. Graduation / B. Com certificate
8. BE. / B.Tech / B. Pharm final mark sheet
9. BE. / B.Tech / B. Pharm certificate
10. Grade to percentage conversion certificate
11. Graduation mark sheet mentioning ancillary & foundation courses marks (if any)
12. ID Proof

- II. Click on browse button to select the scanned copy of the document chosen.
- III. Choose the respective file from the local computer and click on open/save. The file will be uploaded to the server with your Application.

- IV. Click on "**Add**" button to add the document to application form.

- V. Repeat all steps till adding the listed documents as per requirement.
- VI. Scan your full signature in blue ink. Please ensure that the size of file should not exceed 100 KB and should be in JPG/JPEG format, Upload it by clicking the upload button

Declaration

- a. Read the declaration carefully
- b. Click the "Accept" checkbox at the end of declaration statement.
- c. Click on preview button to check whether you have submitted all the information fully and correctly.
- d. Click on edit button, if there is a need to edit the application, before final submission
- e. Click on Submit button to submit the Application form.
- f. If there is any error/blank during the entry, the submission shall not be successful and you will be directed to the edit button for respective correction. This process will be repeated till the successful submission of the application form.
- g. After successful submission of the application form, an acknowledgement form will be generated immediately.
- h. Please keep a print out of the acknowledgement form for future reference.
- i. In the Download section, candidate can take the print outs of their submitted application form.
- j. Candidate can log out or apply for another post by clicking on the application form menu.