

## JR.ASSISTANT ( MD'S SECRETARIAT )

**Nos. of Post :-** 02 – Unreserved -2 (W-1)

**Terms of Reference ( Job Responsibility ) :**

They will provide secretarial assistance to MD, OSMC and will perform any other activity pertaining to office management, grievance redressal, liaisoning, filing of correspondences, recording of minutes of meetings and any other work to be assigned by the Managing Director.

**Educational and Post-Qualification Eligibility Criteria :** Graduation in any discipline (with minimum 50% of marks in aggregate excluding Foundation & Ancillary course) and having knowledge in MS word, Excel, power presentation and Internet with minimum 02 years of post - qualification experience in office management. The candidates should have good typing speed in English.

However relaxation of 10% marks will be given for SC / ST category candidates.

**Age limit :** The maximum age limit for the post is 40 years as on the last date for submission of application form i.e 19 / 11 / 2016. However relaxation of age upto 10 years for Persons with Disability (PWD) candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age in case of ex-service men will be made as per Government norm.

**All other mandatory general eligibility conditions as laid down in the “General Instructions / Information” shall be applicable.**

**Scale of Pay:** Pay Band-1 (Rs. 5200-20200/-) with Grade Pay of Rs.1900/- with annual increase of 10%, subject to satisfactory performance. No DA, HRA and other allowances shall be admissible. However other benefits as per Corporation norms shall be paid. Recruitment to this post shall be made initially on contractual basis. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed and shall be entitled to draw the time scale of pay plus Grade Pay with DA and other allowances as admissible in corresponding pay band.

**Place of posting :** Head Quarter of the Corporation ( Bhubaneswar ).

**Selection Modality :**

**A.** The nos. of candidates to appear in the Computer Based Written Test will be limited to 300 numbers. For this purpose, the candidates having the highest score under career marks (weightage – 35%) in the following proportion will be short-listed for the written test.

1. HSC or equivalent – 10%
2. Intermediate or equivalent – 10%
3. Qualifying Degree i.e. Graduation – 15%. (Ancillary & Foundation course marks on the graduation examination, wherever applicable shall be deducted while computing career weightage), Graduation marks shall be calculated excluding marks obtained in ancillary and foundation courses.

**B.** The shortlisted candidates (Maximum 300 nos) shall appear in the Computer Based Written Test (weightage – 50%) which will consist of two sections

- i. General Aptitude (70 Marks) (It includes General English, Comprehension, Reasoning, and General Knowledge.
- ii. Practical Knowledge (30 Marks). It includes knowledge of MS Word, MS Excel, PowerPoint presentation and internet etc.

**C.** Computer Typing Skill Test in English (weightage – 15%)

(Candidates will be short-listed for Computer Typing Skill Test in the proportion of 1 : 15 on the basis of score in the Career marks & Written test taken together as explained above). The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in computer typing skill test.

**N.B. There will be a Common Computer Based Written Test for both the posts of Assistant (HR & Admin.) and Jr. Assistant (MD's Secretariat). For details of the selection process, please refer to the “ General Instructions / information “ for the candidates.**

Date and venue of Computer Based Written Test and Computer Typing Skill Test will be intimated through notification in the OSMC website / sms / e-mail to the candidates.