

ASSISTANT (HR & ADMN.)

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

Terms of Reference (Job Responsibility) :

They will assist General Manager HR & Admn. and Assist Manager HR in performing their duties and handle independent responsibility as will be assigned by appropriate authorities.

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 Point presentation and Internet with minimum 03 years of post - qualification experience in HR / Office Administration.

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 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-2 with Grade Pay of Rs.4200/- (Rs. 9300-34800/-) 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. Interview (weightage – 15%)

(Candidates will be short-listed for interview 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 interview.

N.B. There will be a Common Computer Based Written Test for both the posts of Assistant (HR & Admin.) & 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 Interview will be intimated through notification in the OSMC website / sms / e-mail to the candidates.