

ACCOUNTANT

Nos. of Post : 03 – Unreserved -2 (W-1), ST - 1

Terms of Reference (Job Responsibility) :

They will assist the General Manager, Finance and Asst. Manager, Finance in matters of :

- Book keeping and Accounting
- Financial management of the Corporation
- Preparation of annual budget, medium term and long term financial planning in consultation with other divisions of the corporation well within time
- Developing and implementing audit manual of the corporation including audit checklist etc.
Developing annual audit plan
- They are expected to handle certain responsibilities independently as may be decided by the appropriate authorities.
- Any other work as will be assigned by appropriate authority.

Educational and Post-Qualification Eligibility Criteria : B.Com (with minimum 50% of marks in aggregate excluding Foundation & Ancillary course) and having knowledge in Computer based accounting package and internet with minimum 03 years of post-qualification work experience in managing and handling finance / accounts.

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 (Rs. 9300-34800/-) with Grade Pay of Rs.4200/- 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. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- i. Theoretical Knowledge (40 marks)
- ii. Work domain knowledge (30 marks)
- iii. General aptitude (30 marks). Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

B. Career Marks - with weightage of 35%. (HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%), Graduation marks shall be calculated excluding marks obtained in ancillary and foundation courses (wherever applicable).

C. Interview (weightage of 15%)

(Candidates will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks 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 personal interview.

N.B. : 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.