



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
 Regd Office: Janpath: Bhubaneswar-751022
 CIN-U40102OR2004SGC007553

**OPTCL INVITES ONLINE APPLICATIONS FROM ITI TECHNICIANS &
 SECRETARIAL / PARA-MEDICAL STAFF**

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Commencement of Online Registration : **24.06.2015, 11 AM**

Closing Date of Online Registration : **23.07.2015, 7 PM**

Date of Computer Based Test (CBT) : **09.08.2015**

Odisha Power Transmission Corporation Limited (OPTCL), a state-owned power utility in Odisha is engaged in the business of transmission of electricity, invites application from bright, qualified and energetic personnel for the following Posts.

I. VACANCY POSITION:

Name of Post	Essential Qualification	SC	ST	SEBC	UR	TOTAL
Junior Maintenance & Operator Trainee (JMOT)	National Trade Certificate in Electrician Trade from SCTE&VT/ NCVT	24 (w:8)	33 (w:11)	16 (w:5)	77 (w:26)	150(w:50) (PWD:4)*
Junior Telecom & Technician Trainee (JT TT)	National Trade Certificate in Electronic Mechanic/ Radio Television Mechanic/ Radio Mechanic Trade from SCTE&VT/ NCVT	8 (w:2)	11 (w:4)	5 (w:2)	26 (w:9)	50 (w:17) (PWD:1)*
Stenographer Grade-III	Bachelor's Degree or equivalent examination of a recognized University/Institute with Stenography Certificate/ Diploma in Secretarial Practice or Office Management	1	1	-	5 (w:2)	07 (w:2)
Assistant Medical Technician	Matriculate with DMLT	-	-	-	01	01
Assistant Pharmacist	Matriculate with Diploma in Pharmacy	-	-	-	01	01

SC-Scheduled Caste,

ST-Scheduled Tribe,

SEBC-Socially and Educationally Backward Classes,

UR-Unreserved,

PWD-Persons with Disability

- i. **The reservation of posts including reservation for Women, Ex-Servicemen and Sports Person will be as per ORV Act and other applicable Act and Rules.**
- ii. Candidates belonging to PWD, Ex-serviceman and Sports Person shall be adjusted against the categories to which they belong.
- iii. 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.
- iv. Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- v. The number of vacancies to be filled up on the basis of recruitment may increase or decrease by the Corporation without any notice.

***Type of Disability:**

1. Junior Maintenance & Operator Trainee (JMOT)

Out of the above vacancies in **Junior Maintenance & Operator Trainee (JMOT)**, four vacancies are reserved for PWD candidates. The candidates belonging to PWD category shall be adjusted the category which he/ she belong.

The physical requirement and functional classification of PWD suitable for the job is as follows:

Physical requirement: ST, W, SE, BN, PP

Functional classification: HI (with suitable aid)

Code	Functions
ST	Work performed by standing
W	Work performed by walking
SE	Work performed by seeing
BN	Work performed by bending
PP	Work performed by pulling & pushing
HI	Hearing Impaired

2. Junior Telecom Technician Trainee (JTTC)

Out of the above vacancies in **Junior Telecom Technician Trainee (JTTC)**, one (1) vacancy is reserved for PWD candidate. The candidate belonging to PWD category shall be adjusted the category which he/ she belong.

The physical requirement and functional classification of PWD suitable for the job is as follows:

Physical requirement: S, ST, BN, MF, SE, C
Functional classification: OL, HI (with suitable aid)

Code	Functions
S	Work performed by Sitting
ST	Work performed by standing
BN	Work performed by bending
MF	Work performed by manipulating (with fingers)
SE	Work performed by seeing
C	Work performed by Communication
OL	One Leg affected (R and/or L)
HI	Hearing Impaired

II. **AGE:**

- i. **Stenographer Grade-III, Assistant Pharmacist, Assistant Medical technician:** A candidate must not be under 21 (twenty one) years and must not be above the age of 32 (thirty two) years as on 1st January, 2015 i.e. he/ she must not have been born earlier than 2nd January, 1983, and not later than 1st January, 1994.

JMOT & JTTT: A candidate must not be under 20 (twenty years and must not be above the age of 32 (thirty two) years as on 1st January, 2015 i.e. he/ she must not have been born earlier than 2nd January, 1983, and not later than 1st January, 1995.

- ii. The Upper age limit is relaxable by 5 (five) years in case of SC, ST, SEBC and Woman candidates and 10 (ten) years in case of PWD Candidates.
- iii. Every Ex-serviceman who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit shall be deemed to satisfy the conditions regarding age limits.
- iv. 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 beneficial to him/her.
- v. **No age relaxation is allowed to SC/ST/SEBC candidates applying against unreserved vacancies.**
- vi. The date of birth entered in the High School Certificate or equivalent Certificate issued by the concerned Board/ Council will only be accepted.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN BE IN NO CASE BE RELAXED.

III. EDUCATIONAL QUALIFICATION (ESSENTIAL):

SI No	Name of Post	Essential Qualification
1	Junior Maintenance & Operator Trainee (JMOT)	HSC pass from recognized Board or equivalent and National Trade Certificate in Electrician Trade from Institution recognized by SCTE&VT/ NCVT with minimum 60% marks for General & SEBC candidates and 50% for SC/ST/PWD candidates.
2	Junior Telecom & Technician Trainee (JTTC)	HSC pass from recognized Board or equivalent and National Trade Certificate in Electronics Mechanic/ Radio Television Mechanic/ Radio Mechanic Trade from Institution recognized by SCTE&VT/ NCVT with minimum 60% marks for General & SEBC candidates and 50% for SC/ST/PWD candidates.
3	Stenographer Grade-III	Bachelor's Degree or equivalent examination of a recognized University/Institute with Stenography Certificate from ITI/ ITC (Institute affiliated to State Council for Technical Education)/ Diploma in Secretarial Practice or Office Management. Shall have working knowledge in Computer (MS Word, Excel, Power Point) and be able to type a document, edit, print, store etc. Shall be able to take down dictation from a printed matter lasting for three minutes at the rate of 80 words a minute and to transcribe the dictated passage within 15 minutes with mistake up to a maximum of 10%.
4	Assistant Medical technician	Matriculate with DMLT from any of the three Medical Colleges of the State or from private recognized Institute approved by AICTE.
5	Assistant Pharmacist	Matriculate with Diploma in Pharmacy from any of the three Medical Colleges of the State or from private recognized Institute approved by AICTE.

IV. DEPARTMENTAL CANDIDATES:

Departmental candidates (OPTCL regular employees only) fulfilling the requirements may apply against the advertisement through proper channel to DGM-HRD (Recruitment), Hqrs Office, OPTCL so as to reach within the stipulated time period. They shall also submit the online application form. There shall be no age bar for them and they are exempted from payment of application fees.

V. PROVISION FOR CANDIDATES ENGAGED THROUGH MAN POWER SERVICE PROVIDERS/ OUTSOURCING AGENCIES:

a. The persons provided by the man power service providers/outsourcing agencies, who shall be less than 45 years of age and shall have completed at least 1 (One) year of continuous service, in case they apply, shall be allowed relaxation of upper age limit for entry, provided they satisfy all other eligibility criteria for the post as laid down in the recruitment rules.

b. They shall be allowed one percent extra mark on the total marks of the examination of each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them for deciding the merit position.

VI. EMOLUMENTS:

JMOT and JTTT

The JMOT & JTTT shall be paid a consolidated stipend of Rs.7,000/- per month during the period of training. The training will be for a period of 1 (one) year unless and otherwise extended. On successful completion of the training, the candidates will be appointed as Semi Skilled Assistant (Electrical) & Semiskilled Assistant (Telecom) in Semi-Skilled-A category in the respective cadre on probation for 1 (one) year in the Scale of Pay of Rs 5200- 20,200/- plus Grade Pay Rs. 2130/- with other allowances as per OPTCL regulations.

Stenographer Grade-III, Assistant Medical Technician, Assistant Pharmacist

Stenographer Grade-III, Assistant Medical Technician, Assistant Pharmacist shall be paid a consolidated stipend of Rs.8,000/- per month during the period of training. The training will be for a period of 1 (one) year unless and otherwise extended. On successful completion of the training, the candidates will be appointed as Stenographer Grade-III, Assistant Medical Technician, Assistant Pharmacist in Skilled-A Category in the respective cadre on probation for 1 (one) year in the Scale of Pay of Rs 5200- 20,200/- plus Grade Pay Rs. 2830/- with other allowances as per OPTCL Regulations.

VII. TRAINING:

The training will be for a period of 1 (one) year, unless and otherwise extended. The trainees during the training period may be terminated without any notice or without

assigning any reasons thereof. There shall be no obligation on the part of the Corporation to offer regular appointment after completion of training.

VIII. SELECTION PROCEDURE :

- i. The selection of the candidates for recruitment to the posts will be based on merit i.e. competitive examination to be conducted by OPTCL and career marking/skill test.
- ii. The selection process involves Computer based online test (CBT) and career marking/ Skilled Test. Eligible candidates will be called for computer based test comprising multiple choice questions (MCQs) from Subject Knowledge(60%), Numerical/ Logical reasoning (15%), General Knowledge (15%), English Knowledge (10%). However, Psychometric test score will be administered/ utilized for the purpose of personality profile and training needs etc as and when necessary.
- iii. The minimum qualifying marks in the CBT will be 50% for General & SEBC candidates and 40% for SC, ST & PWD candidates.

IX. CENTRE OF EXAMINATION:

- i. The CBT for Stenographer Grade-III, Assistant Medical Technician and Assistant Pharmacist will be held at Bhubaneswar.
- ii. The CBT for JMOT will be held at Bhubaneswar, Cuttack, Berhampur, Balasore, Sambalpur, Jeypore depending on the number of candidates from the respective zone. The candidates are to mention their choice of Examination Zone at appropriate place in the Online Application Form.
- iii. The CBT for JTTT will be held at Bhubaneswar, Berhampur, Sambalpur depending on the number of candidates from the respective zone. The candidates are to mention their choice of Examination Zone at appropriate place in the Online Application Form.
- iv. The number of Examination Centre can be decided as per the availability of the candidates in a particular zone.

X. RESERVATION:

- i. Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and Rules.

- ii. **PWD candidates**, whose disability is not less than 40% (forty percent), are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules. The PWD candidates can apply against the unreserved post provided the post is identified as suitable for PWDs.
- iii. **Ex-Servicemen** are required to attach copy of Discharge Certificate issued by the Competent Authority.
- iv. **Sports Persons** are required to attach copy of Identity Card issued by the Director of Sports, Odisha.
- v. **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 only.**
- vi. Candidates belonging to SEBC category shall submit their SEBC certificate validated/renewed by the competent authority on or after **01.06.2012**, failing which they shall be treated as General category candidates.
- vii. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of.....". Caste Certificate virtue of marriage (i.e. showing "wife of...") is not acceptable.
- viii. **OBC Certificates will not be accepted in lieu of SEBC Certificates.**
- ix. Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

XI. OTHER ELIGIBILITY CONDITIONS:

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

XII. APPLICATION FEE AND MODE OF PAYMENT:

Candidates are required to pay a non-refundable fee of Rs.1000/- (Rupees One Thousand) only. **Candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only, PWD candidates and Departmental candidates are exempted from payment of this fee.** Candidates shall be required to make the payment of fees while filling up online application in the manner as follows:

a. **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, he may take hard copy of the application form along with Fee Receipt. He 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 as applicable.

b. **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.** He shall keep the OPTCL copy of challan for his reference/record which shall be required at the time of verification of original certificates/testimonials as and when necessary. However, the applicant may login to revisit the site after 24 hours of making the challan payment and take the hard copy of the application.

XIII. OTHER CONDITIONS:

- i. At present, only the online applications are invited from the candidates for admissible to the Computer Based Online Examination. After declaration of result of the CBT the candidates who are shortlisted in the CBT will be required to furnish Print out/hard copy of online application form along with photo copies of certificate and documents on or before prescribed date, which will be intimated on website later on.
- ii. A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice in course of the selection or otherwise, shall, in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any recruitment or selection to be conducted by OPTCL.
- iii. **Applications submitted to OPTCL if found to be incomplete in any respect are liable to rejection. No correspondence shall be entertained in this regard.**
- iv. 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.
- v. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- vi. While applying for the above post, the applicant shall ensure that he/she 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 he/she 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) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
- vii. Candidates shall be required to visit OPTCL website www.optcl.co.in from time to time for information regarding all events associated with the ongoing recruitment process.
- viii. 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 verification of original Certificates/Testimonials.
- ix. Final selection of the candidates shall be subject to medical fitness.

- x. OPTCL Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- xi. OPTCL Management reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof.

XIV. PROCEDURE TO APPLY:

- i. Before filling up On-line Application, candidates shall read and understand the ***contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ)*** documents available on the OPTCL website: 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 in future correspondence.
- iii. Applications 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) with maximum size up to 35 KB. **(Be careful while scanning your signature. You should first put your signature in an area of about 2" x 1" on blank paper with a ball point pen. Scan this paper. Cut/ select only signature area (2"x 1") and save it in .jpg/.jpeg format.)**
 - b. Scanned copy of your caste certificate, if you belong to SC/ST/SEBC category.
 - c. Scanned copy of Physically Handicapped (PH) certificate, if applicable.
 - d. Scanned copy of sports certificate, if applicable.
 - e. Scanned copy of Ex-Serviceman certificate, if applicable.
 - f. Scanned copy of 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.
From point b to f (whichever is applicable) in .jpg/.jpeg format with maximum size up to 200KB.
 - g. Scanned copy of all educational certificates and final mark sheets in .jpg/.jpeg format with maximum size up to 200KB.
- v. The candidates are advised to submit the Online Application well in advance without waiting for the closing date to avoid last hour rush.
- vi. Candidates are required to take a printout of the finally submitted Online Application Form for future use.

- vii. Certificate of Admission/ Admit Card for the Computer Based Online Test to 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 form the website of OPTCL and produce the same for Admission to the examination. No separate correspondence will be entertained in this regard.

XV. FACILITATION SUPPORT:

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](tel:9438907594) and [9438907595](tel:9438907595) in all working days between 10 AM to 5 PM and/ or can also e-mail at optclhelpdesk2015@gmail.com.

The candidates are required to visit the OPTCL website www.optcl.co.in for any relevant information from time to time.


DGM-HRD (Recruitment)