



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

CIN-U45201OR1980SGC000884

BHOI NAGAR, JANPATH, BHUBANESWAR-751022, ODISHA

EPABX: 0674- 2541545/ 2542921

E-mail: policehousing@rediffmail.com, Web: www.ophwc.nic.in

ADVT. NO.: OPHWC/08/2023

Dated. 05/12/2023

SPECIAL RECRUITMENT DRIVE OF SC & ST CANDIDATES FOR THE POST OF ACCOUNTANT IN OSPH&WC LTD.

OSPH&WC a Silver Category State PSU, undertakes various civil construction activities of different departments of Govt. of Odisha. The annual turnover of the Corporation is more than Rs. 500 Crore during F.Y 2022-23. It is a professional and SAP enabled Corporation and the entire operations including financial transaction are operated through SAP software.

The Corporation intends to recruit young, dynamic & Committed Accountants. The detailed advertisement containing the vacancy position, eligibility criteria, salary, procedure for offline application and application format will be available on the Corporation's website- www.ophwc.nic.in

Starting date of submission of application in offline mode along with application fee	07.12.2023
Last date for receipt of the applications in complete shape	28.12.2023

Dy. General Manager (Admn.)



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**SPECIAL RECRUITMENT DRIVE OF SC & ST CANDIDATES
FOR THE POST OF ACCOUNTANT IN OSPH&WC LTD.**

Name of Post	Basic Eligibility		Age Criteria
	Qualification	Experience	
Accountants (2 Posts) a) SC-1 b) ST-1	Candidates shall be a Commerce Graduate.	Candidates shall have post qualification working experience of more than two-years . However, preference shall be given to candidates having more working experience.	The ST & SC candidates should not be below 21 years (twenty-one) years of age and above 43 (forty-three) years as on 01.01.2023 as per Government Rules.

SELECTION PROCEDURE

Selection procedure comprises of four parts such as written examination, career & experience marking, practical test and personal interview.

➤ **First Part – Written Examination – 50 Marks**

- Written examination shall have for total 50 marks.
- 50 multiple choice questions having 1 mark each.



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- Examination timing of one hour.

➤ **Second Part – Career & Experience - 25 Marks**

- B. Com. Qualification - 15 Marks

(For B. Com career having 100% mark, candidates shall obtain 15 marks, accordingly candidates having lesser % of marks in B. Com shall be reduced proportionately, for ex. candidate having 80% mark shall obtain 12 marks.)

- Additional Working Experience - 10 Marks

Candidates having additional working experience above two years shall obtain 2 marks for each additional year of experience. However, the maximum marks shall be 10 Marks.

➤ **Third Part – Practical Test – 15 Marks**

- On MS Word, MS Excel, MS Power Point – 15 Marks

➤ **Fourth Part – Personal Interview – 10 Marks**

- Personal Interview – 10 Marks

➤ **Minimum Qualifying marks of Selction to get the appointment-**

Minimums Qualifying marks of the candidates shall be 50%. Candidates securing highest marks shall be selected for appointment against vacant posts.

SCALE OF PAY:

Sl. No.	Name of the Post	Scale of Pay
1	Accountant	35,400/- – 1,12,400/- (Level-9) plus DA as admissible from time to time and other allowances as per rule of OSPHWC Ltd.

OTHER ELIGIBILITY CONDITIONS:

- The candidate must be a citizen of India.
- The candidate must be in good mental condition, bodily health and free from any physical defects that is likely to interfere with the discharge of his



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duties in the service. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed to the post.

- The candidate must be able to speak / read & write Odia fluently and must have passed at least an examination in Odia language equivalent to that of Medium English School Standard conducted by the Board of Secondary Education, Odisha, or the Education Department of Government of Odisha or any other Board or Council of Secondary Education approved by the Government of Odisha in support of passing of Odia language.
- 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.
- Only those candidates, who fulfill the requisite qualification and within the prescribed age limit etc. for submission of application form, will be considered eligible.

SUBMISSION OF APPLICATION :

- Interested eligible candidates are required to fill up the application form & submit the same duly filled in by Dt. 28.12.2023. Applications received after the last date due to delay in postal / courier or any other reason shall not be entertained and will be rejected.
- The candidates already employed in Govt./Semi-Govt./ Central PSU /State PSU shall submit "**No Objection Certificate**" issued by their present employer at the time of Interview.
- Applications without supporting documents/ incomplete / not fulfilling the prescribed criteria in any respect are liable to be rejected.
- The candidates applying for the post must submit their application by post to "The Dy. General Manager (Admn.), OSPHWC Ltd., Bhoi Nagar, Janpath, Bhubaneswar-751022.
- The cover containing the application should be super scribed with the name of the post applied for i.e. "**APPLICATION FOR THE POST OF ACCOUNTANT IN OSPHWC**".



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- The candidate must go through this advertisement available in the website in the www.ophwc.nic.in.
- The candidates shall submit one latest passport size photograph, photo Copy of Certificates and Mark Sheets starting from Matriculation to B.Com and experience certificate along with the application form available on the website.
- The Copy of Caste certificate by birth in support of claim as SC/ST, whichever is applicable shall be submitted along with application form.
- OPHWC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
- OPHWC Management reserves the right to cancel / modify the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.
- OPHWC Management reserves the rights to accept / reject the candidature of any candidate without assigning any thereof at any stage.
- Intimation in relation to this advertisement shall be made only through registered e-mail of the candidates.
- Any further modification of the advertisement will be shown in the OPHWC web site only.

10. State of Domicile:

11. Nationality:

12. (A) Age Relaxation Claimed: YES NO (Use 'v' Mark)

13. Educational Qualifications: (As per the advertisement), 10th/ HSC Onwards

Examination Passed	Name of the Board/ Council/ University	Discipline/ Subject	Course Duration	Year & Month of Passing	Percentage of marks
10 th / HSC					
Intermediate/+2					
B.Com					

(In case of CGPA/Grades; Please give equivalent percentage (attach photocopies of the certificate and mark sheet towards proof of educational qualification))

14. Work Experience (if any):

Sl. No	Employer's Name & Address	Duration (DD/MM/YYYY)		Post Held/ Designation	Nature of Duties/ Work Details	Pay Scale & Gross Salary
		From Date	To Date			

15. Additional Details:

(i) Tick ('v') from the following activities to indicate in which one/ all you can perform in Odia Language:

(a)	Speak Odia	
(b)	Read Odia	
(c)	Write Odia	

(ii) Tick ('v') from the following Odia language eligibility standard (s) applicable:

(a)	Passed Middle School Examination (Class VIII) with Odia as a Language subject	
(b)	Passed HSC or Equivalent Examination with Odia as medium of examination in Non-language subject	

16. DECLARATION:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me & I fulfil these conditions. I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed therein. I shall furnish the necessary certificates in proof of the above along with the application. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature/ appointment is liable to be cancelled/ terminated & punishable as per court of law.

Place: _____

Date: _____

(Full Signature of the Candidate)

LIST OF SUPPORTING DOCUMENTS: (As per the detailed advertisement)

- 1.
- 2.
- 3.
- 4.
- 5.