



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
(A Government of Odisha Undertaking)

**ADVERTISEMENT FOR RECRUITMENT OF JUNIOR ACCOUNTANT IN OPHWC LTD.**

The OPHWC Ltd., a Silver category and one of the leading State PSU in Construction Sector in the State undertakes various types of Building construction works for different Govt. depts./Autonomous bodies.

The Corporation invites application from dynamic & competent Accounts personnel who have worked under OPHWC on outsourced basis for the following post:-

Name of the Post	Scale of Pay	No. of post	Category
Junior Accountant (Regular)	Level-7 as per Pay-Matrix under ORSP Rules 2017 and other allowances as applicable in case of Regular employees of OPHWC Ltd.	01	General

Interested eligible candidates are advised to download the application format from OPHWC website: <http://ophwc.nic.in> & submit the same duly filled in & signed along with attested copies of Certificates & Testimonials in support of their eligibility by **Speed Post** in a cover super scribed "APPLICATION FOR THE POST OF JUNIOR ACCOUNTANT" so as to reach the **Dy. General Manager (Admin)**, The Odisha State Police Housing and Welfare Corporation Ltd., Bhoi Nagar, Bhubaneswar-751022 by dt.25.10.2022 positively. 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 OPHWC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

  
**Dy. General Manager (Admin)**  
THE ODISHA STATE POLICE HOUSING AND  
WELFARE CORPORATION LTD. (A SILVER  
CATEGORY STATE PSU)  
BHOINAGAR, Bhubaneswar-751022

## TERMS AND CONDITIONS OF RECRUITMENT

### 1. Vacancy

Name of the Post	Scale of Pay	No. of post	Category
<b>Junior Accountant</b> (Regular)	Level-7 as per Pay-Matrix under ORSP Rules 2017 and other allowances as applicable in case of Regular employees of OPHWC Ltd.	01	General

### 2. Condition of Engagement:-

- (a) **Tenure** - Person appointed shall continue as Initial appointee on contractual basis for a period of six years in compliance to G.A. Department Notification No.1147 dated 17.01.2014 read with GA & PG Deptt. Notification No. 28621/Gen dt. 27.10.2021. The period of six years shall be counted from the date of their Appointment/ joining.
- (b) **Remuneration** -During the period of contractual (Initial) appointment they shall draw monthly remuneration as per the Notification of G.A & P.G Deptt.No.28621/27.10.2021.
- (c) **Annual increase of remuneration** - Subject to satisfactory performance the remuneration shall be enhanced as per G.A. & P.G. Deptt. Notification No. 28621/Gen dt. 27.10.2021.
- (d) **Allowance** - The initial appointee shall not be entitled to D.A, HRA, except RCM during the period of initial appointment. Any other allowances as per rules of OPHWC Ltd. will be applicable.
- (e) **Leave** - They shall be entitled to leave under the provisions of leave rules of Government at par with regular employees of OPHWC Ltd.
- (f) **Conduct & Discipline** - They shall abide by the conduct rules and classification, control and appeal rules as applicable to the employee of the OPHWC Ltd.

### 3. Conditions of Service on Regular Appointment

- a. **Regular Appointment** - On satisfactory completion of six years of contractual service, Initial Appointee shall be regularly appointed. A separate order of regular appointment shall be issued by the Appointing Authority of OPHWC Ltd.
- b. **Pay & other benefits** - On regular appointment, Initial Appointee shall be entitled to draw the scale of pay in Level 07 as per ORSP Rule 2017 having Pay range ₹.25,500/- to 81,100/- + D.A and other allowances as applicable in case of Regular employees of OPHWC Ltd. with D.A. & other allowances as admissible in the said Pay Band to the regular employees of the OPHWC Ltd.
- c. **Other conditions of service**- The other condition of service shall be such as applicable to the regular employees of OPHWC Ltd.

**4. Eligibility Criteria-**Interested Accounts personnel who have worked under OPHWC on outsourced basis since last 5 years and fulfilling following criteria can apply.

Sl. No.	Name of the Post	Basic Eligibility		Age as on 30.09.2022
		Qualification	Experience	
01	Junior Accountant	B.Com/ CMA(Inter)/ C.A.(Inter)	Five years working experience in the field of Accounts.	The candidate should not be below 21 (twenty-one) years of age and above 38 (thirty-eight) years as on Dt.30.09.2022. The upper age limit is relaxable for the candidates belonging to SC/ST/SEBC/ Women/PWD as per OCS(Fixation of upper age limit) Rules [Proof of age to be attached]

**Other Eligibility conditions:**

- (i) The candidate must be a citizen of India.
- (ii) The candidate must be in good physical and mental condition, bodily health and free from any physical disorder. A candidate, who after such medical examination is not found to satisfy these requirements shall not be appointed to the post.
- (iii) The candidate must be able to speak / read & write Odia fluently and must have passed at least one 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.
- (iv) A candidate, who has more than one spouse leaving, 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.
- (v) Only those candidates, who fulfill the requisite qualification and within the prescribed age limit etc. will be considered eligible.

**5. HOW TO APPLY**

- I.Application Form at Annexure-I shall be downloaded from the website: <http://www.ophwc.nic.in> to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.
- II.The applicant must affix recent color passport size photograph at top right side of the application form.
- III.The applicant must attach self-attested copy of all the mark sheets, certificates/ testimonials/ documents from HSC/10<sup>th</sup> onwards towards proof of qualification, age, mark secured, caste/SEBC, experience etc. along with application form. In case a Degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including the final mark sheet of final semester. Further, in support of any qualification, if the marking CGPA based, then the candidate needs to submit the proof of CGPA to percentage conversion formula against the qualification.
- IV.Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.

- V. The candidates applying for the post must submit their application by post to **"The Dy. General Manager, Admin. OSPHWC Limited, Bhoi Nagar, Janpath, Bhubaneswar-751022.**
- VI. The cover containing the application should be super-scribed with the name of the post applied for i.e. **"APPLICATION FOR THE POST OF JUNIOR ACCOUNTANT IN OSPHWC".**

#### **6. SELECTION METHODOLOGY:**

The candidates will be evaluated on the basis of Written Test & Personal Interview.

Sl. No.	Particulars	Marks
1.	Written test on the subject and the candidate must write 100 words write up on the topic <b>"Why I consider myself suitable for the Role"</b>	50 Marks
2.	Practical Exam on SAP(FICO), MS Word, MS Excel.	20 Marks
2.	Personal Interview	30 Marks

#### **7. GENERAL CONDITIONS**

- Candidates are required to visit Corporation website <http://ophwc.nic.in> at regular intervals for any corrigendum/addendum, notification, news, updates, results etc. relating to recruitment.
- At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.
- Canvassing in any form will be viewed adversely & may lead to disqualification.
- Before Interview candidates are required to produce their Certificates/ documents.
- The decision of OPHWC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application / candidature, selection of candidate, cancellation of the recruitment process, etc.
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.
- 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.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by Dt. 25.10.2022 positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

  
**Dy. General Manager (Admin)**  
THE ODISHA STATE POLICE HOUSING AND  
WELFARE CORPORATION LTD.  
(A SILVER CATEGORY STATE PSU)  
BHOINAGAR  
Bhubaneswar-751022

**Annexure-I**

**THE ODISHA POLICE HOUSING & WELFARE CORPORATION LTD.**

**APPLICATION FORMAT FOR RECRUITMENT**

1. Post applied for .....
2. Full Name (In capital).....
3. Father's /Husband's Name .....
4. Date of birth .....  
(As recorded in HSC or equivalent exam) (Attach certificate's copy)
5. Age as on(.....2022).....
6. Sex: .....
7. Category:
8. Marital status: (Married/Un-married) .....

Affix recent  
colour passport  
size  
photograph.

9. Address (with PINcode):

PresentAddress

PermanentAddress

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

10. Contact details: (a) Phone.....  
(b) e.mail.....

11. Qualification: (10<sup>th</sup> onwards) (Attach copy of certificates).

Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/grades, please indicate equivalent percentage as per norms adopted by the

12. Details of Post qualification/ Experience (Attach copy of certificates):

Sl. No.	Name & address of Organizations worked	Post held	Details of Experience	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
				From	To		

DECLARATION

I .....Son/Daughter / Wife of ....., do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/ terminated without any notice to me.

(SIGNATURE IN FULL)

PLACE:.....

NAME:.....

DATE: .....

Documents/Certificates

Attached:-1)

- 2)
- 3)
- 4)
- 5)
- 6)