

# ଓଡିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ

## Odisha Forest Development Corporation Limited

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone: -0674-2534086, 2534269 Fax: 0674-2535934

[website: [www.odishafdc.com](http://www.odishafdc.com) E-mail ID: [general@odishafdc.com](mailto:general@odishafdc.com)]



No. 21287 / Esst. (Misc) /23/2023

Dated: 18<sup>th</sup> November' 2023

### ADVERTISEMENT FOR RECRUITMENT OF BASE LEVEL POST IN THE CADRE OF ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT- GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER), FILED ASSISTANT-GRADE-II (SECTIONAL SUPERVISOR) AND FIELD ASSISTANT-GRADE-III IN OFDC ON REGULAR BASIS

Online Applications through OFDC's website [www.odishafdc.com](http://www.odishafdc.com) are invited from the eligible candidates for direct recruitment to the following vacant posts on regular basis in different units of Odisha Forest Development Corporation Limited in the State of Odisha. Details of Terms and reference for recruitment, online application form and procedure for making online application to the various posts can be viewed under the **career section** of the website at [www.odishafdc.com](http://www.odishafdc.com). Online Enrolment for applying to different posts through the portal shall be commenced w.e.f. **22.11.2023 at 10.00 A.M.** and the last date of submission of online application is **12.12.2023 up to 05.00 P.M.** Application other than online mode shall not be accepted.

Name of the post	Category wise Posts to be filled up				Total	Monthly Remuneration (in Rs.)
	SC	ST	SEBC	UR		
ACCOUNTS ASSISTANT-GRADE-II	5	1	0	3	9	35,400/-
ASSISTANT-GRADE-III	8	6	1	46	61	29,200/-
EXECUTIVE ASSISTANT (IN LIEU OF JR.STENOGRAPHER)	0	5	1	7	13	25,500/-
FIELD ASSISTANT-GRADE-II (SECTIONAL SUPERVISOR)	15	21	11	0	47	21,700/-
FIELD ASSISTANT-GRADE-III	11	27	39	148	225	17,200/-

OFDC reserves its right to cancel the recruitment process, if need so arises due to administrative reasons, without assigning any reason thereof at any stage.

  
18.11.2023  
Managing Director

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### TERMS OF REFERENCE

#### FOR RECRUITMENT OF BASE LEVEL POSTS IN THE CADRE OF ACCOUNTS ASSISTANT- GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER) / FIELD ASSISTANT, GRADE-II (SECTIONAL SUPERVISOR)/ FIELD ASSISTANT (GRADE -III) IN OFDC ON REGULAR BASIS

Online Applications through OFDC's website [www.odishafdc.com](http://www.odishafdc.com) are invited from the eligible candidates for recruitment to the posts of ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER) / FIELD ASSISTANT, GRADE-II (SECTIONAL SUPERVISOR)/ FIELD ASSISTANT (GRADE -III) on regular basis in different units of Odisha Forest Development Corporation Limited in the state of Odisha. Details of Advertisement containing Terms of Reference for recruitment, online application form and procedure for making online application to the various posts can be viewed under the **Career Section** of the website at [www.odishafdc.com](http://www.odishafdc.com). Online Enrolment for applying to different posts through the portal shall be commenced w.e.f **22.11.2023 at 10.00 A.M** and the last date of submission of online application is **12.12.2023 up to 05:00 P.M.** Application other than online mode shall not be accepted.

#### Important Dates:

Event	Date
Commencement of Online Enrolment and submission of online application	<b>22.11.2023 at 10.00 A.M</b>
Last Date of Enrolment and Online submission of Application	<b>12.12.2023 up to 05.00 P.M</b>
Commencement of Admit Card Generation	To be intimated through the Website
Date of Written Test	To be intimated through the Website
Date of Practical Test	To be intimated through the Website

Note: The candidates are advised to visit the OFDC website regularly for updating themselves about information related to issue of admit card / program of different tests etc. They should go through terms of reference carefully before apply for any post and the OFDC will not be held responsible for any lapses on the part of applicant in this regard. The OFDC will not send any printed admit card to any candidate through post. The Admit Card will be generated through system only.

**1.Details of Posts to be filled up:**

(i) The cadre-wise break-up along with the category-wise break-up of the total posts to be filled up by this recruitment and reservation for each category of candidates are given below.

Name of post	Category wise Posts to be filled up												Total		Special category vacancy (included in Total in Column No-16)				
	SC			ST			SEBC			UR									
	W	Tot al	W	To tal	W	Tot al	W	Tot al	W	To tal	W	Total	PwD	Ex.Ser Vice man	Sports person	Total			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Accounts Assistant-Grade-II	4	1	5	1	0	1	0	0	0	2	1	3	7	2	9	-	-	-	-
Assistant-Grade-III	6	2	8	4	2	6	1	0	1	31	15	46	42	19	61	2*	1	1	4
Executive Assistant (In lieu of Jr.Stenographer)	0	0	0	4	1	5	1	0	1	5	2	7	10	3	13	1*	-	-	1
Field Assistant, Grade-II, (Sectional Supervisor)	10	5	15	14	7	21	7	4	11	0	0	0	31	16	47	2*	1	-	3
Field Assistant (Grade-III)	7	4	11	18	9	27	26	13	39	99	49	148	150	75	225	9*	7	2	18

\* For eligibility of different category of PwD candidates to apply against the post reserved for PwD candidates in the posts of Accounts Assistant- Grade-II, Assistant- Grade-III, Executive Assistant (In lieu of Jr. Stenographer), Field Assistant-Grade- II (Sectional Supervisor) and Field Assistant-Grade-III, please refer rule 2 (I. d) & (II. d)

ii. The number of posts to be filled up on the basis of this recruitment may undergo change with prior notice by the Managing Director, OFDC Ltd.

**2. Reservation of Vacancies :**

**I. For posts of ACCOUNTS ASSISTANT- GRADE-II, ASSISTANT- GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER)**

Notwithstanding anything contained in this terms of reference for above posts, reservation of vacancies or posts, as the case may be, for

- Scheduled Castes (SC), Scheduled Tribes (ST) shall be made in accordance with provisions of the Orissa Reservation of Vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act' 1975 and rules made thereof.
- SEBC, Women, Sportsman, Ex-serviceman shall be made in accordance with the provision under such act, rules, orders or instructions issued in this behalf by Government of Odisha from time to time.

- c. Persons with Disabilities (PwD\*) shall be made in accordance with the provision under such act, rules, orders or instructions issued in this behalf by Government of Odisha from time to time.  
(\*Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation).
- d. The following categories of PwD candidates are eligible to apply against posts reserved under PwD category for the posts of Accounts Assistant- Grade-II, Assistant- Grade-III, Executive Assistant (In lieu of Jr. Stenographer);

Name of the Post	No. of posts reserved for PwD candidates	Category-wise reservation of post under PwD			
		Category-I Low Vision	Category-II Hard of hearing with suitable Aids	Category-III LD (One Leg, R or L) Both Leg affected but not Arms (Mobility not restricted) Acid Attack Victims (without contracture or loss of upper limb figures) Dwarfism	Category-IV Multiple disability from among disabilities as specified in category I, II, III & IV
Accounts Assistant- Grade-II	0	0	0	0	0
Assistant – Grade-III	2	1	1	0	0
Executive Assistant (In lieu of Jr. Stenographer)	1	1	0	0	0

## II. Reservation in the posts of Field Assistant-Grade-II (Sectional Supervisor)/ Field Assistant (Grade- III).

Notwithstanding contained in this terms of reference for recruitment to the for above posts, the reservation of vacancy or posts, as the case may be, for

- a. Scheduled Castes (SC), Scheduled Tribes (ST) shall be made in accordance with provisions of the Orissa Reservation of Vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act'1975 and rules made thereof.
- b. SEBC, Women, Sportsman, Ex-serviceman shall be made in accordance with the provision under such act, rules, orders or instructions issued in this behalf by Government of Odisha from time to time.
- c. Person with Disabilities (PwD\*) shall be made in accordance with the provision under such act, rules, orders or instructions issued in this behalf by Government of Odisha from time to time.  
(\*Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation).
- d. The following categories of PwD candidates are eligible to apply against posts reserved under PwD category for the posts Field Assistant- Grade-II (Sectional Supervisor) and Field Assistant- Grade-III;

Name of the Post	No. of posts reserved for PwD candidates	Category-wise reservation of post under PwD			
		Category-I Low Vision	Category-II Hard of hearing with suitable Aids	Category-III LD (One Leg, R or L) (Mobility not restricted) Acid Attacks Victims (without contracture or loss of upper limb figures) Leprosy cured	Category-IV Multiple disability from among disabilities as specified in category I, II, III & IV
Field Assistant, Grade-II, (Sectional Supervisor)	2	1	1	0	0
Field Assistant (Grade-III)	9	3	2	2	2

- III. In case of non-availability of suitable PwD candidates for recruitment the posts reserved for PwD category shall be carried forward in succeeding year of recruitment and if in the succeeding year suitable person is not also available then the posts will be de-reserved and filled up by a person other than a person with disability as per rule.
- IV. All the candidates applying under Reserve Category like SC, ST, Sports Person, Ex-Serviceman and PwD must possess the required certificate from the competent authority at the time of application.

3. **Scale of pay & conditions of service**

a. **Remuneration:**

- i. The monthly remuneration of the person appointed to the different posts on regular basis is given below.

Sl. No.	Name of the posts	Monthly remuneration (in Rs.) (As per ORSP 2017)
i	ACCOUNTS ASSISTANT-GRADE-II	35,400/- (Level-9, Cell-1)
ii	ASSISTANT-GRADE-III	29,200/- (Level-8, Cell-1)
iii	EXECUTIVE ASSISTANT (IN LIEU OF JR.STENOGRAPHER)	25,500/- (Level- 7, Cell-1)
iv	FIELD ASSISTANT, GRADE-II (SECTIONAL SUPERVISOR)	21,700/- (Level-5, Cell-1)
v	FIELD ASSISTANT (GRADE- III)	17,200/- (Level-2, Cell-1)

- ii. **Allowances:** They shall be entitled to DA, HRA, Medical Allowance, RCM and other allowances as per rule.
- iii. Leave, Conduct & Discipline and other conditions of service will be regulated by the Service Rules of the OFDC which is in force and as amended from time to time.

4. **Eligibility Criteria:**

A. **Age & Educational Qualification:**

- I. The minimum and the maximum age, educational qualification of the applicants for the posts shall be as mentioned below:

SI. No.	Name of the post	Age limit Prescribed		As on	Minimum Educational Qualification and Experience
		Minimum	Maximum		
i	ACCOUNTS ASSISTANT- GRADE-II	21 years	38 years	30.06 .2023	<p>a) Must have passed +3 examination in Commerce or equivalent examination of a recognised university.</p> <p>b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations.</p> <p>c) Must have working knowledge in Computers and be able to work independently in accounting software</p>
ii	ASSISTANT- GRADE-III	21 years	38 years	30.06 2023	<p>a) Must have passed +3 examination or equivalent examination of a recognised university.</p> <p>b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations.</p> <p>c) Must have working knowledge in Computers with computer hits of minimum 40 words per minute and be able to work independently.</p>
iii	EXECUTIVE ASSISTANT (IN LIEU OF JR.STENOGRAPHER)	21 years	38 years	30.06 .2023	<p>a) Must have passed +3 examination or equivalent examination of a recognised university.</p> <p>b) Must have 2 years in line relevant post qualification working experience in any company/CA Firms/other organisations</p> <p>c) He must have stenography Certificate.</p> <p>d) He must be able to take down dictation from a printed matter lasting for three minutes at the rate of 80 words a minute.</p> <p>(e) He must transcribe the dictated passage within 20 minutes.</p> <p>(f) Mistake up to a maximum of 10% can be allowed.</p> <p>(g) Must have working knowledge in Computers and be able to work independently.</p>
iv	FIELD ASSISTANT- GRADE-II (SECTIONAL SUPERVISOR)	21 years	38 years	30.06 .2023	Must be a Graduate in Science/Agriculture/ Forestry from any recognised University/ Board/ Institution/ Council.
v	FIELD ASSISTANT (GRADE- III)	21 years	38 years	30.06 .2023	Must have passed +2 Science from any recognised University/ Board/ Institution/ Council



**Note: The Age of the Candidate shall be calculated taking age as on the 30.06.2023**

- II. The upper age limit as prescribed above shall be relaxed
- By five years for candidates belonging to the categories of Scheduled Castes (SC), Scheduled Tribe (ST), Socially Economically Backward Classes (SEBC) and Women (up to 43 years)
  - By 10 years for candidates of PwD category. (up to 48 years).
  - By 5 years for PwD candidates belonging SC/ST/SEBC categories (including Women) and up to 53 years (38+10+5)

**In case of Ex-Serviceman persons relaxation is upper age limit shall be allowed as per provisions contained in GA department notification No.22586/Gen Dt: 16.10.1985 applicable to class-III posts.**

**Provided that a candidate who comes under more than one category (social or special) mentioned above, he/she will be eligible for only one age relaxation benefit, which shall be considered most beneficial to him/her.**

- III. Date of birth as recorded in the HSC (10<sup>th</sup>) Certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by recognized Board/Council/Indian University shall only be accepted.
- IV. However, the in-service contractual employees engaged directly or through manpower service provider in OFDC who are below 45 years of age and have completed at least one year continuous service as on the qualifying date/s can also apply for the post provided the in-service contractual employee engaged directly or through manpower service provider, satisfies all other eligibility criteria for the Post as mentioned above.
- V. The in-service contractual employee engaged through manpower service provider in OFDC shall be allowed one percent extra marks on the total marks of the examination for 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. The relevant experience of a candidate for a particular post shall be considered with reference to the documentary evidence to be submitted by the candidate as to the nature of the job performed by him/her and the decision of the screening committee/selection committee of OFDC shall be final and binding on the candidate.
- VII. The candidates applying for post of Field Assistant Grade-II (Sectional Supervisor) and Field Assistant Grade-III must possess following physical Standard and pass Physical Endurance Test of Walking:

**(a) Physical Standard [For post of Field Assistant, Grade-II (Sectional Supervisor) and Field Assistant-Grade- III only]. as per detailed below;**

Category of Candidates		Minimum Height in cm	Minimum Chest (in cm)	
			Un-expanded	Expanded
Men	SC/SEBC/UR	168	81	Up to 5 cm
	ST	158	81	Up to 5 cm
Women	SC / ST/ SEBC/UR	153	-	-

- i. Provided that candidates having colour blindness shall be deemed to be a disqualification.
  - ii. If the does qualify any of the physical standard he shall be not to allowed to participate in further recruitment process.
- b) The Candidate for the posts of **Field Assistant, Grade-II (Sectional Supervisor) and Field Assistant (Grade- III)** must have to pass following Physical standard / Endurance Test of Walking:

**Walking**

- |             |                  |
|-------------|------------------|
| I. Male:    | 25 km in 4 Hours |
| II. Female: | 16 km in 4 Hours |

**Note:**

- i: Failure of the candidates to fulfil any of the provisions of the Test shall disqualify him/her for the purpose of appointment to the post of Sectional Supervisor and field Assistant.
- ii: The Corporation shall not be responsible for any injury during the test.
- iii: There will be no marking for Physical/ Endurance test & this will be qualifying only.

**N;B- Physical standard and Endurance Test prescribed for Field Assistant-Grade-II (Sectional Supervisor) and Field Assistant- Grade-III is not applicable for other posts i.e., Accounts Assistant- Grade-II, Assistant- Grade-III and Executive Assistant (In lieu of Junior Stenographer).**

**5. Other Eligibility Criteria:**

An applicant in order to be eligible for the post must be-

- I. A citizen of India,
- II. Good mental condition, sound health, good physique and active habits, free from physical defects likely to interfere with discharge of duties in the service,
- III. If married, must not have more than one spouse living. Provided further that the OFDC may if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of this rule.
- IV. Able to speak, read and write Odia and have passed the M.E School Examination with Odia as a language subject; or passed Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects; or passed Odia as language subject in the final examination of Class-VII or above; or passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.
- V. (a) All appointments ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER) in the Corporation will be subject to the selected candidates being found medically fit by the Corporation's Medical Officer/ Corporation's approved Medical Professional/ CMO of a Public Sector Hospital or from a Government Doctor not below the rank of Chief Medical Officer. In the event, on medical examination, the candidate is found medically unfit, the offer shall stand automatically cancelled.
- (b) In case of candidates applying for the posts of FIELD ASSISTANT-GRADE-II (SECTIONAL SUPERVISOR) AND FIELD ASSISTANT (GRADE-III), the medical test will be conducted by OFDC as per condition no. 7. II. e, f & g.





**(VI). Training in Forestry (For the post of Field Assistant- Grade-II (Sectional Supervisor) and Field Assistant (Grade-III) only):**

The finally selected candidates may have to undergo designated training in forestry for which the candidates are required to submit Agreement and Surety Bond. The value of the bond will be decided by the Managing Director depending upon the cost involved in the training. The cost of the training which includes equipment allowances, Tuition fee and Tour expenses will be borne by OFDC. Expenses for Bedding, Clothing, Caution money and other deposits like mess advances will be borne by the candidates. The candidate will be granted stipend/ salary by the corporation from time to time during the training as the case may be.

**VII.** Posting of selected candidates shall be made in any of the offices of O.F.D.C. Ltd., situated around the State of Odisha and at the discretion of the Corporation.

**VIII.** Notwithstanding any of the above, the Corporation reserves the right to change, delete, amend, modify any of the above conditions and the decision of the Corporation is final and binding on candidate applying for the post.

**6. Probation: -**

All appointment in the Corporation shall be on probation for a minimum period of two years from the date of joining which may be extended or curtailed on individual basis by the Appointing Authority. During the period of probation, an employee shall be liable to be discharged from the service of the Corporation without notice or without assigning any reason at the sole discretion of the Appointing Authority.

**7. Recruitment Procedure**

**I. PLAN OF EXAMINATION FOR THE POST OF ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR.STENOGRAPHER)**

- The recruitment of candidates will through be the Computer Based Recruitment Test followed by Practical Test and Document Verifications.
- There shall be a Written Examination for 200 marks (MCQ type in CBT mode) and Practical Skill Test of 50 marks as follows:

<b>(ACCOUNTS ASSISTANT) GRADE-II</b>		<b>ASSISTANT- GRADE-III</b>		<b>EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER)</b>	
Subject	Mark	Subject	Mark	Subject	Mark
<b>A. Written test</b>					
English	20	English	50	English	50
Accounts	40	General Knowledge/General Aptitude	50	General Knowledge/General Aptitude	50
Gen. Knowledge/General Aptitude	40				
Mathematics	50	Mathematics	50	Mathematics	50
Basic Computer	50	Basic Computer	50	Basic Computer	50
<b>B. Practical Test</b>					
Computer with Tally test	50	Computer test	50	Computer with stenography test	50
Grand total	250		250		250



- c. The standard of examination shall be equivalent to that of +2 or equivalent standard.
- d. Based on the marks secured in the written test, candidates @ 2 times the vacancies shall only be deemed to be qualified in the written test and called for the practical skill test. If more than one candidate in the cut off mark, then all candidates securing the same cut off mark will be treated as qualified and all of them will be called for Practical test. In such case the number of candidates exceeding two times will be relaxed to the extent of qualified candidates securing the same cut off mark. The names of the selected candidates will be displayed in OFDC web site [www.odishafdc.com](http://www.odishafdc.com). The candidates will also be intimated through their respective email. The selected candidates will be requested to attend Practical Test.
- e. The Practical test will comprise of
- Tally and computer test for post of Accounts Assistant-Grade-II.
  - Computer working skills/stenography test for the post of Executive Assistant( in lieu of Junior Stenographer).
  - Computer Skills Test with computer hits of minimum 40 words per minutes for the post of Assistant-Grade-III.
- f. **The Practical Skill Test shall be of qualifying nature. A candidate securing minimum 40% marks in it will only be deemed to be qualified but this score shall not be added to the total marks of recruitment examination.**

**(II) PLAN OF EXAMINATION FOR THE POST OF FIELD ASSISTANT, GRADE-II (SECTIONAL SUPERVISOR) AND FIELD ASSISTANT (GRADE-III)**

- Recruitment to the post of Field Assistant Grade-II (Sectional Supervisor) and Field Assistant-Grade-III shall be made by way of competitive written examination followed by Medical Test and Physical Endurance Test of Walking.
- Standard, syllabus and subject or examination shall be decided by the Corporation Authority.
- There shall be a Multiple-Choice Question (MCQ) type Computer Based Recruitment Test (CBRT) as follows:

Subject	Mark
General English	40 mark
Odia	40 mark
General Knowledge	40 mark
Quantitative Aptitude	40 mark
Logical Reasoning	40 mark
<b>Total</b>	<b>200 mark</b>

- The Standard of examination shall be equivalent to +2 Science or equivalent for the post of Sectional Supervisor.
  - The standard of examination shall be equivalent to that of HSC standard or equivalent standard for the post of Field Assistant.
- Based on the marks secured in the written test, candidates @ 2 times the vacancies shall only be deemed to have qualified in the written test and called for the Medical

and Physical/ Endurance tests. If more than one candidate remains in the Cut-off mark, then all the candidates securing the same Cut-off mark will be treated as qualified and all of them will be called for Physical and Medical test. In such a circumstance, the number of candidates exceeding two times will be relaxed to the extent of qualified candidates securing the same Cut-off mark. The names of the selected candidates will be displayed in OFDC web site [www.odishafdc.com](http://www.odishafdc.com). The candidates will also be intimated through their respective email. The selected candidates will be requested to attend Document verification/Medical test.

- f. Venue/date and time of Document verification/Medical test of the selected candidates will be displayed in OFDC web site [www.odishafdc.com](http://www.odishafdc.com). The candidates shall also be intimated through their respective email.
- g. Medical test of the selected candidates after document verification shall be conducted by the OFDC Medical Officer/ OFDC's approved Medical Professional/ CMO of a Public Sector Hospital or from a Government Doctor not below the rank of Chief Medical Officer. In the event, on medical examination, the candidate is found medically unfit, his candidature shall stand automatically cancelled.
- h. The candidates found fit in Medical examination shall be called for Physical/ Endurance tests. The Venue/ date and time will be displayed in the website [www.odishafdc.com](http://www.odishafdc.com). The candidates shall also be intimated through their respective email.
- i. The Physical/ Endurance tests as per standard prescribed in Clause No.4 (VII) will be conducted under supervision of the committee formed/ appointment by the Managing Director, Odisha Forest Development Corporation Ltd.

III. There will be no viva-voce for any post.

**IV .a. FOR THE POSTS OF ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER)**

After successful completion Practical test a merit list will be prepared for the posts of ACCOUNTS ASSISTANT-GRADE-II, ASSISTANT-GRADE-III, EXECUTIVE ASSISTANT (IN LIEU OF JR. STENOGRAPHER) on the basis of their performance in the written test and shall be appointed as per vacancies/ post required to be filled through direct recruitment after due verification of the documents or testimonials of the candidates. Name of the selected candidates shall be published in OFDC web site [www.odishafdc.com](http://www.odishafdc.com). The selected candidates shall also be intimated through their respective email.

**b. For posts of Field Assistant-Grade-II (Sectional Supervisor) and Filed Assistant (Grade-III)**

After successful completion of Medical test and Physical/ Endurance test a merit list will be prepared for the posts of **Field Assistant, Grade-II (Sectional Supervisor) and Filed Assistant (Grade-III)** on the basis of their performance in the written test and shall be appointed as per vacancies/ post required to be filled through direct recruitment after due verification of the documents or testimonials of the candidates. Name of the selected candidates shall be published in OFDC web site [www.odishafdc.com](http://www.odishafdc.com). The selected candidates shall also be intimated through their respective email.

- V. The joining letter to the selected candidates will be sent to the respective candidates from Corporate Office by email/post.

VI. The selected candidates will be required to join at the place of posting within 15 days of issuance of appointment order. Request for extension of joining time will not be ordinarily entertained and in no case, it will be extended beyond 30 days of issue of appointment order.

VII. **The candidates have to make their own arrangements for attending different tests. No TA/DA will be paid by the Corporation to the candidates for attending such tests.**

8. **Application fee:-**

(i). The applicant belonging to Unreserved Category and SEBC Category requires to pay the application fee of Rs.500/- (Rupees five hundred) only and the candidate belonging to SC, ST & PwD category requires to pay Rs.200/- (Rupees two hundred). The Application fee will be paid through the payment gateway provided in the online application page. Fee once paid including any unsuccessful online transaction will not be refunded under any circumstances. The detailed instructions for online payment of Exam fee have been made available in the portal.

(ii). The candidate applying for more than one post shall submit separate application for each post with requisite fee.

9. **Last date of receipt of applications:**

The last date of receipt of online applications in response to this advertisement is dt. **12.12.2023 up to 5.00 P.M.** The Online Application Forms will be automatically disabled and no application for this post will be available thereafter. Incomplete application, paper application and application received after the last date will be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system. It is the responsibility of the candidate to furnish correct information and the authorities shall not be responsible for the rejection of candidature by system due to any wrong information furnished.

10. **Place and Date of Written Examination:**

- I. The recruitment examination/s shall be held separately for all cadres having posts to be filled up. The date/time/venue of the Written examination will be intimated to the eligible candidates through the admit card to be issued/generated online in due course. The candidates are advised to visit the website of OFDC at regular interval and also keep track of different Notices published by OFDC from time to time to know about the program of Examination/s.
- II. OFDC holds the right to conduct the Examinations in multiple batches for any post if the numbers of applicants are high in number and then the scientific method of Equi-Percentile Equating will be used for processing of results of the multi batch examination (please refer FAQs published in the OFDC website).
- III. Selection for the post of **Accounts Assistant- Grade-II, Assistant- Grade-III & Executive Assistant (in lieu of Junior Stenographer)** shall be made on the basis of written test/practical test and Computer skill test.
- IV. Selection for the post of **Field Assistant-Grade-II (Sectional Supervisor) and Field Assistant (Grade-III)** will be on the basis of Written test, Medical Test and Physical Endurance Walking Test.

### **11. Admit Card & Online Test Booking System:**

After completion of the period of receiving online application, OFDC will upload an automated Online Test Booking System (OTBS) on the OFDC's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her Admit Card before the date of examination by visiting the OFDC's website and clicking "Download Admit Card" option under the "Career section". The eligible candidates are required to select the date/slot/place/centre (in case of multi batch) or only place of examination & Exam centre (for single batch) to appear for the test. The system works on a "first come - first serve" basis. This system will be made open for five (05) days and candidate through his/her login ID and Password can enter the system, verify his/her details given in Admit card, choose his/her preference and give necessary declaration to download his/her Admit Card for the examination. The same system will automatically send the Admit Card copy to the candidate's registered email ID.

The candidates are again advised to visit the OFDC website regularly for updating themselves about the information related to issue of admit card / program of different tests and the OFDC will not be held responsible for any lapses on the part of applicant in this regard. The OFDC will not send any printed admit card to any candidate through post.

### **12. Original Certificates/documents to be produced for verification:**

Only those candidates, who will be called for the verification of original certificates and documents, are required to bring with them the following documents in original for verification on the date fixed by the OFDC.

- I. Admit Card issued for Recruitment Test.
- II. HSC (10<sup>th</sup>) Certificate in support of the proof of age.
- III. Certificates and Mark sheets of qualifying examinations
  - a. Respective +3 Examination for the posts of **Accounts Assistant- Grade-II, Assistant-Grade-III, Executive Assistant (in lieu of Jr. Stenographer),**
  - b. **+3 Science for the post of Field assistant-Grade-II (Sectional Supervisor) and**
  - c. **+2 Science for the post of Field Assistant (Grade -III)**
- IV. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- V. Candidates claiming reservation as SC/ST/SEBC category shall produce Caste Certificate issued for the purpose of service issued by the competent authority.
- VI. Experience Certificate issued by the employer (for the posts of **Accounts Assistant- Grade-II, Assistant- Grade-III, Executive Assistant (in lieu of Jr. Stenographer) only,**
- VIII. Copy of the engagement letter issued from the Manpower Service Provider for in-service contractual employee engaged directly or through manpower service provider
- IX. a. Disability Certificate (indicating percentage of permanent disability) issued by the competent authority (Person with more than 40% of any qualified disability as certified by competent

authority shall be eligible for reservation for the posts of Accounts Assistant- Grade-II, Assistant-Grade-III, Executive Assistant (in lieu of Jr. Stenographer) belonging to category mentioned in condition No. 2 ( I.d)

- b. Disability certificate (indicating percentage of defect) issued by the Competent for applicants (s) claiming reservation under person with disability belonging category mentioned in condition no. 2 (II. d) for the posts of Field Assistant-Grade-II (Sectional Supervisor) and Field Assistant-Gaede-III. (Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation.
- X. Discharge Certificates of Ex-Serviceman issued by the commanding officer of the unit last served wherever applicable; Ex-Serviceman must submit an affidavit that he is not been appointed against any civil post after retirement from military service.
- XI. Identity Card issued in their favour by the Director, Sports for those applying under sportsman quota.
- XII. Declaration of “one spouse living” in case of married candidate as mentioned in Clause 4.B.(iii) of this advertisement
- XIII. Two recent coloured passport size photograph.
  13. Canvassing or unfair means adopted in any form will make the candidate in-eligible for selection.
  14. Candidates selected on the basis of written test will be called for subsequent selection process.
  15. Candidates are advised to visit the OFDC Website ([www.odishafdc.com](http://www.odishafdc.com)) from time to time to know the results of different tests.
  16. Candidates selected after written examination for different tests and those finally selected will be intimated by e-mail. Their names will also be made available in the Website of OFDC [www.odishafdc.com](http://www.odishafdc.com).
17. **Select list & Result:**
  - i. a. The Merit List/ Select list of candidates for the post **Accounts Assistant-Grade-II, Assistant-Grade-III, Executive Assistant (in lieu of Junior Stenographer)** qualified in the Practical Test shall be prepared in order of merit based on the marks secured by them in the Written Test only. However, while releasing the offer of appointment wherever two or more candidates have secured equal aggregate marks, the tie(s) will be resolved by taking age seniority (as per Date of Birth) into account. The decision of the OFDC is final and binding on the Candidates. The final results shall be published in due course in the OFDC website-[www.odishafdc.com](http://www.odishafdc.com).
  - b. The merit list/select list of candidates for the posts of **Field Assistant-Grade-II (Sectional Supervisor) /Field Assistant (Grade -III)** qualified in medical test and physical/endurance test shall be prepared in order of merit based on the marks secured by them in the written test only. The final result will be published in in due course in OFDC website -[www.odishafdc.com](http://www.odishafdc.com).

**Note: Wherever two or more candidates have secured equal aggregate marks, the tie(s) will be resolved by taking age seniority (as per Date of Birth) into account.**
  - ii. The selected candidate will be required to join at the place of posting within 15 days of issuance of appointment order. Request for extension of joining time will not be ordinarily entertained and in no case, it will be extended beyond 30 days of issue of appointment order.

- iii. OFDC Management reserves the right not to fill any or all the positions so advertised without assigning any reason thereof.
  - iv. OFDC Management reserves the right to modify, alter any of the above terms and conditions and even cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.
18. In case of any problem in filling of application for different posts, the following help line numbers may be contacted between 11.00 A.M to 04.00 P.M.
- i. Help line No. (1) 8456970020
  - ii. Help line No. (2) 9668060963

  
18.11.2023  
Managing Director

