



# THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.

(A Government of Odisha Undertaking)

CIN- U45201OR1980SGC000884

BHOI NAGAR, JANPATH, BHUBANESWAR-751022, ODISHA

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ADVT. NO: OPHWC/09/2023

Date: 22/12/2023

## ADVERTISEMENT FOR RECRUITMENT OF JUNIOR ASSISTANT IN OSPH&WC LTD.

Activity	Date
Starting date for submission of application in online mode	23.12.2023
Last date for receipt of the online application	12.01.2024

\*OSPH&WC reserves the right to change the dates on account of administrative exigencies.

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC) is an ISO 9001:2015 certified Silver rated State Public Sector Undertaking in construction sector in the state, undertakes various types of Building construction works for different Govt. Depts./ Autonomous bodies. Inspired by the Vision to be organized as a total quality organization, setting standards of excellence in professional endeavors & reckoned as an outstanding construction Corporation of the State of Odisha. OSPH&WC delivers quality construction at optimum cost on time to the satisfaction of the users. The Corporation has achieved an annual turnover of more than Rs. 500 crores in the F.Y 2022-23.

### TERMS & CONDITIONS FOR RECRUITMENT OF JUNIOR ASSISTANT IN OSPH&WC LTD.

#### 1. ELIGIBILITY CRITERIA & VACANCY-

Sl No	Name of the Post & Vacancy	Educational Qualification	Experience	Scale of Pay	Age Limit										
1	<p><b>Junior Assistant</b></p> <table border="1"> <tr> <td>UR</td> <td>06</td> </tr> <tr> <td>SEBC</td> <td>02</td> </tr> <tr> <td>SC</td> <td>02</td> </tr> <tr> <td>ST</td> <td>03</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>13</b></td> </tr> </table> <p><b>One Post is reserved for PwD candidates.</b></p> <p><b>NB:</b></p> <p><b>UR-Unreserved, SEBC- Socially &amp; Economically Backward Classes, SC-Scheduled Caste, ST- Scheduled Tribe, PwD- Person with Disability</b></p>	UR	06	SEBC	02	SC	02	ST	03	<b>TOTAL</b>	<b>13</b>	The Candidate must have passed +3 in Arts/Commerce/Science or such qualifications as are equivalent to +3 examination with working Knowledge in Computer.	Candidates should have worked at least for <b>Two Years</b> as regular/contractual/outsourced employee in State Government/ Central Government/ State Public Sector Undertakings/ Central Public Sector Undertakings.	<b>Level-4</b> as per pay-matrix under ORSP Rules 2017 having pay range <b>Rs. 19,900 to Rs. 63,200/-</b> + D.A. and other allowances as applicable to employees of OSPH&WC Ltd.	<p><b>a.</b> The candidate should not be below 21 (twenty-one) years of age and above 38 (thirty-eight) years as on <b>01.06.2023</b>.</p> <p><b>b.</b> The upper age limit is relaxable by five (5) years for the candidates belonging to SC/ST/SEBC/Women as per Govt. rules.</p> <p><b>c.</b> The upper age limit is also relaxable by ten (10) years in case of Persons with Disabilities (PwD).</p> <p><b>d.</b> Candidates with work experience in OSPH&amp;WC on Regular/ Contractual/ Outsourcing basis shall be given additional age relaxation of one year for each completed year of service with OSPH&amp;WC. However, maximum age relaxation will be allowed up to fifteen (15) years.</p>
UR	06														
SEBC	02														
SC	02														
ST	03														
<b>TOTAL</b>	<b>13</b>														

*Signature*  
22/12/23

## **NOTE**

- Date of Birth as recorded in the HSC Certificate issued by the Board of Secondary Education, Odisha or equivalent certificate issued by any recognized Board/ Council/ Indian University shall be accepted.
- The candidate must have the prescribed minimum educational qualification as on the closing date of submission of office application.
- A candidate who comes under more than one category shall be eligible for only one benefit of relaxation which shall be considered most beneficial to him/her. Provided that Persons with Disability over and above the normal relaxation available to them as SC/ST/SEBC Candidate.

## **2. ELIGIBILITY CONDITIONS**

- a. The candidate must be a citizen of India.
- b. 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.
- c. 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.
- d. 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.
- e. Only those candidates, who fulfill the requisite qualification and within the prescribed age limit will be considered eligible.

## **3. EXAMINATION FEE**

- a. Candidate belonging to the category of UR/SEBC has to pay a non-refundable amount of **Rs.500/-** through online mode only.
- b. Candidates belonging to all other categories including Women Candidates are exempted from paying the examination fee.

## **4. HOW TO APPLY**

- a. The **URL link** to fill up the online application form is **online-application.in/ophwc/junior-assistant**. The candidates are advised to copy the link and paste it in the address bar of any browser to fill up the application.
- b. The applicant must upload a recent color passport-size photograph and signature.
- c. The applicant must upload self-attested copies of all the mark sheets, certificates/ testimonials/ documents from HSC/10<sup>th</sup> onwards towards proof of qualification, age, mark secured, SC/ST/SEBC/PwD certificate, and experience along with the 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 the final semester. Further, in support of any qualification, if the marking CGPA is based, then the candidate needs to upload the proof of CGPA to Percentage conversion formula against the qualification.
- d. The applicant must upload Experience Certificate(s) in respect of Employment in

Central Government/State Government/ Central Public Sector Undertakings/State Public Sector Undertakings.

- e. Applications without supporting documents/ incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.
- f. The applicants are advised to submit the Online Application well in advance without waiting for the last date of submission of the application.

#### **5. ORIGINAL CERTIFICATES/ DOCUMENTS TO BE PRODUCED DURING VERIFICATION**

- a. Verification of Original Documents will be in respect of the number of shortlisted candidates in each category.
- b. Candidates claiming reservation as SC/ST/SEBC/Persons with Disabilities (PwD) category shall produce Caste Certificates/PwD certificate issued for the purpose of Service/ Unique Disability Identity (UDID) cards showing permanent disability (not less than 40%) issued by competent authority.
- c. Candidates belonging to SEBC category shall submit their latest SEBC certificate validated/ renewed by the competent authority (**on or after 01.01.2021**) at the time of application. The SEBC certificate which is more than three years old is liable for rejection.
- d. OBC Certificates will not be accepted in lieu of SEBC Certificate and candidates submitting OBC Certificate are liable for rejection.
- e. HSC examination pass, 10+2 pass or other equivalent, +3 pass or other equivalent educational certificates and mark sheets of qualifying examinations.
- f. 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 document verification.
- g. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/ Educational Institution of Odisha or Central Government or passing a test in Odia language in Middle School Standard examination conducted by the School & Mass Education Department, Odisha.
- h. Experience certificates in respect of employment in Central Government/State Government/ Central Public Sector Undertakings/ State Public Sector Undertakings.

#### **6. GENERAL CONDITIONS**

- a. Candidates are required to visit the Corporation's website i.e., [www.ophwc.nic.in](http://www.ophwc.nic.in) at regular intervals for any notification, news, or updates relating to recruitment.
- b. At any stage of the 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.
- c. Canvassing in any form will be viewed adversely & may lead to disqualification.
- d. The decision of OSPH&WC 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.
- e. Any dispute arising in this connection will be subject to the jurisdiction of the Hon'ble High Court of Orissa, Cuttack only.
- f. OSPH&WC Management reserves the right not to fill-up any or partialy or all the positions so advertised without assigning any reason thereof.
- g. The candidate will receive all communication in the active Email ID provided by them.

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## 7. PLAN OF SELECTION TEST

The selection procedure comprises of two parts- Written Test & Practical Skill Test of 75 marks.

I. There shall be a Written test of 50 marks (MCQ type in OMR System) in one paper.

PAPERS	SUBJECTS	NO.OF QUESTIONS	MAXIMUM MARKS	TIME
<b>Written Test</b>				
ONE PAPER	English	10	10	50 Mins
	Odia	10	10	
	Mathematics	10	10	
	General Knowledge	10	10	
	Computer Knowledge	10	10	
<b>TOTAL</b>		<b>50</b>	<b>50</b>	

II. There shall be a practical skill test- 25 marks

<b>PRACTICAL SKILL TEST ON COMPUTER SKILLS</b>		
SUBJECT	MAXIMUM MARKS	TIME
MS Word	10	45 Mins.
MS Excel	10	
MS Power Point	05	
<b>TOTAL</b>		<b>25</b>

III. Additional working experience- 10 marks (Grace mark)

Candidates having additional working experience as regular/contractual/outsourced employee in State Government/ Central Government/ State Public Sector Undertakings/ Central Public Sector Undertakings above 2 years shall obtain 1 mark for each additional year of experience. However, the maximum marks shall be 10 marks.

### **(a) Written Test**

- The written test shall be of the standard of Graduation Level.
- The candidate shall secure **01 (One) mark** for each correct answer & there will be negative marking of **0.25 marks** for each wrong answer. No marks shall be awarded or deducted for unattempted questions.
- Minimum Qualifying marks for candidates category wise is as follows;

Sl. No.	Category	Qualifying Percentage	Qualifying marks
1	UR/SEBC	40%	30
2	ST/SC/PwD	35%	26.25

**(b) Syllabus of Written Test**

**(i) English**

- Verbs, Tenses, Modal, Active and Passive voice, Subject-verb-agreement.
- Connectors, Types of Sentences, Direct and Indirect Speech, Comparison.
- Articles, Noun, Pronouns, Prepositions.

**(ii) Odia**

❖ **GRAMMAR**

- Transformation of sentences:  
(Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound Complex)
- Transformation of words:  
(Noun to adjective and adjective to noun)
- Sandhi
- Samasa
- Antonyms and Synonyms
- Correction of common errors in words.
- Idioms and Phrases
- Taddhita and Krudanta
- Punctuation marks

**(iii) Mathematics**

- Number System
- HCF & LCM
- Squares & Square roots
- Cubes and Cube roots
- Percentage and averages
- Simple Interest and Compound Interest
- Profit, Loss & Discount
- Partnership
- Ratio & Proportion

**(iv) General Knowledge**

- Historical events, dates, personalities & places.
- Geographical facts with places.
- States, Countries & Institutions with Head Quarters.
- Books and authors.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.
- Matching questions & Miscellaneous type.

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22/12/20

**(v) Computer Knowledge**

- MS Windows: Introduction of Windows.
- MS Office: MS Word, MS Power point, MS Excel and MS Access.

**8. SELECTION TESTS AND DOCUMENTS VERIFICATION**

The marks in Written test and Practical Skill test will be taken into consideration for each category of posts for selection and verification of documents.

The original documents of the shortlisted candidates shall be verified with reference to the Bio-data/Application of the candidate by the OSPH&WC Authority for issue of appointment letter.

**9. ISSUE OF OFFER OF APPOINTMENT**

The final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard. On selection they shall be posted at any of the Project Sites & Offices of OSPH&WC.

**10. CANCELLATION/ DISQUALIFICATION OF THE CANDIDATURE**

Any misrepresentation/ suppression/ furnishings of wrong information/ manipulation by the candidate in the application shall result in cancellation/disqualification of his/her candidature at any stage of the recruitment process even after issue of offer of appointment order.

**11. PLACE AND DATE OF WRITTEN TEST**

The written exam will be conducted on **23.01.2024 (Tuesday)** at **10:00 AM** and venue of the written test will be intimated to the eligible candidates in due course of time in the Corporation's website i.e., [www.ophwc.nic.in](http://www.ophwc.nic.in) later and/or through Email. The call letters for appearing the written and practical test will be sent through the candidate's **E-mail Address only** as given at the time of submission of online application form.

*[Handwritten Signature]*  
22/12/2023  
for Dy. General Manager (Admn.)  
*[Handwritten Signature]*  
22/12/23