



# ODISHA HYDRO POWER CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

ODISHA STATE POLICE HOUSING & WELFARE CORPORATION BUILDING  
VANIVIHAR CHOWK, JANPATH, BHUBANESWAR - 751022.

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Website: www.ohpcltd.com CIN- U40101OR1995SGC003963

Advertisement No: HRD:HQ:DHR:RECTT:50/ 3532 dtd. 20.05.23

## INTERNAL ADVERTISEMENT

Applications in the prescribed Proforma (enclosed herewith) are invited from the existing eligible regular employees of OHPC for the post of **Junior Manager** (E-2 Grade) in various disciplines in the respective cadre placed in the scale of pay of **Rs. 44,900/- to Rs. 1,42,400/-** as detailed below to be filled up through the Written Test & Interview, as per the prescribed syllabus in the Non-Executive Service Manual.

Name of Post	ST	SC	SEBC	UR	TOTAL
Jr. Manager (Electrical)	01	01	-	02	04
Jr. Manager (Mechanical)	-	-	-	01	01
Jr. Manager (Finance)	-	-	-	02	02
Jr. Manager (HR)	-	-	-	02	02

\* The above posts may vary as per the requirement of the Management.

\* Mere application to the above post will not necessarily entitle any individual to consideration for appointment to the post of Junior Manager.

### ELIGIBILITY CRITERIA:

Sl No	Name of Post	Eligible employees	Essential Qualification
1	Jr. Manager (Electrical)	TNE-5 and above	1. Matric with ITI in Electrician / Wireman / Lineman trade. <b>OR</b> Matric with Diploma in Computer Application. 2. Supervisory Certificate of competency from ELBO, Orissa <b>OR</b> Supervisory Certificate of competency from NPC, Govt. of India <b>AND</b> 3. 15 (fifteen) years of experience in NE-5 and above.
2	Jr. Manager (Mechanical)	TNE-5 and above	1. Matric with ITI in Fitter trade. <b>OR</b> Matric with Diploma in Computer Application. 2. Supervisory Certificate of competency from ELBO, Orissa <b>OR</b> Supervisory Certificate of competency from NPC, Govt. of India <b>AND</b> 3. 15 (fifteen) years of experience in NE-5 and above.

3	Jr. Manager (Finance)	Jr. Clerk/ Sr. Clerk/ Sr. Assistant Or LD Assistant/ Grade-II Assistant/ Grade-I Assistant	Matriculate with 15 years of experience in NE-5 & above. <b>OR</b> Graduate with 10 years of experience in NE-5 and above. <b>OR</b> Graduate with P.G. Degree / Diploma in Commerce with 08 years of experience in NE-5 and above. <b>OR</b> CA (Inter)/ ICWAI (Inter) with 08 years of experience in NE-5 and above.
4	Jr. Manager (HR)	Jr. Clerk/ Sr. Clerk/ Sr. Assistant Or LD Assistant/ Grade-II Assistant/ Grade-I Assistant	HSC with 15 years of experience in NE-5 & above. <b>OR</b> Graduate with 10 years of experience in NE-5 and above. <b>OR</b> Graduate with one year P.G. Diploma in HRM/ Personnel Management/ Labour Laws from any University/ recognised Institute (AICTC) with 8 years of experience in NE-5 & above.

### **SELECTION CRITERIA**

The Non-Executive employees having consistent performance record with outstanding or very good rating shall be considered in the selection process. The mode of selection will be through a Written Test and Personal Interview.

After scrutiny of applications, admit card will be issued to the eligible shortlisted Non-Executive employees to appear in the Written test with date & venue. The Written test will be conducted through Computer Based Test (CBT) at Bhubaneswar. The CBT will be of 100 marks & duration of the CBT will be 02 hours. Out of 100 questions, **80 questions** will be from **subject knowledge** in the respective trade/ discipline & **20 questions** will be from General awareness of Hydro power plants / core business activities of OHPC. There will be **negative marking of 0.20 marks** for each wrong answer.

The eligible employees who have scored at least 50% of the total marks in the CBT will be considered for Personal Interview\*. The date & venue of Personal Interview will be intimated later on.

\*The qualifying marks in the written test & interview shall be 50% of total marks for all except in case of SC/ST & physically handicapped employees for whom it will be 40%.

If the candidate got selected after going through the written test and Personal Interview, then he/ she will be absorbed in respective Executive cadre & can be posted at any establishment under OHPC.

### **SYLLABUS**

SI No	Name of Post	Syllabus for the Written test (Subject knowledge)
1	Jr. Manager (Electrical)	Operation & Maintenance of Power stations i.e Electrical basics & fundamentals, Generators, Transformers, Motors, Relays & cables, Excitation system, Protection system of power plant equipment, Oil & lubrication, Digital instrument, Maintenance of electrical equipment & switchyard equipment, DC/AC machines, Distribution system, Wiring of electrical equipment, Safety of man & machines.
2	Jr. Manager (Mechanical)	Operation & Maintenance of Power stations i.e. Fundamentals of Mechanics, Hydro turbines, Guidevane, Governing system, Pumps, Motors, Pipes, Different Valves, Compressors, Water conductor system, Drainage & Dewatering system, Crane & its maintenance, Tools, Safety of man & machines.

*90 years*

SI No	Name of Post	Syllabus for the Written test (Subject knowledge)
3	Jr. Manager (Finance)	Pay Roll System, Commercial Accounts, Companies Act, Sales Tax, Income Tax, Corporate Finance, Budget Audit Issue, Finalisation of Accounts, P/L statement Balance sheet, etc.
4	Jr. Manager (HR)	Establishment matter, CCA Rules, ID Act, TU Act, Standing Order, EPF & MP Act, Gratuity Act, Factories Act, Payment of Bonus Act, Contract Labour (R&A) Act, ORV Act and other relevant labour laws.

Only the existing regular NE employees who fulfill the above eligibility criteria may apply in the prescribed proforma along with attested copies of the signed certificates of educational qualifications (starting from Matriculation onwards), Caste Certificate (SC/ST/SEBC), if any and two recent passport size photographs through their respective Unit Heads/ CGM (HR)/ AGM (T&D) by **31.05.2023**.

The Unit Heads/ AGM (T&D) are required to send the valid applications after due scrutiny as per this specific advertisement along with all enclosures to the **Chief General Manager (HR), OHPC Corporate Office, Bhubaneswar** on or before **07.06.2023**.

Encl: Application proforma

Memo No. 3533 / Dated 20.05.23

  
**Chief General Manager (HR)**

Copy forwarded to all Unit Heads/ CGM (HR)/ AGM (T&D) for information of all concerned and for wider publication of the advertisement. They are requested to send only the valid applications as per the advertisement after due scrutiny of the applications and the required enclosures. They are further required to send the PARs of those eligible employees having consistent performance record with outstanding or very good rating for last 5 years & fulfilling eligibility criteria as prescribed.

  
**Chief General Manager (HR)**

Memo No. 3534 / Dated 20.05.23

Copy forwarded to the Sr.P.S/ P.S to Chairman/ Managing Director / Director (HR) / Director (Finance) / Director (Operation), OHPC Ltd., Bhubaneswar for kind information of Managing Director and respective Directors.

  
**Chief General Manager (HR)**

Memo No. 3535 / Dated 20.05.23

Copy forwarded to the GM (IT), OHPC Ltd., Bhubaneswar for information and necessary action. He is requested to arrange for flashing/ uploading the same in the OHPC website.

  
**Chief General Manager (HR)**

CC. All Notice Boards.

## PROFORMA

4. Post Applied for:
5. Name of the employee:
6. Father's Name:
7. Caste:
8. Date of Birth:
9. Present Designation:
10. Date of Joining in NE-5 with Designation:
11. Present place of posting:
12. Educational Qualification:
  - (a) Basic Qualification:
  - (b) Essential Qualification:
13. Service History:
  - (a) Date of joining in service:
  - (b) Joining Designation:
  - (c) Subsequent Promotions with dates:
  - (d) Nature of duties performed:
  - (e) Training Programmes attended:
  - (f) Remarks:

Please affix  
passport size  
photograph

I hereby declare that all statements made by me in the application are true and complete to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or in the event I do not fulfil the advertised specifications and/or eligibility criteria, my candidature/appointment may be cancelled / terminated at any stage of the selection process without any notice.

Place:

Date:

Signature of Candidate

Enclosures:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Signature of Candidate

*90 years*