

ଓଡ଼ିଶା ବିଦ୍ୟୁତ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଃ.



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
Regd.Office: Janpath: Bhubaneswar
CORPORATE IDENTITY NUMBER (CIN) U40102OR2004SGC007553

RECRUITMENT OF STENOGRAPHER GR-III TRAINEE

Website: www.optcl.co.in

ADVT. NO: MPP&R – 07/2023

Dated: 27.01.2023

Odisha Power Transmission Corporation Limited (OPTCL), a State owned Power utility in Odisha is engaged in the business of Transmission of electricity with a vision to emerge as one of the leading power utilities in the country in Transmission space. The present asset value of the Corporation is about is 8740 Crores. OPTCL operates in the entire state with around 2650 regular manpower, deployed in different Grid Sub-stations situated all over Odisha. OPTCL has vast and robust transmission network of 190 sub-stations ranging from 132 KV to 400 KV and more than 15991 ckt kms of transmission line. OPTCL also undertakes various projects on behalf of state and central Government. It has major plans for expansion by adopting newer and greener technologies.

OPTCL intends to recruit bright and energetic personnel with good academic record to join the Corporation as Stenographer Grade-III Trainee.

A. VACANCY POSITION

The category wise vacancy position along with reservation thereof is given below:

Sl No	Category	Number of Posts
01	UR	05(W-02)
02	SEBC	01
03	SC	02(W-01)
04	ST	02(W-01)
05	Total	10(W-04)

(Abbreviation:- UR-Unreserved, SEBC-Socially and Educationally Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe, W-Women)

The position the backlog vacancies is as follows:

Sl No	Category	Backlog
1	SC	01
2	ST	01

B. REMUNERATION

Stenographer Grade-III (Trainee) shall be paid a consolidated stipend of Rs. 12,000/- per month (under revision) during the period of training. On successful completion of the training, the candidates will be appointed as Stenographer Grade-III (Level: NE-6) in regular establishment in the Pay Matrix: Rs 29,200/- to Rs 92,300/- with initial Basic Pay of Rs 29,200/-

C. TRAINING

Selected candidates have to undergo training for a period of 1(one) year at various units of OPTCL including Induction-cum-Orientation training at Power Training Centre (PTC), Chandaka, Bhubaneswar. The training period will be for 1(one) year, unless and otherwise extended further.

During the training period, the trainees may be terminated without any notice or without assigning any reasons thereof. After successful completion of training, there shall be no obligation on the part of the Corporation to offer appointment.

D. ESSENTIAL QUALIFICATION

Sl. No.	Name of the Post	Essential Qualification	Additional requirement
1	STENOGRAPHER GR - III TRAINEE	a) Bachelor's degree or equivalent Examination of a recognized University / Institute. b) She / He must have stenography certificate from a recognised Institute / Diploma in secretarial practice or Office Management.	a) Must be able to read/write Odia. b) Must have working knowledge in Computer (MS Word, Excel & Power Point) and be able to type a document, edit, print, store etc. c) She / He must be able to take down dictation from a printed matter lasting for three minutes at the rate of 80 words a minute and to transcribe the detected passage within 15 minutes with mistake up to a maximum of 10%

Note: The candidate has to fulfil only the minimum qualification prescribed and anyone having higher qualification not related to the nature of work shall not be considered for the post.

E. AGE

- i. Candidate must not be under 21 (Twenty One) years of age and must not be above 32 (thirty two) years as on **01.01.2023**.
- ii. Relaxation for SC / ST/ SEBC and Women:
 - a. The upper age limit is relaxable by **5(five)** years in case of **SC, ST and SEBC** candidates.
 - b. The upper age limit is relaxable by **5 (five)** years in case of **Woman** candidates.
- iii. The date of birth entered in High School Certificate/Birth Certificate issued by the concerned authority will only be accepted.

THE AGE LIMITS PRESCRIBED ABOVE CAN IN NO CASE BE RELAXED

F. RESERVATION

- i. The reservation posts including reservation for Women will be as per ORV Act and other applicable Act and Rules.

- ii. **Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.**
- iii. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.
- iv. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.
- v. Candidates belonging to SEBC category shall submit their SEBC Certificate validated / renewed by the Competent Authority on or after **01.01.2020**, failing which they shall be treated as unreserved category candidates.
- vi. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing “daughter of” Caste Certificate obtained by virtue of marriage i.e. showing “wife of” is not acceptable.
- vii. **OBC Certificates will not be accepted in lieu of SEBC Certificate.**
- viii. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

G. MEDICAL FITNESS

Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness. The details of medical tests is as follows:

Serial No	Name of Test	Sub Category
1	Eyes	(A) Any Disease (B) Night Blindness (C) Defect In Colour Vision (D) Field Of Vision (E) Visual Acuity (F) Fundus Exam
2	Ears	Tympanic Membrane
3	Thyroid	T3,T4,TSH
4	Blood Report	(a) Hb% (b) R.B.C. (c) W.B.C (d) ESR (e) HBC Ag (f) HIV (g) HCV (h) RBS (i) Blood Group & Rh TYPE HbA1c (if diabetic)
5	X-Ray Chest With Film And Report	
6	ECG Report	
7	USG Abdomen And Pelvis	
8	Hernia (Male)	
9	Hydrocele / Viriocytes	
10	Urine Routine	
11	Nervous System	

H. PROVISION FOR DEPARTMENTAL CANDIDATES

Departmental candidates (OPTCL regular employees only) fulfilling the eligibility criteria and who have got minimum 05(Five) years of residual service in the organization from the closing date of application, may apply against this advertisement through proper channel to Chief General Manager (HRD), Hqrs. Office, OPTCL so as to reach within the stipulated time period. They shall also submit the online application form. There shall be no age bar for them and they are exempted from payment of application fees.

To make an employee eligible to apply for the post, there should not be any adverse remarks in the CCR of the candidates for the last 05 years and there should not be any DP/Vigilance or criminal proceeding pending or contemplated against the employee on the date of application.

Note: The children of the employee and the candidates engaged through outsourced agency not to be considered as Departmental candidates.

I. PROVISION FOR OUTSOURCED CONTRACTUAL CANDIDATES

- i. The persons provided by the manpower service providers/outsourcing agencies, for similar nature of jobs in OPTCL, who shall be less than 45 years of age and shall have completed at least 1 (One) year of continuous service as on **01.01.2023**, in case they apply, shall be allowed relaxation of upper age limit for entry, provided they satisfy all other eligibility criteria for the post as laid down in the relevant recruitment rules.
- ii. They shall be allowed one percent extra marks on the total marks of the CBT for each completed year of continuous service subject to a maximum of fifteen percent, which shall be added to the marks secured by them in CBT.

J. OTHER ELIGIBILITY CONDITIONS

- i. The candidate must be a citizen of India.
- ii. She / He must be able to read, write and speak Odia fluently and must have:
 - a. Passed Middle School Examination with Odia language subject; or
 - b. Passed 10th or examination with Odia as medium of examination in non-language subject ; or
 - c. Passed in Odia as language subject in the final examination of class VII from a school or educational institution recognized by the Government of Odisha or the Central Government; or
 - d. Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.
- iii. 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.
- iv. The candidates must have a good character.

K. SELECTION PROCEDURE

- i. The selection process involves Computer Based Test (CBT) and Skill Test.
- ii. Eligible candidates will be called for Computer Based Test comprising Multiple Choice Questions (MCQs) from English (20%), Computer Application (15%), Mathematics (15%), Reasoning & Mental Ability (20%), General Awareness (10%) and Odia comprehension (10%). Apart from the above, descriptive questions from English will be of 10%.The CBT will be of Three (3) hours duration.
- iii. **The candidate shall secure 01(One) mark for each correct answer & there will be negative marking of 0.25 marks for each wrong answer (MCQ).**
- iv. Candidates who qualify in CBT and shortlisted, shall be called for Skill Test in 1:3 ratio in each category.
- v. The Skill test will carry a weight of 20%.
- vi. The merit list of the qualified candidates will be drawn purely on the basis of Performance in the CBT and Skill Test.

- vii. The offer of appointment shall be issued to the selected candidates on the basis of merit. However the final appointment of selected candidates will be subject to their medical fitness as per the prescribed standard.
- viii. On selection, candidates will be posted at any of the existing/ future offices of OPTCL throughout Odisha.

L. MINIMUM QUALIFYING MARKS

Test	Unreserved / SEBC Category	SC/ST
CBT	50%	40%

M. APPLICATION FEE AND MODE OF PAYMENT

Unreserved / SEBC Category	SC/ST/PwBD
Rs. 1062/-(Rs 900/- plus applicable GST of Rs 162/-)	Rs. 590/-(Rs 500/- plus applicable GST of Rs 90/-)

- i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.1062/- (Rupees One Thousand and Sixty Two) only and Candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only, PwBD candidates are required to pay a non-refundable fee of Rs.590/- (Rupees Five Hundred and Ninety) only.
- ii. Candidates shall be required to make the payment of fee while filling up online application through on-line mode.
- iii. For On-line Payment mode (Through Debit / Credit Card / Net Banking etc): In case of On-line payment mode, an applicant will be redirected to payment gateway page under Tech Process. After completing the On-line Payment, She / He shall take hard copy of the application form along with Fee Receipt. She / He shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. **The candidate shall bear the online transaction charges extra as applicable.**
- iv. Application fee once paid shall not be refunded in any case.
- v. The candidate has to retain the print out / hard copy of the online application for future reference.

N. CENTRE OF EXAMINATION

- i. The Computer Based Test (CBT) will be held at Bhubaneswar, Cuttack, Rourkela, Sambalpur, Behrampur, Balasore, Dhenkanal etc. depending on the number of candidates from the respective zone. However depending on the number of applicants, other cities of Odisha may be added or deducted. The candidates are to mention their choice of Test City at appropriate place in the Online Application Form.
- ii. The request for change of Centre shall NOT be entertained. Allotment of the Test Centre is at the discretion of the Corporation and no correspondence will be entertained in this regard.
- iii. The Management reserves the right to change the Centre of Examination without mentioning any reason thereof at any stage of recruitment.

O. GENERAL INFORMATION & INSTRUCTIONS

- i. Only the online applications are invited from the candidates for admissible to the Computer Based Test. No other mode of application is allowed
- ii. After declaration of result of the CBT, the candidates who are shortlisted in the CBT and called for Skill Test, shall be required to furnish Print out/hard copy of online application form

along with photo copies of certificate and documents on or before prescribed date which will be intimated on website later on.

- iii. Graduation Certificate, Caste Certificate, Odia Pass Certificate, and Identity Card Certificate of Physically Handicapped Persons must have been issued by the competent authority within the last date fixed for submission of online application form.
- iv. A candidate found indulging in any type of malpractice during the course of the selection or otherwise, shall, in addition to rendering herself/himself liable to criminal prosecution, be disqualified not only for the ongoing recruitment, but also shall be debarred permanently from any future recruitment or selection to be conducted by OPTCL.
- v. Applications submitted to OPTCL, if found to be incomplete in any respect, are liable to rejection. No correspondence shall be entertained in this regard.
- vi. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim any appointment in OPTCL.
- vii. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of High Court of Orissa.
- viii. Candidates working in State/Central Government/PSUs/Autonomous Bodies of Govt. shall apply through proper channel. They should apply on line as advance copy and forward their application through proper channel. Unless the proper channel copy is received before Skill Test, his/her candidature will not be considered and he/she will not be allowed to appear in the Skill Test.
- ix. Final selection of the candidates shall be subject to medical fitness.
- x. Candidates selected are liable to be posted at any Unit of OPTCL.
- xi. While applying for the above posts, the applicant shall ensure that she/he fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment / selection that a candidate does not fulfill the eligibility norms and / or that she/he has furnished any incorrect / false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, her/his services are liable to be terminated without any notice.
- xii. OPTCL Management reserves the right not to fill any or all the positions/modify the clauses of the advertisement without assigning any reason thereof.
- xiii. OPTCL Management reserves the right to cancel the recruitment process/ modify the clauses of the advertisement, if need so arises, without issuing any further notice or assigning any reason thereof at any stage of recruitment process.

P. HOW TO APPLY

- i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the contents of the Advertisement, Instructions to fill up On-line Application.
- ii. On successful submission of the online application form, an Application Sequence Number (USER ID) & Password in their will be sent to their e-mail id and mobile number. Candidates are required to retain the Application Sequence Number (USER ID) & Password and use it for future correspondence.
- iii. Application received through any other mode would not be accepted and summarily rejected.
- iv. Uploading of Documents:
Candidates are required to keep the following documents ready before initiating the On-line Application Form.
Candidate shall upload the scanned copy of original documents.

Recent colour passport size photograph on light background and signature in prescribed format (.jpg/.jpeg)

	File Size	Dimension
Photograph on light background	50KB to 80KB	3.5 cm X 4.5cm
Signature on white paper only with Black ball point pen	50KB to 80KB	3.5 cm X 1.5cm

Note: Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

- a. Caste certificate, if she/he belongs to SC/ST/SEBC category.
- b. Physically Handicapped (PH) certificate, if applicable.
- c. Experience certificate issued by the man power service provider / designated officer of the outsourcing agency, if an applicant is engaged through the outsourcing agency in OPTCL.
- d. 10th Pass Certificate.
- e. 10th Mark sheet.
- f. Essential Qualification Pass Certificate.
- g. Essential Qualification Pass Marksheet
- h. Stenography/Diploma in Office Management Certificate.

Size of documents to be uploaded shall be 50KB to 1000KB and in PDF format

Note: The uploaded documents must be clearly Identifiable / visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

- i. **Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted for Skill Test, the candidate has to submit the same at the time of Skill Test.**
- ii. Certificate of Admission / Admit Card for the Computer Based Online Test for the eligible candidates will be uploaded in the website of OPTCL prior to the date of examination. The candidates are required to download their Admit Cards from the website of OPTCL and produce the same for Admission to the examination Hall / Centre. No separate correspondence will be entertained in this regard.

Q. IMPORTANT DATES

Sl. No	Description	Date & Time
1.	Opening Date of online submission of Applications	30.01.2023 (10.00 AM)
2.	Closing Date of online submission of application	28.02.2023 (11.59 PM)

Note:

1. All the important notification & updates regarding this recruitment shall be hosted in the OPTCL website in the Career Section and accordingly all applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OPTCL will not be responsible for network problems or any other problem in submission of online Application.

R. SPECIAL MESSAGE TO THE CANDIDATES

1. For OPTCL recruitment, the candidates are advised to visit only official website of OPTCL i.e. www.optcl.co.in
2. The candidates should be beware of FAKE websites put-up by unscrupulous elements/ touts.
3. During the process of registration if you face any difficulties, please contact toll free helpline number **+91 7996102444 from 10 AM to 5 PM on working days.**

S/d
Chief General Manager (HRD)