



ODISHA THERMAL POWER CORPORATION LIMITED

(A joint venture company of Odisha Hydro Power Corporation Ltd. and Odisha Mining Corporation Ltd.)

Regd./Corp. Off.: 3RD FLOOR, SETU BHAVAN, PLOT-3(D), OBCC BUILDING, NAYAPALLY, BHUBANESWAR-12

Tele-Fax: (0674) 2390732, Website: otpcl.com, Email: info@otpcl.com

ADVERTISEMENT NO. OTPC-SECTL-64/2013/253

LAST DATE OF RECEIPT OF APPLICATIONS: 19.08.2013

Odisha Thermal Power Corporation Ltd (OTPC) a joint venture Company of two Gold rated State PSUs Odisha Hydro Power Corporation Ltd (OHPC) & Odisha Mining Corporation Ltd (OMC) is setting up a 2400MW (3x800MW) Thermal Power Plant in Kamakhyanagar Tahasil in the district of Dhenkanal. The Company intends to recruit personnel having relevant experience for the following posts.

1. Details of the posts:

Sl. No.	Name of the post Grade & Scale of pay Grade	No. of Posts	Minimum Qualification	Max age as on 01.08.2013	Minimum Post qualification relevant experience
1.	Deputy General Manager (Electrical) Gr - E7 ₹15,600-39,100 +GP 7,600/-	One	Degree in Electrical Engineering	48	15 years in construction / operation of coal based thermal power plant.
2.	Manager (Electrical) Gr - E5 ₹15,600-39,100 +GP 6600/-	One	Degree in Electrical Engineering	42	09 years in construction / operation of coal based thermal power plant.
3.	Company Secretary cum Finance Officer Gr - E5 ₹15,600-39,100 +GP 6600	One	Graduate with ACS and ACMA / ACA	42	09 years in corporate laws, regulatory matters, commercial contracts.
4.	Assistant Manager (Electrical) Gr - E3 ₹9,300-34,800 +GP 4,600	One	Degree in Electrical Engineering	33	01 year in the construction/ operation of thermal power plant.
5.	Executive Assistant Gr - NE5 ₹ 5,200-20,200 +GP 2,500	One	Graduate with DCA	32	05 years

The directives of the Govt. of Odisha regarding age relaxation for SC, ST, SEBC and other categories issued from time to time shall be followed.

2. REMUNERATION

Besides Basic Pay and Grade pay, Dearness Allowance (DA), Benefits such as HRA, Medical Reimbursement, Conveyance Allowance, Contributory Provident Fund, Gratuity etc. are admissible as per the Company Rules. Higher pay may be considered in deserving cases as per the rules of the Company.

3. PLACE OF POSTING

Place of posting shall be at Corporate Office / Plant site in Kamakhyanagar.

4. GENERAL CONDITIONS

- a) Mere fulfilling the eligibility criteria does not entitle a candidate to be called for test / interview.
- b) In order to restrict the number of candidates to be called for test / interview, the OTPC reserves the right to raise the eligibility standards.
- c) OTPC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- d) Management reserves the right not to fill the position so advertised without assigning any reason thereof.
- e) Candidates working in State/ Central Government/ PSUs should forward their application through proper channel or shall produce a No Objection Certificate (NOC) at the time of test / interview.
- f) The E-mail ID entered in the application form must remain valid for at least next one year. All future correspondences will be sent via E-mail only.
- g) The candidate finally selected should confirm to the Company's medical standards.
- h) Applications received after due date or incomplete applications or applications of ineligible candidates will be rejected outright without any further correspondence.
- i) The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/ her right to be definitely called for test / interview or considered further for selection process. The decision of OTPC to the eligibility or otherwise of a candidate for admission to the test / interview shall be final.
- j) OTPC takes no responsibility for any delay or loss of any communication in postal transit. No request in this regard will be entertained.
- k) Canvassing in any form will disqualify the candidate.
- l) Candidates are required to visit the company website www.otpcl.com at regular intervals for any notification, news updates, results etc relating to recruitment.

5. APPLICATION FEE:

The application should be accompanied with a fee of ₹250/- in the shape of demand draft drawn on any nationalized bank payable at Bhubaneswar in favour of Odisha Thermal Power Corporation Ltd. There is no application fee for SC&ST applicants.

6. PROCEDURE TO APPLY

Application should be in the prescribed format (which can be downloaded from the website www.otpcl.com in A4 size paper along with a recent passport size colour photograph. Attested true copies of the following testimonials/ documents should be enclosed with the application form.

- i) Document in support of date of birth / Matriculation certificate.
- ii) All Certificates/Testimonials in respect of qualifications starting from matriculation onwards.

- iii) Caste certificate issued by the competent authority in case of SC, ST and SEBC candidates.
- iv) Experience certificates /Documents issued by the Employer (s) in support of experience details mentioned by the candidate in the Application Form.
- v) No Objection certificate (NOC) forms the employer in case the candidate is presently employed in Central / State Government / PSU / Semi Government organization.
- vi) Passport size colour photograph duly affixed on the application form.

Candidates should ensure that they submit all the documents mentioned above. In the event of failure of any candidate to submit any of the required documents as mentioned above within the stipulated time, candidature of such candidature is liable to be rejected.

Before applying for the post, candidates should ensure that he/she fulfills the eligibility criteria and other conditions mentioned in this advertisement. OTPC would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. No correspondence shall be entertained in this regard.

Duly filled in and signed Application Form along with the latest passport size colour photograph and required attested true copies of the testimonials / documents mentioned above should be sent by post in a cover super scribed "APPLICATION FOR THE POST OF _____ to the following address latest by 19.08.2013.

CHIEF EXECUTIVE OFFICER
ODISHA THERMAL POWER CORPORATION LIMITED.
3rd FLOOR, SETU BHAVAN, PLOT-3(D), OBCC BUILDING, NAYAPALLY, BHUBANESWAR-12

The application form can be downloaded from our website www.otpcl.com

Sd/-
CHIEF EXECUTIVE OFFICER



ODISHA THERMAL POWER CORPORATION LIMITED

Application format for various posts
Advertisement No. OTPC-SECTL-64/2013/253
Application to be submitted in A4 size paper only

FILL IN CAPITAL LETTERS AND SIGN AT THE BOTTOM OF EACH PAGE

1. Post Applied for:

2. Name (in capital Letters):

First Name :

Middle Name :

Last Name :

Paste one recent
passport size colour
photograph signed on
the front.

Do not staple or pin.

3. (A) Address for Correspondence : (Do not mention your name)

STATE	PIN

Contact Telephone No. with code Mobile No.

E-mail :

(Active for the next 12 months)

(B) Nearest Railway Station/Bus Stand from mailing address mentioned above:

<input type="text"/>	State: <input type="text"/>
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4. Date of Birth : (as recorded in Matriculation or equivalent certificate)

Date Month Year

5. Age as on 01.08.2013: Years Months (s) Days(s)

6. Sex (✓): Male Female

7. Father's /Husband's Name:

8. Category: (Please put a ✓ mark in the appropriate box)

General SC ST SEBC PH

(Candidates belongs to SC/ST/SEBC/PH categories must attach the attested copies of relevant certificate issued by the Competent Authority)

(Full Signature of candidate) _____

9. Additional information: (please put a '√' mark in the appropriate box)

(A) Ex- Serviceman (B) Sports Person

10. Nationality :

11. Age relaxation claimed: YES NO (Use '√' mark)

12. EDUCATIONAL QUALIFICATIONS (As per the detailed Advertisement and from Matriculation onwards)

(Please attach additional sheet (S) as per the format below if required)

Sl. No.	Examination Passed	Name of the Institute/University	Discipline/ Subject	Course Duration	Year & Month of Passing	Percentage of marks up-to two decimal points in aggregate/ CGPA

In case of CGPA / Grades please give equivalent percentage (attach photocopies of the certificate and mark sheet towards proof of educational qualification)

13. POST QUALIFICATION RELEVANT EXPERIENCE (As per the detailed Advertisement):

(Please attach additional sheets (S) as per the format below if required)

Sl. No.	Employers Name & Address	Duration (DD/MM/YYYY)		Post Held/ Designation	Nature of Duties/ Work Details	Gross Annual Emoluments (in Lacs)	Pay Scale
		From Date	To Date				

(Full Signature of candidate) _____

DECLARATION:

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me & I fulfill these conditions. The details mentioned in the application are true & I shall furnish the necessary certificates in proof of the above along with the application.

If any information / details found to be incorrect/ false at any stage of the selection or if any fact found to have been concealed by me are detected even after the appointment, my services may be terminated.

Place: _____

Date: _____

(Full Signature of the Candidate)

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(Full Signature of candidate) _____