ODISHA STATE WAREHOUSING CORPORATION
PLOT NO-2, CUTTACK ROAD, BHUBANESWAR 751006

Advertisement. No. 899   **Date: 08.03.2021**
Admn./Misc./407/2019(Part) Vol-II.

Recruitment to the post of Assistant Manager/Assistant Engineer/ Superintendent / Asst. Superintendent/Junior Engineer/Warehouse Assistant.

Online applications are invited from the prospective candidates through the Proforma Application Form as available on website www.oswc.in from **15.03.2021** to **15.04.2021** for recruitment of 04 (four) number of posts in Group-'B' i.e Asst. Manager- 03 nos & Asst. Engineer (Civil) -01 no on regular basis, as also 36   (thirty six) number of posts in Group- 'C' i.e Superintendent- 13 nos , Asst. Superintendent- 22 nos & Junior Engineer (Civil) -01 no and 03 (three) number of posts in Group – 'D' i.e Warehouse Asst.-03 nos on contractual basis in the Odisha State Warehousing Corporation(OSWC). The candidates, appointed on regular basis shall draw regular salary of the Corporation and appointed on contractual basis shall draw consolidated monthly remuneration falling under pay band as mentioned against each post at sl.no.8(Remuneration/Scale of pay). The contractual posts shall continue on contractual basis for a period of six years. On the date of satisfactory completion of six years of contractual service, they shall be deemed to have been regularly appointed.

2.   VACANCY POSITION AND RESERVATIONS.

Sl No	Name of the post	Group	Mode of appointment	Post based vacancy				
				ST	SC	SEBC	UR	Total
01	Assistant Manager	B	Regular	--	01	--	02 (W-1)	03 (W-1)
02	Assistant Engineer (civil)	B	Regular	--	--	--	01	01
03	Superintendent	C	Contractual	03 (W-1)	02 (W-1)	01	07 (W-2)	13 (W-4)
04	Assistant Superintendent	C	Contractual	07 (W-2)	05 (W-2)	03 (W-1)	07 (W-2)	22 (W-7)
05	Junior Engineer (civil)	C	Contractual	--	--	--	01	01
06	Warehouse Assistant	D	Contractual	02 (W-1)	01	--	--	03 (W-1)

(i)(a) PWD (Persons with Disability) 4%, Ex- service man- 3%, Sports person -1% on sanctioned strength will be filled up from any category.

(b) The exchange of reservation between ST & SC will not be considered.

(c) If the vacancies reserved for women categories remain unfilled due to non-availability or availability of insufficient number of eligible women candidates belonging to the relevant category, the unfilled vacancies shall be filled up by male candidates of the same category.

(ii)(a) The reservations shall be applicable taking into account the total sanctioned strength for each post with the category wise men in position under respective reservation category.

(b) The applicability of reservation of PWD candidates shall be governed by the SSEPD Department Resolution No-7140 dated 05.09.2017, during the final selection of the candidates.

(c) PWD candidates whose disability is 40% or above required to attach copy of their identity card issued by the District Social Welfare Officer along with the recent (within 5 years) disability certificate indicating percentage (%) of disability and type of disability issued by the concerned Medical Board for consideration as per Rules.

(d) Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.

(iii) The number of vacancies to be filled up on the basis of this recruitment is subject to change by OSWC without giving any notice depending upon the exigencies at the discretion of the Corporation.

3. EDUCATIONAL QUALIFICATION AND AGE.

Name of the post	Group	No of Vacant post.	Educational Qualification	Age
Assistant Manager	B	03	(i) A post Graduate degree in management from a recognized University/ Institution with a minimum of 60% marks/Cumulative grade points. OR *A Bachelor of Science in Agriculture or post Graduate in Botany/ Zoology from a recognized University with a minimum of 60% marks. (ii) Should be proficient in use of Computer and I.T based Inventory Management Systems.	24-35
Assistant Engineer (civil)	B	01	B.E (Civil)/ B.Tech.(Civil)	22-28
Superint -endent	C	13	(i) A post Graduate Degree in management from a recognized University/ Institution with a minimum of 60% marks/ Cumulative grade points. OR A Bachelor of Science in Agriculture or post Graduate in Botany/ Zoology from a recognized University with minimum of 60% marks. (ii) Should be proficient in use of Computer and I.T based Inventory Management Systems.	24-35
Assistant Superint -endent	C	22	(i) A post Graduate degree in Management/ Bachelor in Business Administration (BBA) from a recognized University/ Institution with a minimum of 60% marks/ Cumulative grade points. OR A Bachelor of Science in Agriculture/Botany(Hons)/ Zoology (Hons)/ Chemistry (Hons) from a recognized University with a minimum of 60% marks. (ii) Should be proficient in use of Computer (Excel, Word, Internet etc.)	21-28

Junior Engineer (Civil)	C	01	Diploma in Civil Engineering from recognized Institutions.	22-28
Wareho-use Assistant	D	03	Graduate with knowledge of Computer.	21-28

4. RELAXATION OF AGE

The upper age limit is as prescribed above shall be relaxed as follows:-

Scheduled Castes / Scheduled Tribes/Women /Socially Educationally Backward Classes (SEBC)	by 5 years
PWD (Whose disability is 40% or more)	by 10 years
Ex-Serviceman	See (i) a & b below for details)

i(a) Every Ex-serviceman who has put in not less than six months continuous service in Armed forces of the Union and is less than 55 years shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit specified 3 above shall be deemed to satisfy the conditions regarding age limits.

(b) The persons in defence forces having more than six months to discharge duty /retire from the forces as on the last date of the submission of online application are not eligible to apply as ex. serviceman for the post. The ex.serviceman who are going to retire within six months from the closing date of online application may apply for the post by obtaining relevant No objection Certificate (NOC) from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in defence Forces. The Boarder Security Force (BSF) Indian Coast Guard, CRPF and other Parliamentary Forces are not within the definition of ex. servicemen.

ii. Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.

iii. The date of birth recorded in the High School Certificate (10th) or equivalent certificate issued by the concerned Board/ Council will be accepted only.

5. Provision for Departmental Candidates:-

Departmental candidates (OSWC) fulfilling the requisite qualification may apply online against the advertisement. The age relaxation shall be provided for 10 years of continuous service. The experience certificate in OSWC should be uploaded during the filling of online application.

The Corporation employees those who are interested to apply for the above posts subject to fulfilment of following conditions.

a. 10 years service experience in the OSWC.

b. Non-involvement in any case of misappropriation/defalcation.

c. The requisite Qualification as advertised.

d. For the posts of Asst.Engineer/Jr.Engineer /Asst.Superintendent/ Warehouse Assistant, the age of in-service applicant shall not be more than 38 years in case of unreserved category and 43 years in case of SC/ST/Women/ SEBC category and for the post of Asst. Manager/ Superintendent, the age of in- service applicant shall not be more than 45 years in case of unreserved category and 50 years in case of SC/ST/Women/ SEBC category as on the date of publication of advertisement.

The Experience Certificate will be issued by the Managing Director or authorized officer(s) of OSWC subject to fulfillment of the above criteria.

6. Application fees and mode of payment:-

Unreserved/SEBC Category	SC/ST/PWD
Rs.300/-	Exempted

(i) UR, SEBC and in-service candidates of OSWC candidates are required to pay a non-refundable fee of Rs .300/- (Rupees Three Hundred) only. Candidates shall be required to make the payment of fees while filling-up online application through payment gateway provided in the online application page.

(ii) For on-line payment mode through Debit/ Credit/ Net Banking and UPI an applicant will be redirected to payment gateway page. After completing the on-line payment, she/ he may take hard copy of the application form along with fee receipt as 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 candidates shall bear the online transaction charges as applicable.

(iii) Application without payment of examination fee except SC/ST/PWD category shall be liable for rejection.

7. Plan of examination

(i) The selection of candidates for recruitment to the posts will be made through Computer Based Test (CBT) to be conducted by Recruitment Agency on behalf of OSWC.

(ii) The examination will be in a single sitting with multiple choice objective type questions. For Group-'B' & 'C' posts the total marks shall be 200 and for Group-'D' the total marks shall be 150. Each question carries 1 (one) mark and correct answer will carry 1(one) mark & there will be deduction of 0.25 mark for each wrong answer in case of Group- 'B' & 'C'. For Group- 'D category, there will be no

negative mark for any wrong answer. However, no mark will be awarded and no marks will be deducted for any question which is left unanswered. The duration of CBT examination for Group-'B' &'C' is 02 & ½ hours and for Group-'D' is 02 hours.

(iii) The details of Scheme & Subjects for the examination and syllabus are mentioned in **Appendix-I.**

(iv) Downloading of Admit card and date of examination shall be intimated in due course of time.

8. Remuneration/Scale of pay.

The consolidated monthly remuneration on contractual appointment and scale of pay on regular appointment for the posts is mentioned against each as below:-

Sl. No	Name of the post.	Group	Mode of appoint-ment	Pay	Remuneration.
	Assistant Manager	B	Regular	Level -10, Cell -1,Rs.44,900/- (Pay Band Rs.9,300-34,800/- with GPRs.4600/-)	--
	Assistant Engineer	B	Regular	Level -10, Cell -1,Rs.44,900/- (Pay Band Rs.9,300-34,800/-with GP-Rs.4600/)	--
	Superintendent	C	Contractual	--	Rs.16,880/-
	Assistant Superintendent	C	Contractual	--	Rs.8,880/-
	Junior Engineer	C	Contractual	--	Rs.16,880/-
	Warehouses Assistant	D	Contractual	--	Rs.8,390/-

9.Centre of Examination :

(i) The computer Based Test (CBT) will be held at Bhubaneswar. However depending upon the number of the applicants, if needed the same may be held at other four locations like Cuttack, Berhampur, Rourkela & Sambalpur.

(ii) The candidates are to mention their choice of examination zone at appropriate place in the online application form.

(iii) The request for change of centre shall not be entertained.

N.B-

Mobile phone or any other electronic devices are strictly prohibited in the premises of the examination centre. The candidates are advised not to bring any such items to the examination centre. Any infringement of these instructions might entail debarment of the concerned candidate from the examination.

10. ELIGIBILITY CRITERIA.

(I)   The candidate must be a citizen of India.

(II)   The candidate must be able to speak, read and write Odia fluently and must have passed Middle School Examination with Odia as a language subject, or have passed High School Certificate Examination or equivalent examination with Odia as a subject/ medium of examination in non language subject or have passed in odia as a language subject in the final examination of class-VII or above or have passed a test in Odia in M.E.School standard conducted by School and Mass Education Department.

(III)   The candidate must have good moral character and conduct.

(IV)   The candidate must have sound health and good habits and free from any mental infirmity and shall be required to produce a certificate of fitness from the Chief District Medical Officer or a Medical officer or equivalent rank at the time of joining.

(V)   A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Govt. has exempted his/ her case from operation of this limitation for any good and sufficient reasons, provided that the appointing authority, if satisfied that there are special reasons for doing so, exempt him/her from the operation of this clause.

N.B :-Not fulfilling any of the eligibility criteria shall render the applicant's candidature invalid and rejected.

11.OTHER CONDITIONS

(i)   Only the online application are invited from the candidates for admissible to the Computer Based Test(CBT).

(ii)   A candidate found guilty of seeking support for his/ her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall in addition to rendering himself/ herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred either permanently or for a specified period from any recruitment or selection to be conducted by the Corporation.

(iii)   Application submitted if found to be incomplete in any respect are liable to rejection without entertaining any correspondence with the applicants on that score.

(iv)   Admission to examination will be provisional. If on verification at any stage before or after the examination, it is found that a candidate does not fulfill all eligibility conditions, his/ her candidature shall be liable to rejection.

(v)   Decision of OSWC in regard to eligibility or otherwise of candidate shall be final.

(vi)   This advertisement should not be construed as binding on the Corporation to make regular/contractual appointment.

(vii)   Concession meant for SC,ST & SEBC by birth are admissible to the SC/ST and SEBC of Odisha only.

(viii) Appointment to Gr- 'B' post is regular and Gr-'C' & 'D' post are contractual. The services of the appointees can be terminated on one month notice from either side without assigning any reason thereof.

(ix)   No one will be allowed to appear the examination unless he/she holds a certificate of admission (Admit Card). The certificate of admission will be uploaded in the website of the Corporation prior to the date of examination. The eligible candidates are required to download the admission certificate and produce the same for admission to the examination. No separate admission certificate will be sent to the candidates.

(x)   Any misrepresentation or suppression of information by the candidate in the online application form will result in cancellation of his candidature or penalty, as decided by the Selection Committee be imposed on the candidate

(xi)   Mere empanelment in the select list shall not confer any right for regular/ contractual appointment unless the Corporation is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.

(xii)   Reservation benefit for re-employment under Ex-Servicemen category shall be ceased if a candidate belonging to ex-servicemen category had previously availed the benefit for appointment against a civil post under an ex-servicemen quota.

12. **CONDITIONS OF SERVICE ON CONTRACTUAL APPOINTMENTS.**

Conditions of service of contractual employees appointed under the Odisha Group- C and Group-D Posts (Contractual Appointment) Rules'2013 are as under:

(i) Persons appointed under the contractual posts shall continue on contractual basis for a period of six years. The period of six years shall be counted from the date of their contractual appointment.

(ii) During the period of contractual appointment they shall draw consolidated monthly remuneration as described below .

Name of the post	Consolidated Remuneration
Superintendent	Rs.16,880/-
Assistant Superintendent	Rs.8,880/-
Junior Engineer	Rs.16,880/-
Warehouses Assistant	Rs.8,390/-

(iii) Subject to satisfactory performance, the remuneration of contractual employees shall be enhanced as per the slabs prevailing/ shall be prescribed by the Govt. from time to time on completion of each year of service till completion of six year.

(iv) In case of any revision of consolidated monthly remuneration during the contractual period of engagement by the Government of Odisha for the Govt. employees and if the same is applicable to OSWC, then such revised remuneration will be paid from such date as may be approved by the Board of Directors of the OSWC.

(v) They shall not be entitled to D.A, HRA and other allowances during the period of contractual appointment.

(vi) They shall be entitled to leave under the provisions of the Odisha Leave Rules'1966 at par with regular employees of Govt. of Odisha.

(vii) They shall abide by the Odisha Civil Services Conduct Rules'1959 to the Odisha civil Services (Classification, Control and Appeal) Rules' 1962 read with OSWC (Staff) Regulations,1985.

(viii) They shall abide to the condition of Service of the Odisha Group 'C' and 'D' (Contractual Appointment) Rules, 2013.

13. CONDITIONS OF SERVICE ON REGULAR APPOINTMENTS.

(i) On the date of satisfactory completion of six ʏears of contractual service, they shall be deemed to have been regularly appointed. A formal order of the regular appointment shall be issued by the appointing authority.

(ii) On regular appointment they shall be entitled to draw the time scale of pay as per the table below with usual DA. HRA and other allowances as admissible to regular employees of OSWC.

Name of the post	Scale of pay under ORSP Rules,2017.
Superintendent	Level -9, Cell -1,Rs.35,400/- (Pay Band Rs.9,300-34,800/- with GP- Rs.4200/- under ORSP Rules,2008).
Assistant Superintendent	Level -4, Cell -1,Rs.19,900/- (Pay Band Rs.5,200-20,200/- with GP-Rs.1900/- under ORSP Rules,2008).
Junior Engineer	Level -9, Cell -1,Rs.35,400/- (Pay Band Rs.9,300-34,800/- with GP- Rs.4200/- under ORSP Rules,2008).
Warehouses Assistant	Level -2, Cell -1 Rs.17,200/- (Pay Band Rs.4,930-14,680/- with GP-Rs.1775/- under ORSP Rules,2008).

(iii) Other conditions of service shall be governed as per the OSWC (Staff) Regulations,1985 as amended from time to time.

14.CERTIFICATES/DOCUMENTS TO BE UPLOADED.

(a) All the candidates need to upload the following documents in the document uploaded section in (file six- Max-,format supported PDF.

i. Two recent pass port size photograph (unsigned and unattested)

ii. 10th standard /HSC pass certificate and mark sheet containing the 10th standard Roll Number.

iii. +2/12th/Intermediate standard pass certificate and mark sheet.

iv. Graduation/Degree pass certificate and mark sheet.

v. PGDCA / BCA with minimum one year duration of course.

vi. Post Graduation/Master Degree pass certificate and mark sheet.

vii. Candidates need to upload valid caste certificate issued by Competent Authority or a self declaration in the prescribed format as at **Annexure-I** indicating therein his/her category and sub-caste. But such candidates have to submit the valid recent caste certificate issued by the competent authority on the date of certificate verification.

viii. Candidate claiming reservation under PWD (Persons with disabilities) category need to upload valid recent (within 5 years)PWD certificate (indicating percentage of disability i.e 40% or more) issued by concerned District Medical Board.

ix Candidates claiming 'Ex-serviceman' category need to upload any one of the Ex. servicemen Documents i.e Discharge certificate/Identity card/PPO (indicating therein the date of entry, date of discharge and period of service rendered in Defence forces).

x. Candidate claiming 'Sports Person' category should be a Sports person of State/National level and need to upload recent identity card issued by Director of Sports & Youth Services Department, Govt. of Odisha.

xi. Candidates not having Odia as a subject in HSC Examination, has to upload pass certificate in odia as a language subject in the final examination of class-VII from a School or Educational Institution recognized by the Educational Department or Govt. of Odisha or Central Government or any other competent authority.

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

N.B.

Candidates have to submit certificate of passing HSC Examination with odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in odia in final examination of class-VII issued by Principal/ Head Master or any Educational Institution duly recognised by Govt. of Odisha/ Central Govt. or other Competent Authority.

(i) OBC certificates shall not be accepted in lieu of SEBC certificates.

(ii) Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances. The competent authorities are: - District Magistrate/ Collector or Additional District Magistrate or sub-divisional Magistrate/ Sub-Collectors or Executive Magistrates or Revenue officers, not below the rank of Tahasildar/ Additional Tahasildar of Govt. of Odisha.

(iii) Master Degree certificate, Degree certificate, Caste certificate, Odia Test Pass Certificate, Discharge Certificate of Ex-Servicemen and PWD certificate must have been issued by the competent authority within the last date fixed for receipt of applications as indicated above.

(iv) Accept the valid caste certificates only issued in 'online mode' and the Disability Certificate in shape of unique disability identification UDID card for consideration of their claim for availing reservation, failing which their claim for reservation shall not be entertained by the Corporation.

B.CERTIFICATES/ DOCUMENTS IN ORIGINAL TO BE PRODUCED AT THE TIME OF CERTIFICATE VERIFICATION.

1. Candidates who qualify in the Computer Based Test (CBT) shall be called for the Certificate/documents verification, They are required to bring the certificate /documents as listed below from (i) to (xv) have to be in original along with self-attested xerox copies of the same and the copy of the application form during certificate verification. The original documents to be submitted during certificate verification must tally with the documents uploaded by the candidate except the declaration of caste at **Annexure-I**.The candidates claiming reservation/age relaxation under SC/ST/SEBC category must submit the valid caste certificate issued by the Competent Authority to get reservation/ age relaxation in the respective category.

    (i) Conduct/Character certificate fresh from a Gazetted Officer.

    (ii) Declaration regarding any criminal antecedent **(Annexure-II)** .

    (iii) Copy of online Application Form.

    (iv) Two recent pass port size photograph (unsigned & unattested) which has been uploaded with the online application form.

    (v) HSC or equivalent pass certificate in support of declaration of age issued by the concerned Board/ Councils and Mark sheet.

(vi) Intermediate/+2/Higher Secondary examination equivalent pass Certificate and mark sheet issued by the concerned Board/ Council.

(vii) Degree/Graduation pass certificates and mark sheet issued by the recognized University.

(viii) Master Degree /Post Graduation pass certificate and mark sheet issued by recognized University.

(ix) PGDCA/ BCA with minimum one year duration of course.

(x) Caste certificate by birth in support of claim as SC/ ST/ SEBC wherever applicable.

(xi) Resident certificate issued by Competent Authority.

(xii) Candidates have to submit certificate of passing HSC Examination with odia as a compulsory subject, or in lieu thereof a certificate of passing a language test in odia in final examination of class-VII issued by Principal/ Head Master or any Educational Institution duly recognized by Govt. of Odisha/ Central Govt. or other Competent Authority.

(xiii) Discharge certificates identity card and PPO issued by the Commanding officer/Appropriate Authority indicating therein the date of entry, date of discharge and period of service rendered in defence forces.

(xiv) Disability certificate indicating percentage of disability 40% or more issued recently by the concerned Medical Board wherever applicable.

(xv) Candidates claiming reservation under sports person category should be a person of State or National level and recent/ within 5 years must submit the recent/ within last 5 years Identity card issued by the Director, Sports & Youth Service, Department, Govt. of Odisha.

N.B:-

(i) Candidate claiming to be belonging to SC/ST/SEBC category of Odisha by birth are required to submit copy of the relevant Caste Certificate issued by the competent authority in the prescribed form. Candidates of SEBC category must submit copy of SEBC certificate issued by the competent authority within last three years from the date of advertisement.

(ii) Women candidates belonging to SC/ST/SEBC are required to submit caste certificate by birth showing "daughter of ………………………………" Caste certificate by virtue of marriage (i.e showing "wife of …………………………… Is not accepted.

(iii) The candidates who will fail to appear in the certificate verification on the scheduled date, their names will not be taken into consideration while preparing the merit list.

Self Declaration

(At the time of applying for different posts to be filled up through CBT in OSWC)

      I Smt./Sri_____ Daughter/Son of _____ age (as per advertisement)_____ years_____months _____Days, Caste (ST/SC/SEBC)_____ Resident of of Village_____ P.O_____P.S_____Town(NAC) Municipality/Municipal Corporation) _____Tahasil _____District_____,Odisha, PIN code_____ do hereby declare that the information given above is true to the best of my knowledge and belief. I am well aware of the fact that if the information given by me is proved false or not true, I will be liable for action as per law and all the benefits, if any availed by me shall be summarily withdrawn.

Date_____   Signature of the applicant

Place_____   (Name of the applicant)

Self Declaration

(At the time of applying for different posts to be filled up through CBT in OSWC)

I Smt./Sri_____ Daughter/Son of _____ age (as per advertisement)_____ years_____months _____Days, Caste (ST/SC/SEBC)_____ Resident of of Village_____ P.O_____P.S_____Town(NAC) Municipality/Municipal Corporation) _____Tahasil _____District_____,Odisha, PIN code_____ do hereby declare that there is no criminal antecedents/case against me in any police station. If at any stage it will be detected later, I will be liable for action as per law and all the benefits, if any availed by me, shall be summarily withdrawn.

Date_____   Signature of the applicant

Place_____   (Name of the applicant)

15. GROUNDS OF REJECTION OF APPLICATION

APPLICATION/ **CANDIDATURE OF A** CANDIDATE SHALL BE REJECTED AT ANY STAGE OF RECRUITMENT PROCESS, WHEN DISCREPANCY IS NOTICED/ DETECTED.

16. HOW TO APPLY/ INSTRUCTIONS

i. Candidates have to click on the given URL https://oswc.onlineexamsoftware.in/ provided for registration/online application for the post.

ii. In first part read the instructions carefully about the process.

iii. After reading all the instruction, then first click on the post he/she is applying for.

iv. Candidates to fill their work experience (yes/no) and their category.

v. Candidates have to fill their personal details such as name, father's name, mother's name, address, contact details, etc. All the **star marked fields** are mandatory.

vi. **Email id must be valid**, so that candidate will receive the confirmation mail for registration.

vii. Once the candidate enters the date of birth, system will automatically calculate the age.

viii. After filling all the registration details, candidate will click on the **register now** button.

ix. User id will be sent to the registered e-mail id

x. After that candidate have to login in the panel with their user id and their date of birth.

xi. Basic details page will appear after login and then he/she may proceed further while clicking on the save and continue button.

xii. Next tab will appear which requires communication details.

xiii. Candidates have to provide their correspondence address, their permanent address and their preferred test center.

xiv. After filling all the details candidate will proceed further after clicking **save and continue.**

xv. Next tab will appear which requires the educational details.

xvi. Enter the HSC/class 10 details- Name of the board/specialization, institute/university, year of passing and percentage.

xvii. Enter the CHSE/class 12 details- Name of the board/specialization, institute/university, year of passing and percentage.

xviii. Enter the Graduation and Post-graduation details - Name of the board/specialization, institute/university, year of passing and percentage.

xix. If the candidate has any other qualifications they can enter their qualification, specialization, name of university/institute, year of passing and percentage.

xx. Candidate can also add more details by clicking on the **add more** button.

xxi. After filling all the details candidate will proceed further after clicking **save and continue.**

xxii. Next tab will appear which requires work experience details.

xxiii.	If the post requires any work experience then this field is mandatory or, candidate will move directly to the next tab.
xxiv.	Candidate have to fill their work experience details that includes Name of the employer, Post held, Date of joining, Date of leaving and nature of work. Candidate may also add their experience details by clicking of **add more** button.
xxv.	After filling all the details candidate will proceed further after clicking save and continue.
xxvi.	Next tab will appear which requires a self-declaration regarding computer proficiency. Candidates have to declare themselves and then click on the save and continue button.
xxvii.	Next tab will appear which requires photo and signature.
xxviii.	Candidate has to upload only **jpg and jpeg files** and the photo size should be **5 KB to 200 KB.**
xxix.	Uploading of signature only **jpg and jpeg files** and the size should be **5 KB to 50 KB.**
xxx.	For uploading thumb impressing only **jpg and jpeg files** and the size should be **5 KB to 50 KB.**
xxxi.	After uploading the images candidate will proceed further after clicking on **save and continue** button.
xxxii.	Next tab will appear which requires to upload documents.
xxxiii.	Candidate has to upload required documents such as Age Proof, Identity Proof, Address Proof, Department Proof, Educational Qualification proof and Ex-serviceman certificate etc.
xxxiv.	After uploading the documents candidate will proceed further after clicking on **save and continue** button.
xxxv.	Then candidate will declare themselves for providing their valid details in the application.
xxxvi.	By clicking on the save and review button candidate can review their filled application.
xxxvii.	After verifying all details candidate has to click on the **Make payment** button.
xxxviii.	Candidate can pay by using the HDFC or Bank of Baroda payment gateway.
xxxix.	Candidate will redirect to merchant gateway and will pay by any mode (UPI, Credit Card, Debit Card etc.)
xl.	After successful payment candidate will get a confirmation mail on their registered mail id.

> **Note:- Payment is applicable for UR, SEBC category and departmental candidates of OSWC and for SC/ST/PWD category exempted.**

17. <u>RESULTS</u>

The CBT results shall be published in due course in the Official website of the Corporation i.e. www.oswc.in

18. <u>HELP DESK COUNTER</u>

For any technical guidance on filing up the online application, the candidate may contact help desk of M/s Ginger webs Pvt. Ltd over telephone **number +91 93190 92025 or 9319265557 in any working days i.e from Monday to Friday between 10.00 A.M to 7.00 P.M.**

The candidates are required to visit the website of the Corporation at www.oswc.in for detailed information about the programme of the examination/ rejection notice and other important notice etc and also keep track of publication of various notices to the effect in the leading local daily Newspaper for information.

> ONLINE APPLICATIONS SHALL BE AVAILABLE IN THE WEBSITE FROM 15.03.2021 TO 15.04.2021 TILL 11.59 P.M.

CLOSING DATES

NB:- THE ONLINE APPLICATION FORM IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE *TO* BE SUMMARILY REJECTED. THE CANDIDATES ARE ADVISED TO BE CAREFUL WHILE FILING THE ONLINE APPLICATION. ANY MISREPRESENTATION IN THE ONLINE APPLICATION SHALL BE LIABLE FOR REJECTION WITHOUT MAKING ANY CORRESPONDENCE ON THAT SCORE.

Sd/-

Bhubaneswar   Managing Director

Date   OSWC

APPENDIX-I
SCHEME AND SUBJECTS FOR THE EXAMINATION

1. Asst. Manager
ITEM GRID AND SYLLABUS:

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
Technical	25	25
English	50	50
General Studies	50	50
Basic Computer Knowledge	50	50
Total	200	200

The gist of the syllabus of the written examination is described below.The syllabus is indicative and not exhaustive.

APTITUDE & REASONING TEST (25 Marks)
- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work Time &
- Distance Probability
- Mirror& WaterImage
- Cubes & Dice
- Relationship
- Coding-Decoding Age
- Calculation

TECHNICAL (25 Marks)
- Management – MBA level   or
- Botany -Post Graduate level or
- Zoology – Post Graduate level or
- Agriculture – B.Sc.Ag. level

ENGLISH (50 Marks)

- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 Marks)

- Current Affairs (National & International)
- Who's & who (Books and Author, Awards/
- Honours.
- Abbreviations.
- Important Days.
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.

2.Assistant Engineer

ITEM GRID AND SYLLABUS.

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
Technical	25	25
English	50	50
General Studies	50	50
Basic Computer Knowledge	50	50
Total	200	200

APTITUDE & REASONING TEST (25 Marks)
- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

TECHNICAL(25 Marks)

- Hydraulics
- Survey
- Civil Engineering materials
- Construction Technology
- Structural Analysis
- Transportation Engineering
- Irrigation engineering
- Basic knowledge of computer
- Estimating.
- Structural Design.
- Public Health Engineering
- Construction Management
- Advanced construction Technology.

ENGLISH (50 Marks)

- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 Marks)

- Current National events – General
- Indian History –General
- Indian Geography- General
- Indian Polity –General
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.

3. **Superintendent**

ITEM GRID AND SYLLABUS:

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
Technical	25	25
English	50	50
General Studies	50	50
Basic Computer Knowledge	50	50
Total	200	200

The gist of the syllabus of the written examination is described below.The syllabus is indicative and not exhaustive.

APTITUDE & REASONING TEST (25 Marks)
- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work Time &
- Distance Probability
- Mirror&WaterImage
- Cubes & Dice
- Relationship
- Coding-Decoding Age
- Calculation

TECHNICAL (25 Marks)
- Management – MBA level or
- Botany -Post Graduate level or
- Zoology – Post Graduate level or
- Agriculture – B.Sc.Ag. level

ENGLISH (50 Marks)

- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 Marks)

- Current National events – General
- Indian History –General
- Indian Geography- General
- Indian Polity – General
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.

4. Assistant Superintendent

ITEM GRID AND SYLLABUS:

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
Technical	25	25
English	50	50
General Studies	50	50
Basic Computer Knowledge	50	50
Total	200	200

The gist of the syllabus of the written examination is described below.The syllabus is indicative and not exhaustive.

APTITUDE & REASONING TEST (25 Marks)
  ➢ Percentage
  ➢ Average
  ➢ Simple & Compound Interest
  ➢ Profit & Loss
  ➢ Time & Work Time &
  ➢ Distance Probability
  ➢ Mirror&WaterImage
  ➢ Cubes & Dice
  ➢ Relationship
  ➢ Coding-Decoding Age
  ➢ Calculation

TECHNICAL (25 Marks)
  ➢ Management – MBA level or BBA level or B.Sc. Ag. Or
  ➢ B.Sc. Botany (Hons) or Zoology (Hons) or Chemistry (Hons)

ENGLISH (50 Marks)

- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 Marks)

- Current National events – General
- Indian History –General
- Indian Geography-General
- Indian Polity – General
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.

5.Junior Engineer.

ITEM GRID AND SYLLABUS.

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
Technical	25	25
English	50	50
General Studies	50	50
Basic Computer Knowledge	50	50
Total	200	200

APTITUDE & REASONING TEST (25 Marks)
- Percentage
- Average
- Simple & Compound Interest
- Profit & Loss
- Time & Work
- Time & Distance Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding
- Age Calculation

TECHNICAL(25 Marks)

- Hydraulics
- Survey
- Civil Engineering materials
- Construction Technology
- Structural Analysis
- Transportation Engineering
- Irrigation engineering
- Basic knowledge of computer

ENGLISH (50 Marks)

- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 Marks)

- Current National events – General
- Indian History –General
- Indian Geography- General
- Indian Polity – General
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.

6. Warehouse Assistant

ITEM GRID AND SYLLABUS:

GRID	No of question.	Marks.
Aptitude & Reasoning Test.	25	25
English	25	25
General Studies	50	50
Basic Computer Knowledge	50	50
Total	150	150

The gist of the syllabus of the written examination is described below.The syllabus is indicative and not exhaustive.

APTITUDE & REASONING TEST (25 Marks)
- Percentage Average
- Simple & Compound Interest Profit &
- Loss
- Time & Work Time &Distance
- Probability
- Mirror & Water Image
- Cubes & Dice
- Relationship
- Coding-Decoding Age
- Calculation

ENGLISH (25 Marks)
- Verb
- Adverb
- Proverb
- Preposition
- Synonyms
- Antonyms
- Sentence rearrangements
- Fill in the blanks with articles
- Error Correction
- Voice change (Active & Passive)
- Direct & Indirect speech.
- Choosing the similar word.
- Comprehension of passage.

GENERAL STUDIES (50 MARKS)

- Current National events – General
- Indian History – General
- Indian Geography-General
- Indian Polity – General
- General Science & Technology
- Indian Economy
- Sports
- Indian Culture.

BASIC COMPUTER KNOWLEDGE (50)

- Microsoft Word
- Microsoft Excel
- Internet
- Computer Fundamentals
- Abbreviations
- MS Office
- MS Power point.
- MS Access

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