

ଓଡ଼ିଶା ପାୱାର ଜେନେରେସନ କର୍ପୋରେସନ ଲିମିଟେଡ୍  
**ODISHA POWER GENERATION CORPORATION LTD.**

(A Government Company of the State of Odisha)

CIN : U40104OR1984SGC001429

Regd. Off. : Zone – A, 7<sup>th</sup> Floor, Fortune Towers, Chandrasekharpur, Bhubaneswar – 751 023



**POWER YOUR CAREER WITH OPGC**

**RECRUITMENT FOR REGULAR ROLL**

Adv. No. OPGC/CO/ADV/2021/4

Date: 01/01/2022

**Odisha Power Generation Corporation Ltd. (OPGC)** is a Government Company of the State of Odisha. It operates state of the art thermal power plants at Banharpalli, Jharsuguda. It has a total generation capacity of 1740 MW (2x210 MW in first phase and 2x660MW in second phase). Incorporated on November 14, 1984, OPGC was envisioned with the main objective of establishing, operating & maintaining large Thermal power generating stations.

OPGC invites application from dynamic and result oriented professionals in the following positions on regular rolls:

Department	Designation	Grade	Qualification	Experience in Years
Secretarial & Legal	Senior Manager / Dy. General Manager (Company Secretary)	E5 / E6	Fellow Membership of the Institute of Company Secretaries of India (ICSI). Additional qualification in Law is desirable.	15+
HR	Senior Manager / Dy. General Manager (HR & IR)	E5 / E6	MBA (HR) / Post Graduate Diploma in PMIR or Equivalent qualification. Additional qualification in Law is desirable.	15+
HR	Senior Manager / Dy. General Manager (CSR)	E5 / E6	MBA (HR) / MSW / PGD in Rural Management / Development.	15+

### Important Dates:

Sl. No.	Description	Date
1.	Opening Date for online submission of Applications	01.01.2022
2.	Last Date for online submission of application	21.01.2022
3.	Last Date for receiving Hard copies of application along with supporting documents at Corporate Office, Bhubaneswar	31.01.2022

### 1. Position

- Depending upon required experience and suitability, selected candidate shall be offered appropriate Designation / Grade (E5 / E6).

### 2. Pay & Allowances

- As per rules of the Corporation.

### 3. Superannuation

- The age of Superannuation is 60 Years.

### 4. Accommodation

- Suitable family / bachelor accommodation will be provided to the selected candidate at ITPS Township as per rules of the Corporation.

### 5. Location of Posting

- In Thermal Power Station (ITPS), Banharpalli, Dist.: Jharsuguda, Odisha/ Corporate Office, Bhubaneswar as per requirement of the corporation from time to time.

### 6. Health

- Final Appointment of selected candidate is subject to he/she being to have sound health condition and being physically & mentally fit in the pre-employment medical examination to be conducted by OPGC or at any hospital as prescribed by OPGC.

### 7. Other Important Criteria

- Only Indian Nationals are eligible to apply.
- The candidate shouldn't have any Vigilance or Disciplinary proceedings pending against his/her name.

## 8. Selection Process

- Candidates are required to produce original certificates towards proof of Age, Qualification, Experience and previous salary statement for verification at the time of Personal Interview.
- OPGC reserve the right to relax the selection criteria without any notice.
- Filling up of vacancies are at the sole discretion of Management. OPGC may cancel the whole interview process or any part of it without assigning any reason thereof.
- Final Selection will be made as per OPGC recruitment policy.

## 9. General Information & Instruction

- Application found incomplete in any respect are liable to be rejected and No communication in this regard will be made to candidate.
- Mere application for the post or full filling of the criteria doesn't confer any right to the application to claim appointment.
- Candidates working in State Govt. / Central Govt. / PSUs / Autonomous Bodies of Govt. shall have to produce **"No Objection Certificate" (NOC)** at the time of Personal Interview.
- Candidates working in Private Companies should submit Relieving Letter at the Time of Joining.
- Furnishing of Wrong Information / Suppression of Material Facts, if detected at any stage will lead to cancellation of candidature. However, if the same is found after appointment, the services will be terminated without any notice and legal action as deemed fit will be initiated.

## 10. How to Apply

- Candidates are required to log-in to [www.opgc.co.in](http://www.opgc.co.in) and proceed to careerspage to view the advertised positions and register their email ID for filling up the Online Application Page.
- Candidates should click on the online application link, read the instructions carefully and fill-in the online application form giving accurate information.
- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully. While applying online, candidate needs to upload the scanned copy of their recent passport size color photograph & signature. In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- The signature and Passport Size Photograph should be of the following size:

	File Size	Dimension
Photograph	25 KB to 50 KB	3.5 cm X 4.5 cm
Signature	25 KB to 35 KB	3.5 cm X 1.5 cm



**\*\* The copy of the same photograph uploaded along with Application form should be used throughout the recruitment process.**

- The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach the following address on or before the last date by Speed Post or Courier:

**Deputy Manager (HR)  
Odisha Power Generation Corporation Ltd.  
Zone-A, 7<sup>th</sup> Floor, Fortune Towers  
Chandrasekharpur, Bhubaneswar, Odisha-751023**

- **Name of the “Post applied” should be super-scribed on the top of envelop** used for sending the hard copy of the application. No application will be received by hand. No manual / paper application will be entertained directly. Only application generated from online form sent through Courier/Speed post will be valid.
- Please Note, A candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received on or before 31-01-2022 before close of Office Hours.
- OPGC will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reason whatsoever.
- Shortlisted candidates for Personal Interview will be intimated separately regarding schedule and mode of Personal Interview
- Shortlisted candidates will be required to produce all original certificates as communicated by OPGC at the time of Personal Interview and No Time extension will be given for the same.

### **11. Instruction to Candidates**

- The candidates should keep soft copies of all the Documents, Photograph and Signature softcopy ready before filling-up the Online Form.
- Candidates should preferably keep a copy of the Online Form generated after filling all mandatory fields.
- In case of any Technical Difficulty please contact:  
Tel: 0674-2354859/8480904123  
Email: [webmaster@opgc.co.in](mailto:webmaster@opgc.co.in)  
For any Other query please write to [hr@opgc.co.in](mailto:hr@opgc.co.in)

### **12. Update**

- Any update regarding the advertisement will be published in our website: [www.opgc.co.in](http://www.opgc.co.in). Candidates are advised to regularly visit our website for any update.

**Vice President (HR)**