



ODISHA STATE MEDICAL CORPORATION LIMITED.

(A Government of Odisha Undertaking)

(Assuring Quality, Saving Lives)

Office: Convent Square, In front of Ram Mandir, Bhubaneswar – 751007, Odisha

Website: www.osmcl.nic.in, E-mail: rec.osmcl@nic.in

GENERAL INSTRUCTIONS / INFORMATION FOR THE CANDIDATES

1. Applicants should ensure that they fulfil the eligibility criteria mentioned for each post as advertised by Odisha State Medical Corporation Ltd. hereafter called as OSMC. They should **read thoroughly the general instructions, instructions regarding filling up of the forms as given in the website.**
2. Candidates satisfying the eligibility conditions have to submit online application form available at OSMC website www.osmcl.nic.in. Correct filling up of the online application form, its timely submission is the sole responsibility of the candidate.
3. More than one application i.e. multiple applications for a single post by an applicant will not be accepted. However, one candidate can apply for more than one post. However, in case of the posts of Manager and Assistant Manager – Procurement (Drugs & Surgical) there shall be one common application form and similarly for the posts of Manager and Assistant Manager – Procurement (Equipment) there shall be one common application form. For other posts, candidates have to submit separate application form for each post.
4. The candidate must be a permanent resident of Odisha. Residence / nativity / domicile certificates issued by the competent authority need to be uploaded by the candidates at the time of filling up of the forms. In case the candidate is unable to submit the certificate, he must upload an undertaking which is available in the “ How to Apply “ section. The candidate is required to submit the residence certificate before appearing for the Computer Based Written test / interview / or as will be instructed by the OSMC.
5. The candidate must have passed 7th standard examination with Odia as a language from any board recognized by Board of Secondary Education, Odisha / passed Matriculation examination with Odia as medium of examination in non-language subject or passed in Odia as a 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 / passed a test in Odia in Middle English School Standard conducted by the Board of Secondary Education, Odisha.
6. The maximum age limit for all the posts is 40 years as on the last date for submission of online application form. However relaxation of age upto 10 years for PWD candidates, 5 years for SC / ST / SEBC / Women candidates shall be allowed. Relaxation of age for the Ex-Service Men will be made as per Government norms.
7. Candidates belonging to SC / ST / SEBC category shall upload latest caste certificate issued by the competent authority failing which they shall be treated as general category candidates and their eligibility shall be considered accordingly.
8. Ex-Service men have to submit discharge certificate issued by Commanding Officer of the Unit last served.
9. In case of non-availability of suitable women candidates, male candidates will be considered for selection (wherever there is reservation for women candidates).
10. Candidates should have Degrees from UGC / AICTE recognised Universities / Institutions & Govt. of India approved

institutions.

11. In case the marks have been obtained in grade points, documentary evidence of method of conversion of marks (as issued by competent authority) from grades to percentage has to be uploaded.
12. Graduation marks shall be calculated from the aggregate marks secured. In case of candidates having Ancillary and Foundation course / subjects, the total marks in these subjects shall be deducted from the total marks of graduation. Similarly, the marks secured by the candidate in Ancillary and Foundation course shall be deducted from total marks and graduation percentage shall be calculated accordingly. For example, if the total graduation marks is 1800 and the total marks of these subjects carry 200 marks, then percentage shall be calculated from 1600 (1800 – 200 marks) after deducting the marks obtained in Ancillary and Foundation course / subjects from total marks secured by the candidate.
13. Post-Qualification experience shall be counted from the month of August of the relevant year, i.e. the start of Academic session, unless the candidate submits documentary proof to the contrary. For example, for the post having two years of post-qualification experience, candidates who have passed in the academic year 2014-15 and after shall not be considered. Similarly, for the post having three years of post-qualification experience, candidates who have passed in the academic year 2013-14 and after shall not be considered. For the posts having five years of post-qualification experience, candidates who have passed in the academic year 2011-12 and after shall not be considered.
14. Post-qualification experience shall be considered up to the last date of submission of the application form.
15. Submission of salary slips / offer / appointment / promotion / increment / confirmation / resignation letters in support of post-qualification experience are not acceptable. However, in case of current organisation, appointment letter and last month's salary slip / NOC shall be accepted.
16. The experience certificate from the employer/s must clearly specify the period which they are / were working (from....to.....), name of the post and nature of responsibility. Candidates must also mention their entire post-qualification experience in the application form and submit experience certificates in support of the same.

17. **Selection Modalities:**

For the posts of Sr. Manager (IT), Sr. Manager (Equipment), Manager - Procurement (Drugs & Surgical), Manager - Procurement (Equipment), Asst. Manager - Procurement (Drugs & Surgical), Asst. Manager - Procurement (Equipment) and Accountant the following selection modalities shall be adopted.

A. Computer Based Written Test (weightage of 50%), which will consist of three sections -

- Theoretical Knowledge - 40 marks,
- work domain knowledge - 30 marks,
- General aptitude - 30 marks. Test of General aptitude will include verbal, quantitative, comprehension and data interpretation components.

The Computer Based Written Test shall comprise of Multiple Choice Questions (MCQs) with no negative marks for wrong answer

B. Career Marks with weightage of 35%.

(HSC or equivalent -10 %, Intermediate or equivalent - 10%, Qualifying degree - 15%)

C. Interview (weightage of 15%).

Candidates for the above mentioned posts will be short listed for interview in the proportion of 1:15 on the basis of score in the written test and career marks taken together.

The final selection shall be made on the basis of the total score in the written test, career marks and marks secured in interview. In case of equality of marks, for final selection, the candidate older in age shall be selected

For the post of Accountant, for the purpose of calculating career marks, Graduation marks shall be calculated excluding ancillary and foundation courses (wherever applicable).

Further, please note the following :

- (i) There shall be one common selection process i.e Computer Based Written Test, Career marks and Interview (for short-listed candidates) for the posts of Manager and Assistant Manager – Procurement (Drugs & Surgical)
- (ii) There shall be one common selection process i.e Computer Based Written Test, Career marks and Interview (for short-listed candidates) for the posts of Manager and Assistant Manager – Procurement (Equipment).
- (iii) Based on merit, there shall be one common merit list for the posts of Manager and Assistant Manager – Procurement (Drugs & Surgical). The candidate on top of the merit list shall be offered the post of Manager - Procurement (Drugs & Surgical) and the candidate next in the merit list shall be issued offer letter for the post of Assistant Manager – Procurement (Drugs & Surgical). There shall be a waiting (panel) list of four candidates as per merit which shall remain valid for one year. In the event of any vacancy arising at any point of time, these posts shall be filled up in order of merit.

In case of creation of vacancy in the post of Manager – Procurement (Drugs & Surgical) within the validity period of the waiting list due to non-joining, resignation etc., the candidate who has been offered the post of Asst. Manager by virtue of his position in the merit list shall be offered to join in the post of Manager, being next in the merit list, while the candidate next in the merit list shall be offered the post of Asst. Manager who may join in the post or choose to remain in the waiting list for the post of Manager. In such case, the candidate next in the merit list shall be offered the post of Asst. Manager.

- (iv) Similar procedure as elaborated in para 17 (ii and iii) above shall also apply for the posts of Manager and Assistant Manager – Procurement (Equipment)

For the post of Assistant (HR & Admn) & Jr. Assistant (MD's Secretariat), following selection modalities shall be adopted:

A. The nos. of candidates to appear in the Computer Based Written Test for each post will be limited to 300 numbers. For this purpose, the candidates having the highest score under career marks weightage of 35% in the following proportion will be short-listed for the written test.

(HSC or equivalent – 10%, Intermediate or equivalent – 10% and Qualifying Degree i.e. Graduation – 15%).

(Ancillary & Foundation course marks of the graduation examination (wherever applicable) shall be deducted while computing graduation marks).

In case of equality of career cut-off marks, candidates having equal marks shall be eligible for the written test, even though the number may exceed 300.

B. The shortlisted candidates for the posts of Assistant (HR & Admn) and Jr. Assistant (MD's Secretariat), shall appear in the common Computer Based Written Test having weightage of 50% which will consist of two sections :

- General Aptitude (70 Marks). General aptitude will include General English, Comprehension, Reasoning and General Knowledge and
- Practical Knowledge (30 Marks) which will include knowledge of MS Word, MS Excel, PowerPoint presentation and internet etc).

The Computer Based Written Test shall comprise of Multiple Choice Questions (MCQs) with no negative marks for wrong answer

C. In case of the post of Assistant (HR & Admin), candidates will be short-listed for interview in the proportion of 1:15 on the basis of score in the career marks and computer based written test taken together. The Interview shall carry weightage of 15%.

Final merit list for the post of Assistant (HR & Admin) shall be prepared on the basis of the total score in the written test (weightage of 50%), career marks (weightage of 35%) and marks secured in the interview (weightage of 15%).

D. In case of the post of Jr. Assistant (MD's Secretariat) there shall be no Interview. There shall be a Computer Typing Skill Test (English) having weightage of 15%. Candidates will be short-listed for Computer Typing Skill Test in the proportion of 1 : 15 on the basis of score in the Career marks & written test taken together

E. Final merit list for the post of Jr. Assistant (MD's Secretariat) shall be prepared on the basis of the total score in the written test (weightage of 50%), career marks (weightage of 35%) and marks secured in computer typing skill test (weightage of 15%). In case of equality of marks, for final selection, the candidate older in age shall be selected.

Further please note the following information:

- Two separate merit lists for the above two posts shall be prepared taking into account the respective scores as per the selection process explained above.
- There shall be two separate waiting (panel) lists consisting of candidates two times the nos. of posts of Assistant – HR & Admn. and Junior Assistant – MD's Secretariat. The waiting list shall remain valid for one year and shall be prepared after obtaining options from the candidates who get selected for both the posts to choose one of the post.

18. Documents required : Candidates must mandatorily upload the following legible documents. (Scanned copy of original documents in PDF format of size within 50 to 200 KB). Detail also mentioned in "How to Apply" section.

I. Documents in support of Educational Qualification

- a. Certificates and mark sheets of HSC / equivalent examination.
- b. Certificate and mark sheets of Intermediate / equivalent examination.
- c. (If the candidates has passed examinations equivalent to HSC / Intermediate or both, he has to submit proof of equivalence of such examination.
- d. Proof of having passed Odia up to 7th standard or as specified at point no. 5.
- e. Certificate and mark sheets of the qualifying examination (of each year) as specified in the eligibility criteria.

II. Documents in support of Post-Qualification Experience

- a. All post-qualification experience certificate/s as prescribed in the advertisement. Candidates must briefly

mention the relevance of their post-qualification experience in relation to the requirements of OSMC as mentioned in the advertisement in the appropriate column provided under "Experience Details ". Candidates must ensure that they mention all the post-qualification experience in the appropriate column and upload experience certificates in support of the same.

III. Documents in support of Residence / Caste / Disability

- a. Residence / nativity / domicile certificates issued by competent authority or the undertaking as mentioned at point no. 4 of this General Instructions. The undertaking format is available in the "How to Apply " section.
- b. Caste Certificate in case of SC / ST / SEBC candidates,
- c. Disability certificate clearly specifying the nature and percentage of disability issued by the competent authority, in case of applicants belonging to PWD category.
- d. Discharge Certificate issued by Commanding Officer of the Unit last served, in case of Ex-Service Men.

IV. Other documents to be uploaded

- a. Colour Passport size photo of the candidate which must be within 100 kb in size and in JPG / JPEG format.
- b. The signature of the candidate which must be within 100 kb in size and in JPG / JPEG format.
- c. Proof of ID like Voter Identity / PAN / Adhar card / Driving License etc which the candidate shall bring at the time of the written test.

Please refer to the check list of documents to be submitted given at the end of the " General Instructions / Information " .

19. Candidates should fill up the online application form carefully as applications once finally submitted cannot be edited. OSMC shall not be responsible for submission of incorrect entry/s in the application form by the candidate.
20. No documents uploaded by the candidates shall be taken into consideration unless the said information has been mentioned in the application form. Hence candidates are requested to be extremely careful and thorough in filling up the form.
21. Candidates should have a valid e-mail ID and mobile number which they must correctly mention in the application form and they are advised to retain the same email-id and mobile number which they have furnished in the application form, as important information shall be given to the candidates through SMS or e-mail from time to time. Odisha State Medical Corporation shall not be responsible if the candidate is unable to receive any communication due to wrong entry of email address / mobile number by him / her.
22. Candidates are strongly advised to regularly check the web site www.osmcl.nic.in for any update / information on the selection process.
23. The name of the candidate and his/her parents' name in the application form must exactly be the same as registered in HSC / equivalent Examination. No prefix / title such as Mr / Sri / Dr / Mrs / Smt etc should be used.
24. If any candidate is found ineligible at a later date, even after his / her selection / appointment, his / her selection / appointment will be cancelled.
25. The offer of appointment to the selected candidates is subject to verification of original certificates / documents and experience at the discretion of OSMC.
26. The decision of OSMC regarding the eligibility of any applicant and his selection shall be final.

27. Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Bhubaneswar.
28. Canvassing in any form will disqualify the candidate.
29. OSMC Management reserves the right to amend any of the provisions of the recruitment process or cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof.
30. Filling up of the vacancies is at the sole discretion of the management of the Corporation and no claim shall arise as a matter of right if vacancies are not filled up due to unsuitability / non-availability of candidates.
31. In case any doubt regarding the online application form **or the recruitment process**, candidates may contact HR division of Odisha State Medical Corporation in email address – rec.osmcl@nic.in. Kindly note, candidates have to seek clarification/s, if any in email only. No other mode of communication shall be entertained.

Sd/

Managing Director
Odisha State Medical Corporation Ltd

Checklist for uploading Documents:

1. Residence certificate / or
2. Undertaking as mentioned in point no. 4. (If any)
3. Caste certificate (in case of SC / ST / SEBC candidates)
4. Disability certificate (in case of PWD candidates)
5. Discharge certificate (in case of Ex-Service men)
6. Proof of having passed Odia upto 7th standard.
7. HSC or equivalent certificate
8. HSC or equivalent mark sheet
9. Intermediate / equivalent certificate
10. Intermediate / equivalent mark sheet
11. Equivalence certificate (If any-for HSC / Intermediate)
12. Qualifying degree (B.Pharm / B.Tech. / Graduation / B. Com as the case may be) certificate
13. Qualifying degree mark sheets of all years including final mark sheet
14. Mark sheets of back paper, (if any)
15. Proof of conversion from grade to percentage conversion (if marks are obtained in grades)
16. Graduation mark sheet / certificate mentioning ancillary & foundation courses marks (if any)
17. Post-qualification experience certificate/s
18. NOC / Last month pay slip along with appointment letter for current employer (If any)
19. Recent passport size coloured photo graph
20. Scanned copy of signature
21. ID proof
22. Any other document/s

Candidates are requested to refer to the instructions on “ How to Apply “ available in the web site for filling up of the application forms