

# ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ

## Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, Pin. 751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: [www.odishafdc.com](http://www.odishafdc.com) E-mail ID: general@odishafdc.com]

No. 13510 / Estt. (Misc)/53/2020

dated, Bhubaneswar, the 20th September' 2021

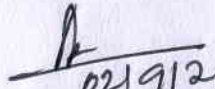
### NOTICE

With reference to the advertisement No. 16710 dt. 20.10.2020 of OFDC Ltd. the candidates for the post of Executive Assistant (Junior Stenographer) as per Annexure - '1' are hereby intimated to attend the Corporate Office of O.F.D.C. Ltd. at A/84, Kharavel Nagar, Bhubaneswar alongwith following required Original Certificates and documents for verification on 13.09.2021 at 10.30 AM. The candidates have been intimated through individual letters in their e-mail ID for the purpose.

- 1 Admit Card issued for Recruitment Test.
- 2 H.S.C (10<sup>th</sup>) Certificate in support of the proof of age.
- 3 Certificate and Mark Sheets of qualifying examinations (+3 examination or equivalent examination of a recognized university)
- 4 Certificate of Stenography qualifying examination.
- 5 Certificate of passing in Odia as a subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects or passing a test in Odia Language in Middle School Standard examination conducted by the school & Mass Education Department, Odisha Board of Secondary Education, Odisha)
- 6 Candidates claiming reservation as SC/ST/SEBC category shall produce Caste Certificate issued for the purpose of service issued by the competent authority.
- 7 Experience Certificate issued by the employer as on date of Application.
- 8 Copy of the engagement letter issued from the Manpower Service Provider for in service contractual employee engaged directly or through manpower service provider in the OFDC Ltd.
- 9 Disability Certificate (indicating percentage or permanent disability) issued by the competent authority (Person with more than 40% of any qualified disability as certified by competent authority shall be eligible for reservation)
- 10 Discharge certificates for Ex-Serviceman issued by the commanding officer of the unit last served wherever applicable.
- 11 Identity card issued in their favour by the Director Sports & Youth services Dept., Govt. of Odisha for those applying under sportsman quota.

It may be noted that this notice is meant only for verification of Certificates and documents for determining eligibility for selection of a candidate for the post of Executive Assistant (Junior Stenographer) in OFDC Ltd. and this is not to be treated as an offer of appointment. A candidate who fails to attend this office for verification of documents will be treated as not eligible and hence his candidature will be rejected. Final selection of candidates for the post of Executive Assistant (Junior Stenographer) will be made on the basis of Merit and eligibility with due consideration to the different categories of posts as advertised.

**N.B.** The Candidates are requested to bring a Xerox Copy of all the Original required documents/Certificates to be produced before the Screening Committee for reference of the Corporate Office.

  
02/9/21  
DIRECTOR (COMMERCIAL)

## ANNEXURE-1

**LIST OF CANDIDATES CALLED FOR VERIFICATION OF ORIGINAL DOCUMENTS FOR THE POST OF EXECUTIVE ASSISTANT (JUNIOR STENOGRAPHER) IN OFDC LTD IN PURSUANCE OF THE ADVERTISEMENT NO. 16710/Estt(Misc)/53/2020 dated 20.10.2020**

| Sl. No | Application No | Name of the Candidate | Date and Time of Verification |
|--------|----------------|-----------------------|-------------------------------|
| 1      | B3OFAP0001486  | ALOK BARIK            | 13.09.2021 at 10.30 A.M       |
| 2      | C3OFAP0000640  | ANITA SETHI           | 13.09.2021 at 10.30 A.M       |
| 3      | B3OFAP0001444  | ARUNI GOUDA           | 13.09.2021 at 10.30 A.M       |
| 4      | C3OFAP0003182  | BIHARI NAG            | 13.09.2021 at 10.30 A.M       |
| 5      | B3OFAP0004127  | BIJAYALAXMI BEHERA    | 13.09.2021 at 10.30 A.M       |
| 6      | C3OFAP0003717  | BISHNUPRIYA BEHERA    | 13.09.2021 at 10.30 A.M       |
| 7      | B3OFAP0004914  | BISWAJIT BAGHA        | 13.09.2021 at 10.30 A.M       |
| 8      | G3OFAP0005097  | CHANDRA SEKHAR SAHOO  | 13.09.2021 at 10.30 A.M       |
| 9      | G3OFAP0004406  | JANARDAN PRADHAN      | 13.09.2021 at 10.30 A.M       |
| 10     | B3OFAP0002222  | MADHUSMITA PALLEI     | 13.09.2021 at 10.30 A.M       |
| 11     | B3OFAP0004440  | NISHIKETAN SAHOO      | 13.09.2021 at 10.30 A.M       |
| 12     | B3OFAP0003002  | PRADEEP KUMAR PRADHAN | 13.09.2021 at 10.30 A.M       |
| 13     | B3OFAP0001079  | RAJESH KUMAR LENKA    | 13.09.2021 at 10.30 A.M       |
| 14     | B3OFAP0004007  | RAMA CHANDRA ROUT     | 13.09.2021 at 10.30 A.M       |
| 15     | B3OFAP0000936  | SANDIP DALUA          | 13.09.2021 at 10.30 A.M       |
| 16     | C3OFAP0002045  | SANJAY KUMAR SETHI    | 13.09.2021 at 10.30 A.M       |
| 17     | C3OFAP0001732  | SUBARNA KHATUA        | 13.09.2021 at 10.30 A.M       |
| 18     | B3OFAP0001501  | UTTAM KUMAR MOHANTY   | 13.09.2021 at 10.30 A.M       |