

**ADVERTISEMENT FOR RECRUITMENT OF NON-EXECUTIVES IN OMC LTD.**

No.65 /OMC

Date: 04/01/ 2022

OMC, a Gold category and largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome & bauxite ores. Inspired by the vision to emerge as the market leader and to play a catalytic role in the growth of industrialization, OMC caters to the requirements of mineral based industries. The Corporation has registered annual turnover of Rs.5587 Crore in FY 2020-21 and is on a high growth trajectory.

The Corporation intends to fill up the Non-Executive posts in different disciplines as under:

**1. Vacancy :-**

The vacancies are against the sanctioned regular posts. However, the candidates shall initially be appointed as Trainees for a period of 1 (one) year from the date of joining the post with consolidated stipend. On successful completion of training period, they shall be kept under probation for a period of one year during which the trainees shall be allowed the regular pay scale & other allowances.

Sl. No.	Name of the Post & Grade	Scale of Pay	Basic Qualification	Total Vacancy	Category of Posts			
					UR	SEBC	SC	ST
1	<b>Jr. Accountant</b> (Class- III Grade)	Pay Level-8 Rs. 29,200 to Rs.92,300	Degree in Commerce from recognized University with Diploma in Computer Application/ PGDCA.	27 (09-W) (01-PwD)	14 (04-w)	02 (01-w)	05 (02-w)	06 (02-w)
2	<b>Electrician- III</b> (Class- III Grade)	Pay Level-5 Rs. 21,700 to Rs.69,100 (02 extra increments at the time of entry into regular post)	HSC with ITI in Electrician, lineman/ wireman Trade from recognized institute with valid workman permits "A" certificate issued by the Competent Authority, <b>OR</b> HSC with ITI in Electrician, lineman/ wireman Trade from recognized institute with minimum Lineman- MV (with Learner Permit for Workman-HT) issued by Electrical Licensing Board, Odisha (ELBO).	12 (04-W)	06 (02-w)	01	02 (01-w)	03 (01-w)
<b>TOTAL</b>				<b>39</b>	<b>20</b>	<b>03</b>	<b>07</b>	<b>09</b>

- The online application portal for online application by the interested eligible candidates shall be made **Go-live** from **2:00 PM of 18.01.2022 till 11:59 PM of 07.02.2022**, which will be available in OMC website (<https://omcltd.in>).
- OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.
- Candidates are requested to visit Corporation website <https://omcltd.in> > Recruitment Portal at regular intervals for any notification, news, updates etc. relating to this recruitment.

**IMPORTANT DATES**

<b>Starting date of On-line Application Form</b>	<b>02:00 PM of 18.01.2022</b>
<b>Closing Date of On-line Application Form</b>	<b>11:59 PM of 07.02.2022</b>

Sd/-  
**GENERAL MANAGER (P&A)**

## 2. Eligibility Criteria:-

Sl.No.	Name of the Posts	Basic Qualification	Maximum Age as on 31.12.2021
1	Jr. Accountant, Class- III Grade	Degree in Commerce from recognized University with Diploma in Computer Application/ PGDCA.	Not below 18 years and above 32 years. 1) Upper age limit in case of SC/ ST/ SEBC/ Women/ PwD/ shall be relaxed as per norms of Govt. of Odisha). 2) Upper age limit in case of departmental candidates fulfilling the eligibility criteria shall be relaxed up to maximum 10 years in accordance with the provisions of OMC R&P Rules for Non-executives, 2012 & OMC R&P Rules for Non-executives, 1997.
2	Electrician- III, Class- III Grade	HSC with ITI in Electrician, lineman/ wireman Trade from recognized institute with valid workman permits "A" certificate issued by the Competent Authority,  <b>OR</b>  HSC with ITI in Electrician, lineman/ wireman Trade from recognized institute with minimum Lineman- MV (with Learner Permit for Workman-HT) issued by Electrical Licensing Board, Odisha (ELBO).	

- Relaxation for SC /ST/SEBC, PwD & Women:
  - a. The upper age limit is relaxable by **05 (five) years** in case of **SC, ST and SEBC** candidates.
  - b. The upper age limit is relaxable by **05 (five) years** in case of **Women** candidates.
  - c. The upper age limit is relaxable by **10 (ten) years** in case of **PwD** candidates.
- Provided that a person who comes under more than one category as mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/ her. **However, Persons with Disabilities belonging to SC/ ST/ SEBC category are eligible for age relaxation benefit upto 15 years.**
- Date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board/ Council will only be accepted.

## 3. Initial Post & Stipend:-

Sl. No	Name of the Posts	Stipend per month	Conditions to apply for the training period
1	Jr. Accountant Trainee	Rs. 29200.00	<ol style="list-style-type: none"> <li>1. Inter-se seniority of the selected candidates shall be maintained.</li> <li>2. The trainee shall not be allowed any kind of leave except casual leave &amp; compensatory leave (if posted to field office) during the training period.</li> <li>3. The training period shall not be counted for calculation of leave allowed under the OMC Leave Rules, 1976 &amp; sanction of increments.</li> <li>4. The trainee shall not be allowed any kind of allowances and loan except House Rent Allowance.</li> </ol>

Sl. No	Name of the Posts	Stipend per month	Conditions to apply for the training period
2	Electrician- III Trainee	Rs. 21700.00	<p>5. The trainee may be provided Corporation Quarter on availability &amp; eligibility. In lieu of Corporation Quarter, the trainee shall be allowed House Rent Allowance. The starting Pay + Grade Pay in the corresponding pre-revised scale of pay (ORSP Rules, 2008) of the concerned post shall constitute the basis for sanction of House Rent Allowance.</p> <p>6. The trainee shall be allowed Medical facilities as extended to a regular employee.</p>

#### 4. Domicile Status of the candidate:-

Residents of the state of Odisha (candidates who are native to Odisha) only can apply for the above Non-Executive posts. Candidates belonging to other states are **not eligible** to apply for the posts.

#### 5. How to apply :-

Candidates must go through “General Instructions” & “How to apply” as detailed under carefully while filling up the Online application. The “General Instructions” & “How to apply” shall be useful for filling up the Online application after it is made **Go-live**.

#### General Instructions

1.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents: a) Valid e-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (not older than 3 weeks). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature. d) Required certificates and documents as mentioned in the Advertisement.
2.	Category and Sub-category [General (UR)/SC/ST/SEBC/PwD] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.

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#### How to apply

I.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).						
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF <b>STEP-I</b> and <b>STEP-II</b> . Once the form is submitted, it can't be edited.						
III.	The step by step process for submitting the application form is given below: <table border="1"> <tbody> <tr> <td><b>Step-I</b></td> <td>:</td> <td>Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID.</td> </tr> <tr> <td><b>Step-II</b></td> <td>:</td> <td>Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI MOPS through Net Banking/Debit Card/Credit Card/UPI.</td> </tr> </tbody> </table>	<b>Step-I</b>	:	Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID.	<b>Step-II</b>	:	Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI MOPS through Net Banking/Debit Card/Credit Card/UPI.
<b>Step-I</b>	:	Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail ID.					
<b>Step-II</b>	:	Please log out and re-log in to go to the Application Form. Fill up the Eligibility Details, Personal Details, Qualification Details, Upload relevant documents and submit Fee (if applicable) online via SBI MOPS through Net Banking/Debit Card/Credit Card/UPI.					

IV.	<b>Application once submitted cannot be withdrawn and fee once paid shall not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future</b>
<b>STEP-I Registration</b>	
a.	The candidates agreeing to the terms & conditions may proceed further by clicking “ <b>I agree</b> ” check box and pressing the “ <b>Start</b> ” button at the appropriate place of the online application form which shall be made Go-live from 18.01.2022.
b.	The candidate should fill up all the desired information i.e. <b>Personal Details, Contact Details, etc.</b> correctly.
c.	On completion of Step-I registration, the candidate will receive a message in the registered e-mail ID conveying his/her login ID and password.
d.	The candidate has to log-out and log in again in order to fill up other details in application form.
<b>STEP-II Completion of Application form</b>	
e.	After registration, candidate may re-login and click on "Go to Application Form" icon at top right corner, select his category and other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature/relevant documents and submit Application Fee (if applicable) through Online mode via Debit card, Credit card, Internet Banking & UPI through SBI MOPS.
f.	Instructions regarding scanning of Photograph, Signature, Self-declaration and Certificates. Candidate should upload the scanned (digital) image of his/her photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: <ul style="list-style-type: none"> <li>i. <b>Photograph Image:</b> <ul style="list-style-type: none"> <li>• Photograph must be a recent passport size colour picture on light coloured background.</li> <li>• The size of the scanned image should be between 50kb -100kb in jpg/ jpeg format only.</li> </ul> </li> <li>ii. <b>Signature image:</b> <ul style="list-style-type: none"> <li>• The applicant has to sign on white paper with Black/Blue ball point pen.</li> <li>• Size of file should be between 50kb – 100kb in jpg/jpeg format only.</li> </ul> </li> <li>iii. <b>Certificate image:</b> <ul style="list-style-type: none"> <li>• Please scan the relevant Certificates.</li> <li>• Each Certificate in JPG/JPEG/PDF format only and Size of file should be between 50kb – 1000kb.</li> </ul> </li> <li>iv. <b>Self declaration image:</b> <ul style="list-style-type: none"> <li>• Please scan the relevant self declaration for caste &amp; resident / resident.</li> <li>• The self declaration to be in JPG/JPEG/PDF format only and Size of file should be between 50kb – 1000kb.</li> </ul> </li> </ul>
g.	Once the application is submitted, candidates will automatically be redirected to SBI payment gateway to deposit the fee of INR 500/- + Bank charges (if applicable) through Debit Card/Credit Card/Net Banking/UPI etc. Candidate may generate payment acknowledgement slip for future reference.
h.	<b>Guidelines for remittance of fee are as under:</b> <ul style="list-style-type: none"> <li>• Post submission, the candidate will be re-directed to Payment gateway to make the online payment of application fees.</li> <li>• Kindly verify the details and make the payment for application fees via the different payment modes.</li> <li>• Post successful payment of application fees, candidate will be redirected to his/her application form.</li> </ul>
i.	<ul style="list-style-type: none"> <li>• For the purpose of all future reference, the candidates are advised to keep a printout of their application form, after successful submission.</li> <li>• For technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: <a href="mailto:omclhelpdesk2022@gmail.com">omclhelpdesk2022@gmail.com</a> or Helpdesk No: <b>7669631162</b> from 18.01.2022 to 07.02.2022 from 10:00 AM to 5:00 PM on working days.</li> </ul>

## 6. Position of Vacancies and Reservation Thereof:-

The vacancy position along with reservation thereof is given below.

Sl. No.	Name of the Post/ Grade	Total No. of vacancies	No. of posts reserved for				
			UR	SEBC	SC	ST	PwD
1	2	3	4	5	6	7	8
(i)	Jr. Accountant Class- III Grade	27 (09-w)	14 (04-w)	02 (01-w)	05 (02-w)	06 (02-w)	01 [(a) Blindness and Low Vision / (b) Deaf and hard of hearing / (c) Locomotor disability including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy / (d) Autism, intellectual disability, specific learning disability and mental illness / (e) Multiple disabilities from amongst persons under clause (a) to (d) including deaf- blindness in the posts identified for each disability from time to time]
(ii)	Electrician- III Class- III Grade	12 (04-w)	06 (02-w)	01	02 (01-w)	03 (01-w)	
<b>Total</b>		<b>39</b>	<b>20</b>	<b>03</b>	<b>07</b>	<b>09</b>	<b>01</b>

### Note:

1. "UR" denotes **Un-Reserved**
2. "SC" denotes **Schedule Caste**
3. "ST" denotes **Schedule Tribe**
4. "SEBC" denotes **Socially & Educationally Backward Class**
5. "W" denotes **Woman**
6. "PwD" denotes **Person with Disability**

- (a) Variation in number of vacancies against categories is due to adjustment of backlog.
- (b) Out of the vacancies mentioned above, only 01 post is reserved for **PwD** category (disability of 40% or more) for the post of Jr. Accountant, Class- III Grade. Candidate with any of the specified category detailed against the post of Jr. Accountant in Class- III Grade can apply.
- (c) Persons with disability of 40% or more, if they desire, will have to bring scribe/ reader of their own to assist them in examination. There is no restriction w.r.t. educational qualification etc. for scribe/reader. But, it should be ensured that a scribe should not possess same/ similar/ higher qualification and must not also be from same discipline. The candidates with disability of 40% or more shall be allowed compensatory time of **20 minutes per hour for the Computer Based Test (CBT)**.
- (d) A candidate belonging to PwD, when selected as per reservation provided for him/ her, shall be adjusted against the categories to which he/ she belongs, which means that the PwD, if belonging to Scheduled Caste (SC) will claim the vacancy reserved for SC, if belonging to Scheduled Tribe (ST) will

- claim the vacancy reserved for ST and so on. Thus, the PwD, who does not belong to either any of the reserved communities i.e. SC/ ST/ SEBC, would claim the unreserved vacancies.
- (e) In case of non-availability of eligible/ suitable female candidate (s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate (s) of the same category.
- (f) The exchange of reservation between SC & ST and vice-versa shall not be considered.
- (g) **For candidates working in OMC :**  
The Non-executives recruited under OMC R&P Rules for Non-executives, 2012 and subsequently acquiring requisite qualification for any higher post of the same sub-cadre may attend the direct recruitment process whenever recruitment for such higher post is undertaken. In such case, upper age limit may be relaxed **up to 10** years. However, the non-executives recruited prior to implementation of OMC R&P Rules for Non-executives, 2012 and possessing qualification & experience for any post under these Rules, may also attend the direct recruitment process whenever recruitment to any post as per these Rules is undertaken. In such case, upper age limit may be relaxed **up to 10 years** and after appointment they will be governed under the R&P Rules for Non-executives, 2012.
- (h) The number of vacancies to be filled up on the basis of this recruitment is subject to change by OMC Ltd. without notice, depending upon the exigencies of public service at the discretion of OMC Ltd.
- (i) The candidates belonging to SC/ST/SEBC Category are required to upload the self-declaration towards caste and residence proof as per the format as mentioned at **Annexure- III**.
- (j) The candidates belonging to Un-Reserved Category are required to upload the self-declaration towards residence proof as per format as mentioned at **Annexure-IV**.
- (k) The candidates, if called for document verification by OMC Ltd, need to produce the valid Resident Certificate issued by the Competent Authority at that stage of document verification. Further, the candidates belonging to SC/ST/SEBC category are required to produce the valid caste certificate issued by the Competent Authority at the time of document verification stage if called for the same by OMC Ltd. SEBC certificate issued on or after **08.02.2019** shall be considered valid for the purpose of candidature. **OBC certificate in place of SEBC certificate shall not be accepted.**
- (l) Women candidates belonging to SC / ST/ SEBC are required to submit Caste Certificate by birth showing “**daughter of \_\_\_\_\_**” at the time of document verification. Caste Certificates obtained by virtue of marriage (i.e. **showing wife of \_\_\_\_\_**) is not acceptable.
- (m) The candidates shall submit the Resident Certificate issued by the Competent Authority on or after **08.02.2017**.

## 7. Selection Methodology :-

1. Selection for the above posts will be made in two stages.

2. **STAGE ONE : (Computer Based Test)**

- Eligible candidates will be called for Computer Based Test (CBT), comprising 120 (One Hundred Twenty) number of Multiple Choice Questions (MCQs) as under:

Sl. No.	Post	Subjects	Allocation of Marks
1	Jr. Accountant	Core Subject	60
		General Awareness	15
		Reasoning & Mental Ability	15
		Quantitative Aptitude	15
		English	15
		<b>Total</b>	<b>120</b>
2	Electrician- III	Core Subject	60
		General Awareness	15
		Reasoning & Mental Ability	15

Sl. No.	Post	Subjects	Allocation of Marks
		Quantitative Aptitude	15
		English	15
		<b>Total</b>	<b>120</b>

- The Computer Based Test (CBT) will be of **02 (Two)** hours duration.
- The candidates with disability of 40% or more shall be allowed compensatory time of 20 minutes per hour for the Computer Based Test (CBT).
- The Syllabus for the posts of Jr. Accountant & Electrician- III are detailed at **Annexure-I** and **Annexure-II** respectively.
- **For every correct answer, one mark shall be awarded. For every wrong answer attempted by the candidates, negative marking of ¼ marks (i.e., 0.25 marks) will be deducted. No marks will be awarded/deducted for un-attempted questions.**
- **In case of requirement, the Computer Based Test (CBT) for a particular post may be conducted in multiple shifts. In such case, advance notice will be issued for conducting the Computer Based Test (CBT) in multiple shifts for any particular post and for adopting/ applying the appropriate Score Normalization Formula for normalization of Computer Based Test (CBT) Scores.**

### **3. STAGE TWO: (Computer Proficiency Test & Document Verification)**

- i. There shall be no viva-voice test. Merit on descending order (category- wise) shall be the basis for recruitment.
- ii. In case of filling up of the posts of **Jr. Accountant**, the candidates must be qualified in **Computer Proficiency Test** (must obtain minimum of 30 marks out of 100 marks). The candidates for the posts of **Jr. Accountant** shall be called for **Computer Proficiency Test** in the ratio of 1:5 (category-wise) in descending order of merit. Marks obtained in the Computer Proficiency Test shall not be added to the marks secured by the candidate in the **Computer Based Test (CBT)**.
- iii. After the Computer Based Test (CBT) for the post of **Electrician- III**, the candidates shall be called for verification of documents in the ratio of 1:3 (category-wise) in the descending order of merit in the **Computer Based Test (CBT)**. However, for the post of Jr. Accountant, **the qualifying candidates (in the Computer Proficiency Test)** shall be called for verification of documents in the ratio of 1:3 (category-wise) in descending order of merit in the **Computer Based Test (CBT)**.
- iv. The candidates to be called for Document Verification will have to produce original mark- sheets, certificates, documents from (HSC/ 10<sup>th</sup> onwards) towards proof of age, qualification, caste & residence etc.
- v. Wherever CGPA/OGPA is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/ University/ Institute at the time of document verification.
- vi. In case of short fall of eligible candidates due to rejection/ non-availability of candidates at Document Verification stage, candidates next in merit shall be called for Document Verification to maintain the ratio of 1:3 for getting valid number of candidates for drawing the final selection list.
- vii. The candidates already employed in Government/ Semi- Government/ Central PSU/ State PSU shall submit "**No Objection Certificate**" issued by their present employer at the stage of document verification.
- viii. The Candidature of the candidates, not producing the required original documents at the time of document verification, shall be cancelled/ rejected.
- ix. Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates and hence, no claim shall arise for appointment, if vacancies are not filled up due to un-suitability / insufficient number of candidates.

## 8. General Condition :-

- i. The Candidates who are awaiting for final result of prescribed base educational qualification for the posts of Jr. Accountant & Electrician- III are not eligible to apply.
- ii. The candidate (except SC/ST/PwD & Departmental candidate) is required to pay a non-refundable and non-adjustable amount of **Rs.500/-** (Rupees Five Hundred) only for each post towards Application fee in **Online Mode**. Candidates belonging to SC/ST category, PwD candidates and Departmental candidates are exempted from payment of examination fee.
- iii. The candidates are advised to submit only one application for each post. In case a candidate submits multiple applications against a particular category of post, then the latest application submitted by the candidate shall be considered. In such a case of multiple applications, the applicant has to submit the application fee against his/her latest application. No request for adjustment of application fee for such latest application against the fee paid for the earlier applications, if any, shall be allowed.
- iv. Candidates are requested to visit Corporation website <https://omcltd.in> > **Recruitment Portal** at regular intervals for any notification, news, updates, results etc. relating to this recruitment.
- v. The decision of OMC Management will be final & binding on candidates in matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process, etc. No enquiry / correspondence will be entertained in this regard. OMC Management, at its discretion, may alter the terms & conditions of recruitment including the ratio in which the candidates are to be called for Computer Proficiency Test & Document Verification.
- vi. At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature /appointment of the candidate shall be cancelled.
- vii. Canvassing in any form shall be viewed adversely & shall lead to disqualification.
- viii. The selected candidates shall produce the required documents at the time of joining at their place of posting as per provisions of OMC R&P Rules for Non-Executives 2012 (visit Corporation website <https://omcltd.in>).
- ix. OMC service is not pensionable.
- x. Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Bhubaneswar only.
- xi. Interested eligible candidates may visit OMC Website <https://omcltd.in> and apply online within the scheduled dates as prescribed in this advertisement. Applications received through any other mode would not be accepted and summarily rejected.

### IMPORTANT DATES

Starting date of On-line Application Form	02:00 PM of 18.01.2022
Closing Date of On-line Application Form	11:59 PM of 07.02.2022

Sd/-  
GENERAL MANAGER (P&A)



**SYLLABUS FOR JR. ACCOUNTANT**

Duration of Computer Based Test (CBT)- 2 Hours		Total- 120 Marks	
Sl. No.	Description	:	Marks
<b>A.</b>	<b>Core Subject</b>	:	<b>(60 Marks)</b>
<b>1</b>	<p><b>Financial Accounting:</b></p> <p><b>i. Fundamental Terminology:</b> Meaning, Nature, Functions &amp; Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital ,Bills Receivable &amp; Payable etc., The Golden rules of Accounting, Double Entry System.</p> <p><b>ii. Accounting Principles:</b> Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts &amp; Conventions &amp; their usages.</p> <p><b>iii. Process of Accounting :</b> Journal Entries, Ledger Posting, Preparation of Trial Balance , Different Types of Errors &amp; its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance &amp; methods of Depreciation, Distinction between Capital &amp; Revenue Expenditure , Inventory Valuation Methods like FIFO &amp; LIFO.</p> <p><b>iv. Financial Statement Preparation:</b> Balance Sheet, Statement of Profit &amp; Loss, Cashflow Statement &amp; Statement of Changes in Equity.</p>	:	:
<b>2</b>	<p><b>Cost Accounting:</b></p> <p><b>i. Basic Terminology:</b> Meaning, Object, &amp; Scope of Cost Accounting, Difference between Costing &amp; Cost Accounting.</p> <p><b>ii. Key Components:</b> Materials, Labour, Overhead, Cost Sheet , Cost Centre, Profit Centre, Reordering Level , Allocation &amp; Apportionment of Expenditure, Absorption , Different Types of Costing Methods &amp; Techniques.</p> <p><b>iii. Budgeting &amp; Budgetary Control:</b> Concept of Budget &amp; Budgetary Control, objective, merits &amp; limitation, Types of Budget.</p>	:	:
<b>3</b>	<p><b>Corporate Laws</b></p> <p><b>i. Introduction:</b> Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation</p> <p><b>ii. Management :</b> Classification of Directors , Types of Directors ,Managing Directors Women Directors, Independent Directors, Functional Directors, Power &amp; Duties, Meetings of Shareholders &amp; Board, Types of meeting, Different Types of Board Committees.</p>	:	:

	iii. <b>Dividend &amp; Audit Aspect:</b> Provision relating to payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report.		
4	<b>Income Tax &amp; GST:</b> i. <b>Income Tax :</b> Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates ,Advance Tax , TDS & TCS , Form 16 & 26 AS . ii. <b>GST :</b> Concept of GST ,Input Tax Credit & Cascading Effect of Tax, CGST , SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filing of Returns & Assessment.		
5	<b>Financial Management:</b> i. <b>Key Ideas:</b> Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximisation Vs. Wealth Maximisation. ii. <b>Sources of Finance:</b> Short Term & Long Term source of Finance, Capital Structure, Risk& Return Analysis, Bank Guarantee & Letter of Credit. iii. <b>Working Capital:</b> Concept& Significance, Determining Working Capital requirement, Financing Working capital needs.		
<b>B.</b>	<b><u>General Awareness</u></b>	:	<b>(15 Marks)</b>
	a. Current National and International Events b. General Knowledge like History/ Polity/ Geography of Odisha & India c. Scientific Invention & use of Science in everyday life d. Issues of environment, Ecology, Bio-diversity & Climate Change e. Books and Authors f. Major Financial & Economic News i. Current events in Financial World ii. Recent credit and monetary policies iii. Union Budget 2021 iv. Important Government Schemes on capital & money market v. Organizations- RBI, SEBI, IMF, World Bank & Others		
<b>C.</b>	<b><u>Reasoning &amp; Mental Ability</u></b>	:	<b>(15 Marks)</b>
	<b>A. Verbal</b> I. Number Series II. Alphabet Series III. Test of Direction Sense IV. Coding-decoding V. Number Ranking VI. Arithmetic Reasoning VII. Problem of Age Calculation		
	<b>B. Non-verbal</b> I. Non-verbal Series II. Mirror Images III. Cubes & Dice IV. Grouping Identical Figures V. Embedded Figures etc		

<b>D.</b>	<b><u>Quantitative Aptitude</u></b>	<b>:</b>	<b>(15 Marks)</b>
	<ul style="list-style-type: none"> <li>a. Ratio and Proportion</li> <li>b. Time and Work</li> <li>c. Speed and Distance</li> <li>d. Square roots</li> <li>e. Percentages and Averages</li> <li>f. Profit, Loss and Discount</li> <li>g. Probability</li> </ul>		
<b>E.</b>	<b><u>English</u></b>	<b>:</b>	<b>(15 Marks)</b>
	<b>Grammar</b>		
	<ul style="list-style-type: none"> <li>I. Fill in the blanks with articles</li> <li>II. Verb</li> <li>III. Agreement of the verb with subject</li> <li>IV. Adverb</li> <li>V. Preposition</li> <li>VI. Tenses</li> <li>VII. Conjunction</li> <li>VIII. One word substitution</li> <li>IX. Synonyms &amp; Antonyms</li> <li>X. Correct the sentence</li> </ul>		

**SYLLABUS FOR ELECTRICIAN- III**

Duration of Computer Based Test (CBT)- 2 Hours		Total- 120 Marks	
Sl. No.	Description	:	Marks
<b>A.</b>	<b>Core Subject</b>	:	<b>(60 Marks)</b>
<b>1</b>	<p><b>Various safety measure involved in the industry</b></p> <ul style="list-style-type: none"> <li>i. Elementary first Aid.</li> <li>ii. Concept of Standard Basic injury prevention.</li> <li>iii. Basic first aid.</li> <li>iv. Hazard identification and avoidance.</li> <li>v. Safety signs for Danger, warning, caution, personal safety message.</li> <li>vi. Use of fire extinguisher.</li> <li>vii. Personal Protective Equipment.</li> </ul>		
<b>2</b>	<p><b>Hand tools</b></p> <ul style="list-style-type: none"> <li>i. Specifications</li> <li>ii. Identification of simple type- screws, nuts &amp; bolts, chassis, Clamps, Rivets etc.</li> <li>iii. Use, care &amp; maintenance of various hand tools.</li> <li>iv. Familiarization with signs &amp; symbols of electrical accessories.</li> </ul>		
<b>3</b>	<p><b>Fundamental of electricity</b></p> <ul style="list-style-type: none"> <li>i. Electron theory- free electron.</li> <li>ii. Fundamental terms, definition, units &amp; effects of electric current.</li> <li>iii. Ohm's Law.</li> <li>iv. Simple electrical Circuits and problems.</li> <li>v. Resistors — Law of Resistance, Series and parallel circuits., type of resistors, properties of resistors.</li> <li>vi. Kirchhoff's Laws and applications.</li> <li>vii. Effect of temperature on resistance.</li> <li>viii. Different methods of measuring the values of resistance.</li> </ul>		
<b>4</b>	<p><b>Wires, joints &amp; soldering</b></p> <ul style="list-style-type: none"> <li>i. Solders, flux and Soldering technique.</li> <li>ii. Explanation, definition and properties of conductors, insulators, semi conductors.</li> <li>iii. Voltage grading of different types of insulators.</li> <li>iv. Temp. rise permissible.</li> <li>v. Type of wires and cables — insulations and voltage grade — Low, medium, high voltage.</li> <li>vi. Precaution in using various types of cables.</li> <li>vii. Insulating Materials- properties, common insulating materials, classifications.</li> </ul>		

5	<b>Chemical effect of Electric current</b>		
	<ul style="list-style-type: none"> <li>i. Principle of electrolysis.</li> <li>ii. Faraday's Law of Electrolysis.</li> <li>iii. Basic Principle of electroplating and electrochemical equivalents.</li> <li>iv. Explanation of anodes and cathodes.</li> <li>v. Rechargeable dry cells.</li> <li>vi. Description, advantages &amp; disadvantages, care and maintenance of cells.</li> <li>vii. Grouping of cells of specified voltage and current.</li> <li>viii. Lead acid cells, general defects and remedies.</li> <li>ix. Nickel Alkali cells description charging.</li> <li>x. Power and capacity of cells.</li> <li>xi. Efficiency of cell.</li> </ul>		
6	<b>Magnetism</b> <ul style="list-style-type: none"> <li>i. Classification of Magnets.</li> <li>ii. Methods of Magnetizing, magnetic Materials.</li> <li>iii. Properties, care &amp; Maintenance.</li> <li>iv. Para &amp; Diamagnetism and Ferro magnetic materials.</li> <li>v. Principle Of electro- magnetism.</li> <li>vi. Maxwell's corkscrew rule.</li> <li>vii. Fleming's left &amp; right hand rules.</li> <li>viii. Magnetic field of current carrying conductors, loop &amp; solenoid.</li> <li>ix. MMF, flux density, Reluctance.</li> <li>x. B.H. curve, Hysteresis, eddy current.</li> <li>xi. Principle of electro-magnetic induction, Faraday's law, Lenz's law. Electrostatics- capacitor- different types, functions and uses.</li> </ul>		
7	<b>D.C. Generators</b> <ul style="list-style-type: none"> <li>i. Introduction to D.C. Generators.</li> <li>ii. Working principle of D.C. Generator.</li> <li>iii. Parts of D.C. Generator.</li> <li>iv. Classification of generators - self excited and separately excited- their application in practical field.</li> <li>v. Brief description of series, shunt and compound generators, their application.</li> <li>vi. Explanation of armature reaction, Interlopes, commutation &amp; ETF equation of D.C. Generator.</li> </ul>		
8	<b>D.C. Motors</b> <ul style="list-style-type: none"> <li>i. Working principle, Explanation of torque, speed, Back- EMF etc.</li> <li>ii. Types, characteristic and practical application of D.C. motors.</li> <li>iii. Related problems.</li> </ul>		
9	<b>Earthing</b> <ul style="list-style-type: none"> <li>i. Principle of different methods of earthing i.e. pipe, plate etc.</li> <li>ii. Importance of earthing, improving of earth residence, Earth leakage circuit Breaker (ELCB).</li> <li>iii. Measurement of earth resistance by earth tester.</li> </ul>		

10	<p><b>Alternating Current</b></p> <ul style="list-style-type: none"> <li>i. Comparison &amp; Advantages of D.C. &amp; A.C.</li> <li>ii. Alternating current &amp; related terms-frequency, Instantaneous value, R.M.S. Value, Average value, Peak factor, form factor.</li> <li>iii. Generation of sine wave.</li> <li>iv. Phase and phase difference.</li> <li>v. Inductive &amp; Capacitive reactance</li> <li>vi. <math>X_L</math> &amp; <math>X_C</math>, Impedance (Z), power factor (P.f.).</li> <li>vii. Vector diagram.</li> <li>viii. Active and Reactive power, Simple problems on A.C. circuits, single phase &amp; three-phase system etc.</li> <li>ix. Problems on A.C. circuits, power consumption in series and parallel, Power factor etc.</li> <li>x. Concept of three - phase Star &amp; Delta connection.</li> <li>xi. Line and phase voltage, current &amp; power in a 3 phase circuit with Balanced and Unbalanced load.</li> </ul>			
11	<p><b>Transformers</b></p> <ul style="list-style-type: none"> <li>i. Its construction, working, performance, parallel operation of transformer &amp; their connections, S.C and O.C. tests.</li> <li>ii. Cooling of transformer.</li> <li>iii. Regulation and efficiency, Specification, Problem on EMF equation, transformation ratio.</li> <li>iv. Characteristics of Ideal transformer. Construction of core, winding shielding.</li> <li>v. Auxiliary parts. - breather, Conservator, Buchholz's relay, other protective devices.</li> <li>vi. Transformer oil testing and Tap changing OFF load and ON load.</li> <li>vii. Transformer pushing and termination, Auto transformer- its construction, working, performance and uses.</li> </ul>			
12	<p><b>Alternator</b></p> <ul style="list-style-type: none"> <li>i. Parts of alternator, Principle of working, types of alternator, EMF equation.</li> <li>ii. Various applications and power rating of alternators.</li> <li>iii. General idea of loading and regulation of alternator, Parallel operation of alternator, Synchronising methods.</li> </ul>			
13	<p><b>Electrical Measuring Instruments</b></p> <ul style="list-style-type: none"> <li>i. Construction and working principle of- Ammeter, Voltmeter, Ohmmeter, Wattmeter, Energy meter, P.F. meter, Frequency meter, Multi meter, Clamp meter, Megger, Earth Tester.</li> <li>ii. Introduction of Digital meters.</li> <li>iii. CT &amp; PT.</li> <li>iv. Tong tester/clip on meter.</li> </ul>			
14	<p><b>Illumination</b></p> <ul style="list-style-type: none"> <li>i. Laws of illumination.</li> <li>ii. Illumination factors, intensity of light.</li> <li>iii. Importance of light, colour available.</li> <li>iv. Construction, working and application of incandescent lamp- neon sign, halogen, mercury vapour, sodium vapour, fluorescent tube, CFL, LED.</li> <li>v. Decoration lighting, drum switches, efficiency in lumens per watt, Thumb rule calculation of lumens.</li> </ul>			

<b>15</b>	<b>AC Motor</b>		
	<ul style="list-style-type: none"> <li>i. Introduction to AC single phase motors &amp; types.</li> <li>ii. Capacitors start/ run- start &amp; run.</li> <li>iii. FHP Motors &amp; their uses, various application of AC single phase motor.</li> <li>iv. Construction, principle of operation of three phase induction motor.</li> <li>v. Squirrel Cage Induction motor, Slip ring induction motor, Rotor slip, Rotor frequency &amp; Rotor torque.</li> <li>vi. Factor affecting torque.</li> <li>vii. Effect of variation in applied voltage.</li> <li>viii. Starting methods, speed control methods.</li> <li>ix. Importance of phase sequence in three phase induction motor.</li> <li>x. Single phasing preventer.</li> <li>xi. D.O.L. Starter, Star- Delta starter, Autotransformer starter.</li> </ul>		
<b>16</b>	<b>Basic Electronics</b>		
	<ul style="list-style-type: none"> <li>i. Semiconductor energy level, atomic structure.</li> <li>ii. 'P' &amp; 'N' Type.</li> <li>iii. Type of materials-P-N-junction.</li> <li>iv. Classification of Diodes- Reverse Bias and Forward Bias.</li> <li>v. Heat sink, Specification of Diode, PIV voting.</li> <li>vi. Explanation and importance of D.C. rectifier circuit. Half wave, Full wave &amp; Bridge circuit. Filter circuits - passive filter.</li> <li>vii. Principle of working of a transistor- types of transistors, Characters of a transistors, Specification and rating of transistors.</li> </ul>		
<b>17</b>	<b>Electrical Wiring</b>		
	<ul style="list-style-type: none"> <li>i. Introduction and explanation of electrical wiring system.</li> <li>ii. Cleat wiring, casing and capping, CTS, Conduit and concealed etc.</li> <li>iii. IE Rules relating to wiring, National building code for house wiring, Specification and types, rating and material.</li> <li>iv. Branching of circuits with respect to loads such as lighting and power.</li> <li>v. IE Rules regarding clip distance, fixing of screws, cable bending etc.</li> <li>vi. Common Electrical Accessories, their specifications - Explanation of switches, lamp holders, plugs and sockets etc.</li> <li>vii. Development of domestic circuits Using switches, fuse, MCB, Socket, lamp, fan, calling bell / buzzer - Two way switch, ICDP, ICTP, MCCB, ELCB, RCCB etc.</li> <li>viii. Importance of Neutral, effect of opening of neutral wire.</li> </ul>		
<b>B.</b>	<b><u>General Awareness</u></b>	<b>:</b>	<b>(15 Marks)</b>
	<ul style="list-style-type: none"> <li>a. Current National and International Events</li> <li>b. General Knowledge like History/ Polity/ Geography of Odisha &amp; India</li> <li>c. Scientific Invention &amp; use of Science in everyday life</li> <li>d. Issues of environment, Ecology, Bio-diversity &amp; Climate Change</li> <li>e. Books and Authors</li> </ul>		
<b>C.</b>	<b><u>Reasoning &amp; Mental Ability</u></b>	<b>:</b>	<b>(15 Marks)</b>
	<ul style="list-style-type: none"> <li>A. Verbal <ul style="list-style-type: none"> <li>I. Number Series</li> <li>II. Alphabet Series</li> <li>III. Test of Direction Sense</li> <li>IV. Coding-decoding</li> <li>V. Number Ranking</li> <li>VI. Arithmetic Reasoning</li> <li>VII. Problem of Age Calculation</li> </ul> </li> </ul>		

	<b>B. Non-verbal</b> I. <b>Non-verbal Series</b> II. <b>Mirror Images</b> III. <b>Cubes &amp; Dice</b> IV. <b>Grouping Identical Figures</b> V. <b>Embedded Figures etc</b>		
<b>D.</b>	<b><u>Quantitative Aptitude</u></b>	:	<b>(15 Marks)</b>
	a. Ratio and Proportion b. Time and Work c. Speed and Distance d. Square roots e. Percentages and Averages f. Profit, Loss and Discount g. Probability		
<b>E.</b>	<b><u>English</u></b>	:	<b>(15 Marks)</b>
	<b>Grammar</b>		
	I. Fill in the blanks with articles II. Verb III. Agreement of the verb with subject IV. Adverb V. Preposition VI. Tenses VII. Conjunction VIII. One word substitution IX. Synonyms & Antonyms X. Correct the sentence		



**SELF DECLARATION FORM FOR CASTE/ RESIDENT PROOF**

I Smt./ Ms. / Sri \_\_\_\_\_ Daughter/Son of \_\_\_\_\_ Age  
(as per advertisement) \_\_\_\_\_ Years \_\_\_\_\_ months \_\_\_\_\_ days, Caste (ST/SC/SEBC)  
\_\_\_\_\_ Resident of Village \_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Town (NAC/  
Municipality/ Municipal Corporation) \_\_\_\_\_ Tahsil \_\_\_\_\_ 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/  
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:**

**Place:**

**Signature of the applicant**

**(Name of the applicant)**

**NOTE:**

- I) The certificates towards proof of caste & resident etc shall be called for verification during the document verification process before the final selection.
- II) The resident certificate must have been issued on or after **08.02.2017**.
- III) In case of SEBC category, the certificate must have been issued on or after **08.02.2019**.
- IV) OBC certificate in place of SEBC certificate will not be accepted.

**SELF DECLARATION FORM FOR RESIDENT PROOF**

I Smt./ Ms. / Sri \_\_\_\_\_ Daughter/Son of \_\_\_\_\_ Age  
(as per advertisement) \_\_\_\_\_ Years \_\_\_\_\_ months \_\_\_\_\_ days, Resident of Village  
\_\_\_\_\_ P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Town (NAC/ Municipality/ Municipal  
Corporation) \_\_\_\_\_ Tahsil \_\_\_\_\_ 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/ 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:**

**Place:**

**Signature of the applicant**

**(Name of the applicant)**

**NOTE:**

- I) The certificates towards proof of resident shall be called for verification during the document verification process before the final selection.
- II) The resident certificate must have been issued on or after **08.02.2017**.