



# ADVERTISEMENT

## **ODISHA CONSTRUCTION CORPORATION LIMITED**

*(A Government of Odisha Undertaking)*

**REGD. OFFICE: UNIT – VIII, GOPABANDHUNAGAR  
BHUBANESWAR – 751 012 (ODISHA)**

**E-mail: [theooccltd@odishaconstruction.com](mailto:theooccltd@odishaconstruction.com)**

**Website: [www.odishaconstruction.com](http://www.odishaconstruction.com)**

Odisha Construction Corporation Limited, a state PSU invites applications from eligible applicants for appointment in the following posts on contract basis with a consolidated remuneration of ₹9,000/- (Rupees Nine thousand) only per month. The appointment is purely temporary in nature and terminable at anytime without assigning any reason thereof. Service contract may be renewed subject to satisfactory performance up to 6 (six) years. The selected applicants shall be posted to any unit of the Corporation located in the state of Odisha.

### **Name of Post: Office Assistant (Contract)**

Category	Nos. of Post	Nos. of Post reserved for women
Unreserved	5	2
SEBC	1	-
Schedule Tribe	2	1
Schedule Caste	1	-
<b>Total</b>	<b>9</b>	<b>3</b>

### **Required Qualification & Experience:**

The candidate should have passed +3 Degree level in any discipline with minimum 50% marks in aggregate from a recognized university with PGDCA and minimum 2 years of post qualification experience from a reputed Organization.

### **General Conditions:**

- Age of the applicant shall be between 21 years to 32 years as on 01.01.2019.
- Age limit is relax able for SC, ST & SEBC as per ORV Act & Rules.
- Applicants belonging to SC, ST & SEBC are required to submit self attested copy of Caste Certificates issued by the competent authority along with their applications.
- Application duly filled in by the candidate in the prescribed format with self-attested copies of testimonials such as qualifying certificates, mark sheets, experience certificate and recent passport size photographs (2 Nos.) should reach the Managing Director, OCC Ltd., Unit – VIII, Gopabandhu Nagar on or before 5.00 P.M. of 31.01.2019. Application received thereafter will not be entertained. The envelope containing the application and copies of testimonials should be super scribed “Application for the post of Office Assistant (Contract)”.
- Incomplete application will be summarily rejected.
- The Management of the Corporation reserves the right to reject any or all applications without assigning any reason thereof.
- Originals of the testimonial are to be produced at the time of Skill test. Applicants employed in Govt. / Semi Govt. / PSUs will have to produce ‘No Objection Certificate’ from their employer at the time of Skill test.
- Appointment shall be made by the competent authority based on the recommendation of the selection committee following the methods of written examination, Skill test including computer knowledge of the qualifying candidates.
- No TA & DA is admissible for attending written test and skill test.

**Sd/-  
MANAGING DIRECTOR**