



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
Regd. Office: Janpath: Bhubaneswar
Telephone: (0674) 2542369 Fax: (0674) 2545664

File No. NEE-III-A-03/2006/ 20391

Date, 23.11.2013

CIRCULAR

It is proposed to fill up vacancies in the post of L.D.Asst. in the Hd. Qrs. Office of OPTCL against departmental quota from among the Clerk-B of Field Units and Clerk-B working in regular establishment of Hd. Qrs. Office who have completed 10 (Ten) years of service as such and are willing to join as L.D Asst. in Hd. Qrs. Office of OPTCL.

The CCR of the employee (for the last 5 (five) years) and recommendation of the Controlling Officer/Unit Head may also be forwarded along with the application.

The selection will be made through an interview of the candidates with due weightage to CCR.

The seniority of the selected candidates in the post of L.D Assistant shall be as per the merit panel. Further, on joining as L.D Asst., they will be junior to the existing L.D Assistants of the Hd. Qrs. Office.

Their past service in the organization shall be taken in to account for continuity of service but past services rendered will not be taken in to consideration for seniority and promotion or any other purpose in the L.D Assistant Cadre at Hd. Qrs. Office.

Applications should be submitted by the eligible Clerk-Bs of OPTCL field units in the enclosed format, so as to reach the undersigned on or before 22.12.2013

By order,

Encl:- Application Format.

A Mahapatra
ASST. GENERAL MANAGER (HRD) -IV

- CC :
- i) All CGMs / Sr. GMs for information.
 - ii) All Branch Officers of Corporate Office
 - iii) All Officers in-charge of Field Office Units for information & necessary action.
 - iv) Sr.PS to CMD for kind information of C.M.D
 - v) P.A to All Functional Directors for kind information of Directors.

APPLICATION FOR THE POST OF L.D.ASST. AT OPTCL HD.QRS. OFFICE.

Ref. Circular No. _____ /Dated. _____

- 1) NAME :
- 2) DESIGNATION :
- 3) QUALIFICATION :
- 4) DATE OF BIRTH :
- 5) DATE OF JOINING IN SERVICE :
- 6) DATE OF JOINING IN THE PRESENT POST (i.e as CLERK-B) :
- 7) NAME OF THE UNIT WHERE PRESENTLY POSTED.

- 8) IF SELECTED ON ABSORPTION AS L.D. ASST. IN THE HD.QRS. OFFICE OF OPTCL. I AM WILLING TO ABIDE BY THE TERMS AND CONDITIONS AS ENUMERATED BELOW.
 - A) Pay on absorption shall be fixed under rule-74(d) of OSC.
 - B) No other financial benefit shall be claimed by me.
 - C) On the date of absorption, I shall be junior most to the existing L.D.Asst.
 - D) The special allowances & benefits, If any attached/applicable to my present post shall no more be applicable in the L.D.Asst. post.
 - E) The option of joining the post as L.D.Asst. shall be irrevocable.
 - F) On absorption in to the post of L.D.Asst. My past services shall not be taken in to consideration for fixation of seniority or later promotions in the L.D.Asst. Grade.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT.

RECOMMENDATION OF CONTROLLING OFFICER.

1. THE INFORMATION GIVEN BY THE APPLICANT IS CORRECT AS PER HIS SERVICE BOOK.
2. THE CCR OF LAST 5 YEARS IS ENCLOSED HEREWITH.
3. HIS/HER NAME IS RECOMMENDED FOR CONSIDERATION FOR THE POST OF L.D.ASST. AT HQRS.OFFICE.

DATED

(SIGNATURE)
NAME.