

# ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar

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## **C I R C U L A R**

File No. NEE-III-Tech.04/2013/

1995/140

Date, 18.11.13

It is notified for the information of Class-IV employees of OPTCL that steps are taken to empanel the names of the eligible Class-IV employees for promotion to the post of Telephone Operator against departmental vacancies by way of selection.

### **ELIGIBILITY**

- (I) One should have passed the H.S.C or equivalent Examination recognized by the Board of Secondary Education, Odisha;
- (II) Should possess good physique, good hearing, clear vision, pleasant voice and ability to converse fluently in English and local language;
- (III) Should pass the Written Examination and Viva-voce Test conducted by the Management for the purpose;

### **METHOD OF SELECTION**

The Class-IV employees (Matriculate) are to appear written test as per syllabus prescribed in Appendix of GRIDCO (Electronics Private Auto Branch Exchange (EPABX) Service (METHODS OF RECRUITMENT, SENIORITY & PROMOTION IN THE CORPORATE OFFICE OF GRIDCO) Regulation, 2002 adopted by OPTCL.

Candidates who secure not less than 40% marks and in case of SC & ST candidates 35% marks in the Written Examination and not less than 40% marks for General and 35% marks for SC & ST candidates in Viva-voce Test shall be considered to have passed the Examination and order of their merit shall be based on the marks secured in Written Test and Viva-Voce.

### **VALIDITY OF LIST OF SUCCESSFUL CANDIDATES**

On the basis of the result of the Written Examination & Viva-Voce test, a list of successful candidates shall be prepared which shall remain valid for a period of one year unless otherwise directed by the Appointing Authority.

Success in the Written Test as well as in Viva-Voce confers no right on a candidate for appointment to the post of Telephone Operator unless the Appointing Authority is satisfied that the candidate is suitable in all respects for appointment.

The name of the candidate who is not considered suitable in any respect for appointment or who does not accept a post offered to him within the time limit prescribed by the Appointing Authority, shall be struck off from the panel drawn by the Committee & the next person from the panel shall be given offer of appointment.


(Cont. P.No-2)

**SENIORITY & OTHER CONDITIONS**

The seniority of the selected candidates in the post of Telephone Operator shall be determined according to the panel drawn up by the Committee taking into account the marks secured in the Written and Viva-Voce Test. The selected departmental candidates on joining the post of Telephone Operator shall be allowed continuity of service but past services rendered shall not be taken into consideration for seniority, promotion etc.

**SUBMISSION OF APPLICATION**

Applications should be submitted by the eligible Class-IV employees of OPTCL in the enclosed format (ANNEXURE-I), so as to reach the undersigned on or before **17.12.2013**. Copies of certificate in support of their education and caste (in case SC or ST) issued by the Competent Authority should be enclosed with the application.



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/ SLDC/TP&C 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.



**APPENDIX**  
(See Clause – 10)

**SYLLABUS**

**WRITTEN EXAMINATION**

| <u>Subject</u>       |   | <u>Marks</u> | <u>Time</u> |
|----------------------|---|--------------|-------------|
| 1, English           | (a) An Essay to be written in English   | 20           | 3 Hours     |
|                      | (b) An Oriya Passage to be translated Into English  | 10           |             |
|                      | (c ) Grammar  | 15           |             |
|                      | (d) A Letter to be written in English   | 15           |             |
| 2. Arithmetic        | Simple Arithmetic of HSC Standard   | 15           |             |
| 3. General Knowledge | Knowledge of current events and such other matters of every day Observation and Experience. | 25           |             |
| VIVA – VOCE          |   | 25           |             |

(The object of Viva-Voce Test is to assess the suitability of a candidate for the  
post for which the recruitment is intended)

NOTE: Candidates who secured not less than 40% marks and in case of S.C. & S.T. candidates 35% marks in the Written Examination and not less than 40% marks for General and 35% marks for S.C. & S.T. candidates in Viva-Voce Test shall be considered to have passed the Examination and order of their merit shall be based on the marks secured in Written Test and Viva-Voce.

**APPLICATION FOR THE POST OF TELEPHONE OPERATOR AT OPTCL HQRS. OFFICE**

Ref. Circular No. / Dated,

1. Name (In capital letters ) :
2. Designation with Emp. ID (Code) No :
3. Qualification :  
( enclose attested copy of Certificate & Mark sheet)
4. Date of Birth :
5. Date of Joining in service :
6. Name of the post held and office unit where presently posted :
7. If selected, on joining as Telephone operator in the Hqrs. Office of OPTCL, I am willing to abide by the terms & conditions as enumerated below:
  - a) Pay on joining shall be fixed as per Rules
  - b) No other financial benefit shall be claimed by me.

**Declaration :-**

I, hereby, declare that (a) I have read the above referred Circular & I am aware of the terms & conditions mentioned therein; and (b) the information stated in the application are true to the best of my knowledge & belief. In the event of any information being found false or incorrect, my candidature / appointment to the post of Telephone Operator may be canceled/ terminated without any notice.

**Place :****Date :****SIGNATURE OF THE APPLICANT****RECOMMENDATION OF CONTROLLING OFFICER / DIVISION HEAD**

1. The information given by the applicant is correct as per his Service Roll.
2. His/ Her name is recommended for consideration for the post of Telephone Operator at Hqrs. Office.

**Signature****Name****Designation with Seal****Date:**