



# ODISHA CONSTRUCTION CORPORATION LTD.

(A Government of Odisha Undertaking)

REGD. OFFICE: UNIT – VIII, GOPABANDHUNAGAR  
BHUBANESWAR – 751 012



PHONES (EPABX)  
0674 : 2562020  
2562118  
2562068  
2562246

E.mail: [theooccltd@odishaconstruction.com](mailto:theooccltd@odishaconstruction.com)  
Website: [www.odishaconstruction.com](http://www.odishaconstruction.com)

## ADVERTISEMENT

No.01/HR/OCCL/2023

Date : 05.01.2024

### **Invitation of online application for recruitment to the post of Senior Accountant, Accounts Clerk and Clerk in Odisha Construction Corporation Limited (OCCL)**

Odisha Construction Corporation Limited, a State PSU invites online applications from the prospective candidates for different posts as mentioned below.

#### 1. Applications invited:

a)

Sl. No.	Activity	Date
1	Commencement of online registration of application	09.00 AM on 05.01.2024
2	Last date of Closing of registration, submission of online application and submission of online application fee	09.00 PM on 25.01.2024

The mode of application is only in online mode through the “Career” section on OCCL website “<https://odishaconstruction.com>”. No physical copy/ hard copy of the online application form needs to be submitted by the applicant.

- b) Candidates must possess a valid e-mail Id & mobile number while applying for the post and keep the same active till completion of this recruitment process to receive important messages.
- c) One applicant can apply for only one post
- d) The appointment will be against one of the post carrying pay as indicated on table.

Sl. No.	Name of the post	No. of Posts	Scale of Pay under ORSP Rules' 2017
1	Senior Accountant	15	Scale of Pay of Rs. 35400 in Level - 9, Cell – 1.
2	Accounts Clerk	13	Scale of Pay of Rs. 21700 in Level - 5, Cell - 1
3	Clerk	03	Scale of Pay of Rs. 21700 in Level - 5, Cell - 1

- e) Online applications submitted, found to be incomplete in any respect, are liable for rejection without entertaining any correspondence with the applicants on that matter.

f) **Application Fee (non-refundable) for:**

UR, SEBC : Rs. 500/-  
 SC/ST : Rs. 300/-  
 PWD : No application fee

- g) If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in her/ his online application form is false/ incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria prescribed for the post, her/ his candidatures for the posts shall be cancelled.
- h) No admission letter for recruitment at any stage shall be sent by post. The candidates are therefore advised to be in touch with the “Career” section on OCCL website “<https://odishaconstruction.com>” regularly to know the updates on examination related information.
- i) The candidates are advised to submit the online application form well in advance without waiting for the closing date to avoid the last-hour rush.
- j) Candidates with not less than forty percent of disability as certified by the Competent Authority under the Rights of Persons with Disabilities Act, 2016 (49 of 2016) shall be eligible for reservation as provided under Sub-Section (1) of Section 34 of the said Act, as per Department of Social Security & Empowerment of Persons with Disabilities, Odisha, resolution No. 1834 dated 25.02.2021.

**2. Category-wise vacancy position:**

Sl. No.	Name of the post	Category-wise vacancy				Total No. of vacancies Out of which (Women as mentioned within bracket)	Persons with Disabilities (PWD)
		UR Out of which (Women as mentioned within bracket)	SEBC Out of which (Women as mentioned within bracket)	SC Out of which (Women as mentioned within bracket)	ST Out of which (Women as mentioned within bracket)		
1	Senior Accountant	08 (Women - 2)	02 (Women - 1)	02 (Women - 1)	03 (Woman - 1)	15 (Women - 5)	1
2	Accounts Clerk	08 (Women - 2)	02 (Women - 1)	02 (Women - 1)	01 (Women - 1)	13 (Women - 5)	1
3	Clerk	01	01	-	01 (Women - 1)	03 (Women - 1)	-

**Sub-category for Persons with Disabilities (PWD)**

Sl. No.	Name of the post	Sub-Category-wise vacancy					Post suitability for un-reserved PWD candidates.
		Blindness and Low Vision	Deaf and hard of hearing	Locomotor disability including Cerebral Palsy, leprosy cured, dwarf, acid attack victims and muscular dystrophy.	Autism, intellectual disability, specific learning disability and mental illness,	Multiple disabilities from amongst persons under clause (a) to (d) including deaf-blindness in the posts identified for each disability time to time	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Senior Accountant	--	--	Locomotor disability including dwarf/ acid attack victims – 1	--	--	Locomotor disability including dwarf/ acid attack victims
2	Accounts Clerk	--	--	Locomotor disability including dwarf/ acid attack victims – 1	--	--	Locomotor disability including dwarf/ acid attack victims.
3	Clerk	--	--	--	--	--	Locomotor disability including dwarf/ acid attack victims.

**Note 1 :** Candidates belonging to the transgender community are also eligible to apply.

Transgender candidates belonging to SEBC, SC & ST may also apply for any post, but they have to compete against UR.

- UR : Un-reserved
- SEBC : Socially & Educationally Backward Class
- SC : Scheduled Caste
- ST : Scheduled Tribe
- PWD : Persons with disabilities

**Persons with disability(PWD) selected on their own merit shall not occupy**

**Reserved post:** Persons with disabilities selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standard available for Persons with Disabilities in addition to the SC and ST candidates; and it will apply for direct recruitment wherever reservation for persons with disabilities is admissible

### 3. Eligibility:

General criteria of eligibility:

Candidates applying for the above post should be

- A Citizen of India
- of good character
- of sound health, good physique and free from organic defects or bodily infirmity
- If married, must not have more than one spouse living
- Must be able to read, write & speak Odia fluently and :

(i) Must have passed Middle School Examination with Odia as language subject.

OR

(ii) Must have passed HSC Examination or equivalent examination with Odia as Medium of Examination in non-language subject.

OR

(iii) Must have passed Odia language subject in the final examination of Class-VII or above from a School or Educational Institution recognized by the Government of Odisha or the Central Government.

OR

(iv) Must have passed a test in Odia in Middle English School standard conducted by the School and Mass Education Department, Government of Odisha.

### Educational qualification prescribed for the post:

The educational qualification essential for different posts are as follows:

Sl. No.	Name of the post	Minimum educational qualification	Experience
1	Senior Accountant	CA Inter/ CMA Inter	Three years of post-qualification experience preferably in construction/ manufacturing industries of PSUs/ Govt./ Private having Tally/ ERP accounting knowledge
2	Accounts Clerk	Degree in Commerce with minimum 50% marks in aggregate from a recognized University,	--
3	Clerk	Degree in any discipline or equivalent with minimum 50% marks in aggregate from a recognized University.	--

**Syllabi in details are enclosed in Annexure**

**Age :** The minimum age and maximum age with respect to all the posts is 21 to 38 years as on 01.05.2023, provided that, the relaxation in upper age limit shall be allowed to the candidates of different social/special categories in adhering to Odisha Civil Services (Fixation of Upper Age Limit) Rules, 1989 and Govt. in GA&PG Deptt., Odisha Notification No. 17376 dtd. 10.08.2016 as per the following table.

<b>Social/Special Category</b>	<b>Relaxation in Upper Age Limit</b>
ST, SC, Women, SEBC	05 years
PWD	10 years
SC/ST+PWD	15 years

Date of birth entered in the High School Certificate Examination by the Board of Secondary Education, Odisha or equivalent Certificate issued by the recognized Board/ Council/ by an Indian University as equivalent there to.

A candidate who claims change in her/ his name after passing the High School Certificate Examination is required to furnish copy of publication of the changed name in local leading daily newspaper as well as copy of notification in the Odisha Gazette in support of her/ his change of name during the process of document verification.

**Plan & Pattern of Examination:**

The recruitment process for the posts consists of the following two stages.

<b>Stages of Examination</b>	<b>Type of Examination</b>	<b>Remarks</b>
Stage - I	Computer Based Test (CBT)	Marks obtained
Stage - II	Skill Test (Qualifying)	Qualifying
Stage - III	Document verification	-

The candidates who fail to appear at any stage/ phase of the recruitment process will not be considered for final selection and their names will not be included in the merit list.

**Admission Letter (e-Admit Card):**

- The candidates shall have to download the e-Admit card from the recruitment portal as intimated through email.
- Admission of a candidate for the Computer Based Test shall be on the basis of the information furnished by her/ him in the online application form.
- The admitted candidates will have to produce the print out of the e-Admit card at the venue allotted for appearing in the examination/ test.
- The e-Admit card contains issue date, time & venue of the examination and bears the photo and signature of the Competent Authority, OCCL.

**Skill Test :**

The candidates who qualify the 1<sup>st</sup> phase of examination that is CBT shall be called for skill test at the ratio of 3:1 (Candidate : vacant post).

**Document Verification:**

The candidates who qualify the skill test shall be called for document verification.

The candidates shall have to produce their original academic certificates, mark sheets, caste certificate, special category certificate, NOC in case of Government Servants and other documents as intimated in the e-admit card for verification along with a set of self-attested photocopies of the same during the document verification process.

**Note :** Candidates who fail to appear the document verification will not be considered for final selection.

**Merit list :**

The category-wise merit list of the candidates, whose certificates are found to be appropriate shall be published in the "Career" section on OCCL website "<https://odishaconstruction.com>" in order of merit.

For appearing written test (CBT) & skill test and document verification no TA & DA will be reimbursed.

Candidates who have applied for Multiple Posts / Common Candidates applied for different posts, the latest application of the candidate of which the applicable fees duly paid shall be accepted.

Candidates who have applied for Multiple times for a single post the latest application, of which the applicable fees duly paid shall be accepted.

Candidates are advised to refer the "Career" section on OCCL website "<https://odishaconstruction.com>" of the Corporation periodically for further updates. Candidates are also advised to check their Inbox/Spam/Junk Folder of their mailbox for updates regarding the selection process.

**Authority of Managing Director, OCCL:**

The Managing Director, OCCL reserves the authority to take any decision in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & post allocation shall be final. No enquiry/ correspondence will be entertained in this regard.

**MANAGING DIRECTOR**

## **INDICATIVE SYLLABUS FOR CBT:**

### **POST- Senior Accountant**

#### **A. Language Test**

##### (a) English Language Test

- (i) Verbs, Tenses, Active Voice and Passive Voice – Verb Agreement.
- (ii) Connectors; type of sentences, Direct and Indirect Speech, Comparison.
- (iii) Articles, Noun, Pronoun, Prepositions.
- (iv) Unseen passage (150-200 words in length with a variety of comprehension question)

##### (b) Odia Language Test.

- (i) Grammar.
- (ii) Composition.

#### **B. Objective General Knowledge**

In this category there should be a series of matching question of different categories like :-

- (i) Matching historical events with dates, personalities and places.
- (ii) Geographical facts with places.
- (iii) States Countries and institutions with headquarters.
- (iv) Books and authors.
- (v) Scientific facts and discoveries with dates, personalities, and
- (vi) Matching question of miscellaneous type.

#### **C. Commercial Accounting, Audit, Laws & Taxation**

- (i) Advance financial accounting with emphasis to preparation of final account as per Companies Act'2013
- (ii) In-depth knowledge of various accounting standards and Ind AS
- (iii) GST Rules & Regulations applicable to construction industries
- (iv) Corporate Income Tax
- (v) Principles of General Audit, Inspection and applicability of auditing standards
- (vi) Companies Law including Industrial Laws.

#### **D. Basic Computer Skills**

- (i) MS Windows: Introduction of windows.
- (ii) MS Office: MS Words, MS Excel and MS Power Points.

## **POST- ACCOUNTS CLERK**

### **A. Language Test**

(a) English Language Test.

- (i) Verbs, Tenses, Active Voice and Passive Voice – Verb Agreement.
- (ii) Connectors; type of sentences, Direct and Indirect Speech, Comparison.
- (iii) Articles, Noun, Pronoun, Prepositions.
- (iv) Unseen passage (150-200 words in length with a variety of comprehension question)

(b) Odia Language Test.

- (i) Grammar.
- (ii) Composition.

### **B. Objective General Knowledge**

In this category there should be a series of matching question of different categories like :-

- (i) Matching historical events with dates, personalities and places.
- (ii) Geographical facts with places.
- (iii) States Countries and institutions with headquarters.
- (iv) Books and authors.
- (v) Scientific facts and discoveries with dates, personalities, and
- (vi) Matching question of miscellaneous type.

### **C. Commercial Accounting & Taxation**

- (i) Fundamental principle of Accounting
- (ii) Book keeping, preparation of vouchers, GL and reconciliation
- (iii) Finalisation of Accounts i.e. starting from Trial Balance to Balance Sheet
- (iv) Applicability of GST and fundamentals of GST rules & regulations
- (v) Applicability of TDS both under Income Tax & GST
- (vi) Maintenance of records as far as Cost Audit, Statutory audit is concerned.

### **D. Basic Computer Skills**

- (i) MS Windows: Introduction of windows.
- (ii) MS Office: MS Words, MS Excel and MS Power Points.



## **POST- CLERK**

### **A. Language Test**

(a) English Language Test.

- (i) Verbs, Tenses, Active Voice and Passive Voice – Verb Agreement.
- (ii) Connectors; type of sentences, Direct and Indirect Speech, Comparison.
- (iii) Articles, Noun, Pronoun, Prepositions.
- (iv) Unseen passage (150-200 words in length with a variety of comprehension question)

(b) Odia Language Test

- (i) Grammar
- (ii) Composition

### **B. Objective General Knowledge**

In this category there should be a series of matching question of different categories like :-

- (i) Matching historical events with dates, personalities and places.
- (ii) Geographical facts with places.
- (iii) States Countries and institutions with headquarters.
- (iv) Books and authors.
- (v) Scientific facts and discoveries with dates, personalities, and
- (vi) Matching question of miscellaneous type.

### **C. Objective Mathematics**

- (i) Number System
- (ii) HCF and LCM
- (iii) Square and Square Roots.
- (iv) Cubes and Cube Roots.
- (v) Percentage and Averages.
- (vi) Simple Interest and Compound Interest.
- (vii) Profit, Loss and Discount.
- (viii) Partnership.
- (ix) Ratio and Proportion.

### **D. Basic Computer Skills**

- (i) MS Windows: Introduction of windows.
- (ii) MS Office: MS Words, MS Excel and MS Power Points.