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Odisha Forest Development Corporation Limited



(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

Telephone: -0674-2534269

[Website: www.odishafdc.com E-mail ID: general@odishafdc.com]

Advertisement No. 12588 / Esst. (Misc)/ 02/14/2020

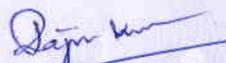
Dated, Bhubaneswar, the 19th August, 2021

ADVERTISEMENT FOR RECRUITMENT OF BASE LEVEL POST IN THE CADRE OF FIELD ASSISTANT (GRADE-III) FOR S.C & ST CATEGORY IN OFDC ON CONTRACTUAL BASIS

Online Applications through OFDC's website www.odishafdc.com are invited from the eligible Scheduled Caste (SC) and Scheduled Tribes (ST) candidates for recruitment to the vacant posts of Field Assistant, Grade-III on contractual basis in different units of Odisha Forest Development Corporation Ltd. in the state of Odisha. Details Advertisement containing Terms of Reference for recruitment, online application form and procedure for making on line application to the post can be viewed under Career section of the Corporation's website at www.odishafdc.com. Online Enrolment for applying for the post through portal shall be commenced from **24.08.2021 at 10.00 AM** and the last date of submission of online application is **10.09.2021 up to 5.00 P.M.** Application other than online application mode shall not be accepted. Details of the post to be filled are given below:

Name of the post	Category & number of Posts				Special category wise Vacancies (Included in total at column no.4)				Consolidated monthly remuneration	
					Ex-Service man	Sports Person	PwD (Refer to Rule 4.B)	Total		
	S.C	S.T	Total							
1	2	3	4	5	6	7	8	9		
Field Assistant, Grade-III	50	24	70	35	179	5	2	7	14	Rs.8,390/-

OFDC reserves its right to cancel the recruitment process, if need arises due to administrative reasons, without assigning any reasons thereof at any stage.


MANAGING DIRECTOR

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**TERMS OF REFERENCE FOR RECRUITMENT OF BASE LEVEL POST IN THE
CADRE OF FIELD ASSISTANT (GRADE-III) FOR S.C & ST CATEGORY IN
OFDC ON CONTRACTUAL BASIS
(Special Recruitment for backlog vacancies)**

Online Applications through OFDC's website www.odishafdc.com are invited from the eligible Scheduled Caste (SC) and Scheduled Tribes (ST) candidates for recruitment to the vacant posts of Field Assistant (Grade-III) on contractual basis in different units of Odisha Forest Development Corporation Ltd. in the state of Odisha. Details Advertisement containing Terms of Reference for recruitment, online application form and procedure for making on line application to the post can be viewed under **Career section** of the Corporation's website at www.odishafdc.com. Online Enrolment for applying for the post through portal shall be commenced from **24.08.2021 at 10 AM** and the last date of submission of online application is **10.09.2021 up to 5.00 PM**. Application other than online application mode shall not be accepted.

Important Dates:

Event	Date
Commencement of Online Enrolment and submission of online application	24.08.2021 at 10.00 AM
Last Date of Enrolment and Online submission of Application	10.09.2021 up to 5.00 PM
Commencement of Admit Card Generation	To be intimated through the website
Date of Written Test	To be intimated through the website
Date of Physical, Medical/ Endurance Test	To be intimated through the Website

NOTE: The candidates are advised to visit the OFDC website regularly for updating themselves about the information related to issue of admit card/ program of different tests and the OFDC will not be held responsible for any lapses on the part of applicant in this regard. The OFDC will not send any printed admit card to any candidate through post.

1.Details of the Posts to be filled up:

- i. The category wise breakup of the total post to be filled by this recruitment are given below

Name of the post	Category & number of Posts				Special category wise Vacancies (Included in total at column no.4)				Consolidated monthly remuneration	
					Ex-Service man	Sports Person	PwD (Refer to Rule 4.B)	Total		
	S.C	S.T	Total							
1	2	3	4		5	6	7	8	9	
Field Assistant, Grade-III	50	24	70	35	179	5	2	7	14	Rs.8,390/-

- ii. The number of posts to be filled upon the basis of this recruitment may undergo changes with prior notice by the Managing Director, OFDC Ltd.

2. Eligibility Criteria:

- i. **Educational Qualification:** The candidates applying for the post of Field Assistant (Grade-III) must have passed +2 Science (Intermediate of Science) from any recognised University/ Board/ Institution/ Council.
- ii. **Age:** The minimum prescribed age for entry in Field Assistant, Grade-III is 21 years, and the maximum age is 32 years as on 01.08.2021.
- a. The Upper age limit as prescribed above shall be relaxed by 5 years for candidates belongs to category of Scheduled Caste (SC)/ Scheduled Tribe (ST) and Women.
- b. The Upper age limit is relaxed by 10years for candidates of PwD category.
- c. In case of Ex-serviceman Persons relaxation in upper age limit shall be allowed as per provision contained in G.A Department Notification No. 22586/GEN dt. 16.10.1985 applicable to Class-III posts.
Provided that a candidate who comes under more than one category (Social or Special) mentioned above he/she will be eligible for only one age relaxation benefit which shall be most beneficiary to him/her.
- iii. (a). **Physical Standard:** The candidates must have minimum physical standard as per detailed below:

Category of the Candidates		Minimum Height in cm	Minimum Chest (in cm)	
			Un-expanded	Expanded
Men	SC	168	81	86
	ST	158	81	86
Women	SC / ST	153	-	-



(b). The Candidate must have to pass following Physical/ Endurance Test of Walking

Walking

- I. Male: 25 km in 4 Hours
- II. Female: 16 km in 4 Hours

Note:

- a:** Failure of the candidates to fulfil any of the provisions of the Test shall disqualify him/her for the purpose of appointment.
- b:** The Corporation shall not be responsible for any injury during the test.
- c:** There will be no marking for Physical/ Endurance test & this will be qualifying only.

3. Other Eligibility Criteria:

An applicant in order to be eligible for the post must be-

- i. A citizen of India,
- ii. Of good character.
- iii. Good mental condition, sound health, good physique and active habits, free from physical defects likely to interfere with discharge of duties in the service
- iv. If married, must not have more than one spouse living. Provided further that the OFDC may if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from operation of this rule.
- v. Be able to speak, read and write Odia and have passed the M.E School Examination with Odia as a language subject; or passed Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects; or passed Odia as language subject in the final examination of Class-VII or above; or passed a test in Odia in M.E. School Standard conducted by the School & Mass Education Department.

4. Reservation:-

Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for

(A) Women, Sportsmen, Ex-Serviceman shall be made in accordance with the provisions made under such act, rules, orders or instructions issued in this behalf by the Government of Odisha from time to time. For claiming reservation under category of Ex-Service man, a person should have put in not less than six months of continuous service in Armed forces of the Union.

(B) No Persons with Disabilities shall be eligible to be appointed to the service except the following 2 categories of PwD as per the prescribed percentage of reservation.

- i. Leprosy Cured Persons
- ii. Acid Attack Victims:

Provided the PwD specified in Rule 4 (B) falling in the functional classification of (a) OL (MNR)- One leg affected (mobility not restricted) (b) OSCD- only skin covered disfigurement (c) MNR- mobility not restricted, are eligible to apply subject to fulfilment of below listed physical requirements;

- (i) W- Work performed by walking
- (ii) L- Work performed by lifting

- (iii) KC- Work performed by kneeling and crawling
- (iv) SE- Work performed by seeing
- (v) H- Work performed by hearing/ speaking.

Provided that in case of non-availability of suitable PwD candidate for recruitment the reserved posts may be de-reserved and filled up by a person other than a person with disability.

(C) All the candidates applying under Reserve Category like SC, ST, Sports Person, Ex-Serviceman and PwD must possess the required certificate from the competent authority at the time of application.

5. Recruitment Procedure:

- a. Recruitment to the post of Field Assistant (Grade-III) shall be made by way of competitive written examination followed by Physical Endurance Test of Walking.
- b. Standard, syllabus and subject of examination shall be decided by the Corporation Authority.
- c. There shall be a Multiple Choice Question (MCQ) type Computer Based Recruitment Test(CBRT) as follows:

Subject	Mark
General English	40 mark
Odia	40 mark
General Knowledge	40 mark
Quantitative Aptitude	40 mark
Logical Reasoning	40 mark
Total	200 mark

- d. The standard of examination shall be equivalent to that of HSC standard or equivalent standard.
- e. Based on the marks secured in the written test, candidates @ 3 times the vacancies shall only be deemed to have qualified in the written test and called for the Medical and Physical/ Endurance tests. **If more than one candidate remain in the Cut-off mark, then all the candidates securing the same Cut-off mark will be treated as qualified and all of them will be called for Physical and Medical test. In such a circumstance, the number of candidates exceeding three times will be relaxed to the extent of qualified candidates securing the same Cut-off mark.** The names of the selected candidates will be displayed in OFDC web site www.odishafdc.com. The candidates will also be intimated through their respective email. The selected candidates will be requested to attend Medical test.
- f. Venue/date and time of Medical test of the selected candidates will be displayed in OFDC web site www.odishafdc.com. The candidates shall be intimated through their respective email.
- g. Medical test of the selected candidates shall be conducted by the OFDC Medical Officer/ OFDC's approved Medical Professional/ CMO of a Public Sector Hospital or from a Government Doctor not below the rank of Chief

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Medical Officer. In the event, on medical examination, the candidate is found medically unfit, his candidature shall stand automatically cancelled.

- h. The candidates found fit in Medical examination shall be called for Physical/ Endurance tests. The Venue/ date and time will be displayed in the website www.odishafdc.com. The candidates shall also be intimated through their respective email.
- i. The Physical/ Endurance tests as per standard prescribed in Clause 2 (iii) (b) will be conducted under supervision of the committee formed/ appointment by the Managing Director, Odisha Forest Development Corporation Ltd.
- j. There will be no viva-voce for the post.
- k. After successful completion of Medical test and Physical/ Endurance test a merit list will be prepared on the basis of their performance in the written test and shall be appointed as per vacancies/ post required to be filled through direct recruitment after due verification of the documents or testimonials of the candidates. Name of the selected candidates shall be published in OFDC web site www.odishafdc.com. The selected candidates shall also be intimated through their respective email.
- l. The joining letter to the selected candidates will be sent to the respective candidates from Corporate Office.
- m. The selected candidates will be required to join at the place of posting within 15 days of issuance of appointment order. Request for extension of joining time will not be ordinarily entertained and in no case, it will be extended beyond 30 days of issue of appointment order.
- n. **The candidates have to make their own arrangements for attending different tests. No TA/DA will be paid by the Corporation to the candidates for attending such tests.**

6. Scale of pay & conditions of service:

a. Tenure of Contractual appointment:

Persons appointed against contractual posts shall continue on contractual basis for a period of Six years. The period of six years shall be counted from the date of their contractual appointment. On satisfactory completion of six years of contractual service, they shall be regularly appointed after necessary formalities. A formal order of regular appointment shall be issued by the appointing authority.

b. Remuneration:

- i. The appointment to the posts shall be made initially on contractual basis on consolidated monthly remuneration as mentioned in the table given below.

Sl. No.	Name of the posts	Scale of Pay (Pre-revised)	Consolidated monthly remuneration
1	Field Assistant (Grade-III)	Pay Band- 1S i.e. Rs. 4,930-Rs. 14,680/- with GP- Rs. 1,775/-	Rs. 8,390/-

Subject to satisfactory performance, the consolidated remuneration shall be enhanced by ten percent on completion of each year of service.



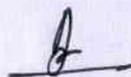
- ii. In case of any revision of consolidated monthly remuneration during the contractual period of engagement by the Government of Odisha for the Government employees and if the same is applicable to OFDC Ltd. then such revised remuneration will be paid from such date as may be approved by the Board of Directors of the OFDC Ltd.
 - iii. On completion of six years of contractual service and being regularly appointed, they shall be entitled to draw the time scale of the post along with other allowances for the post for which appointment has been made, as admissible in the corresponding pay band.
 - iv. **Allowances:** They shall not be entitled to Dearness Allowance (DA), HRA, Medical Allowance etc. and other allowances during the period of contractual engagement.
 - v. **The selected candidates after joining in their post are entitled to draw Travelling Allowance (TA) /Daily Allowance (DA) for performing journey/ tour applicable to the Grade/ Rank they are attached as per the Rule.**
 - vi. Leave, Conduct, Discipline and other conditions of service will be regulated by the Service Rules of the OFDC which is in force and as amended from time to time.
- c. Probation:-**
All appointed candidates after joining in the Corporation shall be on probation for a minimum period of two years from the date of joining which may be extended or curtailed by the Appointment Authority. During the period of probation, an employee shall be liable to be discharged from the service of the Corporation without notice or without assigning any reason at the sole discretion of the Appointing Authority.

7. Other conditions:-

- i. **Training in Forestry:**
The finally selected candidates may have to undergo designated training in forestry for which the candidates are required to submit Agreement and Surety Bond. The value of the bond will be decided by the Managing Director depending upon the cost involved in the training. The cost of the training which includes equipment allowances, Tuition fee and Tour expenses will be borne by OFDC. Expenses for Bedding, Clothing, Caution money and other deposits like mess advances will be borne by the candidates. The candidate will be granted stipend/ salary by the corporation from time to time during the training as the case may be.
- ii. **Posting of selected candidates shall be made in any of the offices / units of O.F.D.C. Ltd., situated around the State of Odisha and at the discretion of the Corporation.**
- iii. Notwithstanding any of the above, the Corporation reserves the right to change, delete, amend, modify any of the above conditions and the decision of the Corporation is final and binding on candidate applying for the post.

8. Application:

- i. The candidates are required to submit their application online in a prescribed format from **dt. 24.08.2021, 10.00 AM.**
- ii. **Last date for receipt of Application:**
The last date of receipt of online applications in response to this advertisement is dt. **10.09.2021 up to 5.00 p.m.** The online application forms will be automatically disabled and no application for this post will be available thereafter. Incomplete application, paper application and application received after the last date will be summarily rejected. However, the applicants are advised to submit online applications well in advance without waiting for the last date in order to avoid the last hour rush in online application system. It is the responsibility of the



candidate to furnish correct information and the authorities shall not be responsible for the rejection of candidature by system due to any wrong information furnished.

9. Examination fee:-

- a. The applicant shall pay application fee of Rs.100/- (Rupees one hundred) only at the time of submission of application.
- b. The fee can be deposited through online mode by logging into the OFDC Website (www.odishafdc.com) along with the application.
- c. Fee once paid including any unsuccessful online transaction will not be refunded under any circumstances.

10. a. Place and Date of Written Examination:

The recruitment examinations shall be held for the post to be filled up. The date/time/venue of the written examination will be conveyed to the eligible candidates through the admission letters / admit card to be issued online in due course. The date/time/venue of Medical/ Physical/ Endurance Test will be intimated to eligible candidates through online. After the written test, the list of short listed applicants allowed to appear in the Medical test/ Physical/ Endurance test shall be displayed in the OFDC website. The candidates are advised to visit the website of the OFDC at regular interval and also keep track of different notices to be published by the OFDC in different local dailies to know about the programme of the examination, Medical and endurance test.

OFDC holds the right to conduct the Examinations in multiple batches for the post if the numbers of applicants are high in number and then the scientific method of Equi-Percentile Equating will be used for processing of results of the multi batch examination.

b. Select list & Result:

The Merit List / Select list of candidates for the post of Field Assistant (Grade-III) qualified in physical standard, Physical /Endurance test shall be prepared in order of merit based on the marks secured by them in the Written Test only. The final results shall be published in due course in the OFDC website www.odishafdc.com.

Note: Wherever two or more candidates have secured equal aggregate marks, the tie(s) will be resolved by taking age seniority into account.

c. Original Certificates / documents to be produced for verification:

Only those candidates, who will be called for the verification of original certificates and documents, will be required to bring with them the following documents in original for verification on the date fixed by the OFDC.

- I. Admit Card issued for Recruitment Test.
- II. HSC (10th) Certificate in support of the proof of age.
- III. Certificates and Mark sheets of qualifying examinations (Respective +2 Science Examination).
- IV. Certificate of passing Odia as a language subject in the final examination of Class-VII from any School/Educational Institution of Odisha or Matriculation or equivalent examination with Odia as the medium of examination in non-language subjects or Central Government or passing a test in Odia language in Middle

School Standard examination conducted by the School & Mass Education Department, Odisha.

- V. Caste Certificate for the purpose of service issued by the competent authority.
- VI. Certificate issued by the Competent Authority for applicant(s) claiming reservation under Person with Disability (PwD) belonging to category mentioned in condition no 4 (B).
- VII. Discharge Certificates of Ex-Serviceman issued by the commanding officer of the unit last served wherever applicable; Ex-Serviceman must submit an affidavit that he is not been appointed against any civil post after retirement from military service.
- VIII. Identity Card(s) issued in their favour by the Director, Sports & Youth Services Department, Government of Odisha as on the date of application for those applying under sportsman quota.
- IX. Declaration of "one spouse living" in case of married candidate as mentioned in Clause 3.(iii) of this advertisement.
- X. Two recent coloured passport size photograph.
- XI. Character and Character antecedent certificate.

11. Admit Card:

Admit Card containing intimation about the date, time and venue for the written examination carrying the scanned photograph and signature of the eligible applicants shall be uploaded on the OFDC's website well ahead of the date of the examination. Each eligible applicant shall have to download his/her Admit Card before the date of examination by visiting the OFDC's website and clicking "Download Admit Card" option under the Applicant Menu. The OFDC will not send any printed admit card to any candidate through post.

- 12.** **Canvassing** or unfair means adopted in any form will make the candidate ineligible for selection.
- 13.** Candidates are advised to visit the OFDC Website (www.odishafdc.com) from time to time to update them on the notices/ directions issued with regards to the examination and to know the results of different tests.
- 14.** Notwithstanding any of the above, the Corporation reserves the right to change, delete, amend, modify any of the above conditions and OFDC reserves its right to cancel the recruitment process, if need arises due to administrative reasons, without assigning any reasons thereof at any stage. The decision of the Corporation is final and binding on the candidate applying for appointment to the post.

15. Help Line Number:

- a. For online filing of application contact;-7848845541 & 8114973720
- b. For Recruitment Related query contact;- 9071123445


MANAGING DIRECTOR

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