

**IMPORTANT INSTRUCTION TO CANDIDATES IN RELATION TO ADVERTISEMENT NO. 16710/ Estt (Misc)/53/2020 dated 20.10.2020 FOR RECRUITMENT OF JUNIOR ACCOUNTANT(ACCOUNTS ASSISTANT)/AUDITOR, LOWER DIVISION ASSISTANT AND EXECUTIVE ASSISTANT ( JR. STENO GRAPHER) IN OFDC LTD**

**1. DATES OF EXAMINATION (COMPUTER BASED TEST)**

It is for information of all applicants for the Post of Junior Accountant, (Accounts Assistant)/ Auditor, Lower Division Assistant and Executive Assistant ( Jr. Stenographer) that pursuant to advertisement no. 16710 /Estt (Misc)/ 53/ 2020, dated 20.10.2020 that the written Examination through Computer Based Test will be held as per the following schedule at various Cities/Town in the State of Odisha

Sl. No	Name of the Post	Date & Time of the Examination
1.	JUNIOR ACCOUNTANT (ACCOUNTS ASSISTANT)/ AUDITOR	18 <sup>th</sup> January 2021 From 10.00 a.m. to 12 noon
2.	LOWER DIVISION ASSISTANT	19 <sup>th</sup> January 2021 From 10.00 a.m to 12 noon
3	EXECUTIVE ASSISTANT (Jr. STENOGRAPHER)	20 <sup>th</sup> January 2021 From 11.00 a.m to 1.00 p.m

The Link for selection of the Examination Center and generation of Admit cards for the written test will be available w.e.f 31.12.2020 to 09.01.2021. A Test Center shall get occupied on the principle of First Come First Serve basis. Please note that all the tests shall be conducted in English Language Only.

**2. SUBJECTS, MARKS ETC. FOR THE CBT**

- Total number of Questions in the test are 100 and each question carries “2 Marks”
- Duration of the Test is 120 Minutes. There is no restriction on section level timings.
- There are 5 Sections in the Test for the post of Jr. Accountant/ Auditor and 4 Sections in the test of Lower Division Clerk and Executive Assistant and the breakup of questions and marks for each subject is mentioned below.

Sl. No.	Section Names	Junior Accountant(Account Assistant)/ Auditor		Lower Division Clerk		Executive Assistant (Jr. Stenographer)	
		No. of Questions	Marks	No. of Questions	Marks	No. of Questions	Marks
1	English	10	20	25	50	25	50
2	Accounts	20	40				

3	General Knowledge General Aptitude	20	40	25	50	25	50
4	Mathematics	25	50	25	50	25	50
5	Basic Computer	25	50	25	50	25	50
<b>Total Number of Questions &amp; Marks</b>		<b>100</b>	<b>200</b>	<b>100</b>	<b>200</b>	<b>100</b>	<b>200</b>

•There will be **Negative Marking** in this examination; **0.66 Marks (1/3 of Marks assigned to each Question)** will be deducted for each incorrect answer and correct answer will be awarded with “**2 Marks**”.

### 3. MOCK TEST

In order to familiar with the computer based test, candidates can take the Mock Test by clicking the “Mock Test” Button provided in the career page of the website. They are to provide the login details as sent to them through SMS to their registered mobile number.

### 4. SELECTION OF TEST CENTER AND ADMIT CARD

- a. For selection of Examination Center and generation of Admit card, candidates are to click the “Download Admit Card” Button provided in the career page of the website or type the link <http://ofdc-otbs.centralindia.cloudapp.azure.com/OFDcotbs> in their web browser. They are to login to the system by entering the details sent to their registered Email IDs and also as intimated by SMS. After entering into the system with their ID and password, to the left side of this page, they will view some of their Application Details viz Application No, Name, Post applied for, DOB, Gender, Mobile No, Email ID etc. and instruction to their right on how to proceed further for selection of test center.
- b. The details of names of different cities, Test Centres and their addresses are to be found in the subsequent stage in the process. Adjacent to the centre name, number of seats available at that Test Centre can be found. A Test Centre shall get occupied on the principle of **First Come First Serve Basis**. Please choose City & Centre of your choice as per the list. Centres are based on the availability of seats and once a candidate confirms his/her choice of Test Centre, submit your choice and your admit card shall get generated. Candidates are required to keep a copy of the admit card, take a printout and reach the Test Centre with the printed admit card on the date & reporting time mentioned in it.

- c. It may, so happen that the best choice of City & Centre has got exhausted, therefore it is recommended to continue exercising next best City & Centre choice and get the Admit Card generated as soon as possible.
- d. Kindly note that due to unforeseen circumstances, even after having Admit Card issued and due to the COVID-19 situation prevailing in the country, a Test Centre may have to be withdrawn. In that case, an alternative city, centre shall be offered, as final centre, where you will be asked to take the test.
- e. **IN NO CIRCUMSTANCES, REQUEST OF THE CANDIDATE FOR CHANGE OF EXAM CENTER WILL BE ENTERTAINED**

#### 5. INSTRUCTION TO CANDIDATES IN RELATION TO COMPUTER BASED TEST

- i. **Please note that candidates are called for computer-based test without verifying details with their certificates. Before appearing for the written test, a candidate must ensure that he/she fulfils the eligibility criteria stipulated for the post in all respect by the OFDC Ltd. If anything is found to be incorrect at the time of scrutiny, his/her candidature will be rejected without any notice.**
- ii. Candidates are required to bring the printed copy of the Admit Card along with photo affixed (please affix same photograph which is uploaded in online application) and currently valid photo identity proof in original. Please note that your name as appearing on the Admit Card (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof.

Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Admit Card and Photo Identity Proof, you will not be allowed to appear for the exam. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit.
- iii. Candidates are instructed not to wear Shoes. Only Slippers / Sandals with low heels will be allowed.
- iv. Use of books, notebooks, calculators, watch, pagers, mobile phones etc. is not permitted in this examination. Candidates are advised not to bring any of the banned items including mobile phones/pagers to the venue of examination. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the

examination including giving/receiving help to/from any candidate during the examination will be disqualified.

- v. Any request for Centre change/ date change will NOT be entertained.
- vi. **Reporting in the examination centre will be 90 minutes earlier than the starting time of exam.**
- vii. **Candidates will neither be allowed to enter the Venue after the Gate Closure Time (30 Minutes before Test Time) nor permitted to leave before the completion of Examination.**
- viii. Any canvassing by or on behalf of the candidates or any other outside influence with regard to their selection/recruitment shall be considered as DISQUALIFICATION.
- ix. The possibility of occurrence of some unforeseen/ unavoidable circumstances in the conduct of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem which may include movement of candidates, delay in test. Conduct of re-examination is at the absolute discretion of the test conducting body. Candidates will not have any claim for a separate test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- x. **Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.**
- xi. Each Question Carries 2 marks and there is **negative** marking of **0.66 Marks (1/3 of Marks assigned to each Question)** for every incorrect answer.
- xii. The candidates are required to retain the original copy of the Admit Card as duly signed by the invigilator of the Exam Center with them and produce the same as and when required.
- xiii. Mere appearance in the written test or calling the candidates by the OFDC Ltd for document verification will not confer any right to the job applied.

**6. Instructions Regarding COVID -19**

- I. Candidates must maintain social distancing starting from point of entry in the exam venue till his/her exit from the exam venue. Candidate must follow the guidelines issued by Ministry of Health & Family Welfare, Govt. of India time to time for COVID-19.
- II. Candidate must bring their own Mask, Personal sanitizer (50 ml), transparent water bottle, a simple pen and the exam related documents (admit Card, Original ID Proof.). No other items will be permitted inside exam venue.
- III. Candidates showing COVID symptoms WILL NOT be allowed entry into the exam venue.
- IV. Temperature of candidates will be checked at the entry to the exam venue via a Thermo Gun. Only those candidates will be allowed inside the exam venue whose temperature is within the acceptability limits as approved by competent authorities. Candidates with temperature  $>99.14$  °F will not be permitted.
- V. The candidates are required to bring the self-declaration Form generated along with the Admit Card duly filled up and signed before entering the Gate and handover at the entry point.

### Self-Declaration- 1

In the interest of your well-being and that of everyone at the venue, I declare the following:

1. I have read the advertisement, Instructions, Notices related to this examination
2. I have (please tick )/ do not have (please tick ), the following symptoms in last 1 week:  
Fever :  , Sore throat / Runny Nose :  , Cough/ Runny Nose :  , Body ache :
3. I have NOT been in closed contact with a person suffering from Covid-19 and am NOT under mandatory quarantine.
4. I am aware the OFDC has taken measures as per the advisories of Government of Odisha related to norms of social distancing and sanitization at the Examination Center.
5. I may be subject to legal provision / action as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others.

Candidate Name: \_\_\_\_\_

Candidate Application No: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Exam Center Name: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

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### Self-Declaration - 2

I am asked to fill this Self-Declaration, since I do not have “Aarogya Setu” App on my mobile phone. I am certifying that I have NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

Candidate Name: \_\_\_\_\_

Candidate Application No: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Exam Center Name: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

