

# Odisha Forest Development Corporation Limited

(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

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

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

(website: [www.odishafdc.com](http://www.odishafdc.com), E-mail ID:[general@odishafdc.com](mailto:general@odishafdc.com))



No. 131121

Dt. 7-7-15.

## EMPLOYMENT NOTICE

### RECRUITMENT OF ASSISTANT MANAGER / JUNIOR MANAGER (ST/SC)

Applications are invited from intending eligible candidates for filing up different vacant posts in the prescribed application form, details of which can be down loaded from the OFDC Website [www.odishafdc.com](http://www.odishafdc.com) within 31<sup>st</sup> July, 2015

#### 1. Details of vacancies

Name of the post	Vacancies	
	SC	ST
Asst. Manager (Operation/Commercial)	04	06
Jr. Manager (Operation/Commercial)	06	10

#### 2. Scale of Pay

Name of the post	Scale of pay + Grade Pay
Asst. Manager (Operation/Commercial)	₹9300 -34800 + Grade Pay ₹4600/- and other allowances as admissible from time to time
Jr. Manager (Operation/Commercial)	₹9300 -34800+ Grade Pay ₹4200/- and other allowances as admissible from time to time

#### 3. (i) Qualification

Name of the post	Minimum Educational Qualification
Asst. Manager (Op/ Com)	Post Graduate in Science or, B.Sc in Forestry / Agriculture/ Agriculture Engineering from a recognized University with 60% marks
Jr. Manager (Op/Com)	B.Sc (Honours) in Science subject or, B.Sc in Forestry / Agriculture/ Agriculture Engineering from a recognized University with minimum of 50% marks or equivalent grade

3(ii) The candidate must have passed at least an examination in Oriya equivalent to M.E. School standard recognized by the Board of Secondary Education, Odisha.

#### 4. Physical requirement:

The candidate must have 163 cm in height and shall have chest measurement of at least 79 cm expanded to 84 cm

Contd. P-2

5. Age Limit: The minimum prescribed age for entry in Asst. Manager and Jr. Manager Cadre is 21 years, where the maximum age of 32 years is relaxable by 5 years in case of ST/ SC category candidates. Maximum age for both the cases would be reckoned as on 1.7.2015.
6. Last date for receipt of Application: Applications shall be received by post only. Applications alongwith requisite testimonials / documents in an envelope size 23X10 CM superscribing “**Application for the post of Asst. Manager/ Jr. Manager**” separately must reach on or before 31.07.2015. The application should be addressed and posted to Managing Director, Odisha Forest Development Corporation Ltd., Plot No. A/84, Kharvelnagar, Unit-III, Bhubaneswar -751001, Odisha. Applications received beyond the stipulated date shall be rejected. In case of candidate working in Govt. or other Organization/ Institution shall submit their application with proper channel and the same shall also be received within the stipulated date.
- 7(i) Selection: Selection for the post of Asst. Managers and Jr. Managers shall be made on the basis of written test, personal interview and physical test. The date, time and venue of such tests shall be intimated in due course to the eligible applicant.
- 7(ii) The written test would be of objective type to be conducted online at the scheduled venue which would be intimated through the Admit Cards. A minimum of 45% in the written test shall be the qualifying marks for personal interview. However, the management reserves the right to enhance/ reduce the marks depending upon the no. of candidates appearing in the written test. The standard of questions would be that of the Educational Qualifications indicated in the advertisement.
- 7(iii) The physical test would comprise of a qualifying walking test. The candidate is expected to complete 25 Kms in four hours.
- 7(iv) The interview would be conducted by a selection panel who would assess the suitability of the candidate for the job as well his overall personality and attitude towards work.
- The selection would be made on the basis of the academic achievement, written test and performance in interview.
8. All applications must be submitted along with a Bank Draft of ₹1000/- (Rupees one thousand ) only drawn in favour of Managing Director, OFDC Ltd., drawn on any Nationalised Bank, payable at Bhubaneswar.
9. The candidate must have registered his name in the local employment exchange in the State.
10. Canvassing or unfair means adopted in any form will make the candidate ineligible for selection.
11. Candidates selected on the basis of written test will be called for subsequent selection process.

12. No queries on the matter will be entertained.
13. Candidates selected for different test and those finally selected will be intimated by post. Their names will also be made available in the website of OFDC, [www.odishafdc.com](http://www.odishafdc.com).
14. The selected candidate will be required to join 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.
15. Probation: All appointment in the company shall be on probation for a minimum period of twelve months from the date of joining which may be extended or curtailed on individual basis by the Appointing Authority.  
During the period of probation, an employee shall be liable to be discharged from the service of the company without notice or without assigning any reason, at the sole discretion of the Appointing Authority.
16. Execution of Bond: The appointment shall be subject to execution of a bond for a minimum period of Five years after probation for such amount as will be communicated at the time of offer letter.
17. (i) Other conditions: Unless it is permissible under the personal law applicable and is legal, no candidate who has more than one spouse living or who, having a spouse living contracts another marriage which is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to any of the posts in the company.
- 17(ii) All appointment in the Corporation will be subject to the selected candidates being found medically fit by the Corporation's Medical Officer/ Corporation's approved Medical Professional / CMO of a public Sector Hospital / or from a Govt. Doctor not below the rank of Chief Medical Officer. In the event, on medical examination, the candidate is found medically unfit, the offer shall stand automatically cancelled.
- 17(iii) Notwithstanding any of the above, the Company reserves the right to change, delete, amend, modify any of the above conditions and the decision of the Corporation is final and binding on the candidate applying for appointment to the post.
18. No T.A. & D.A will be payable by the Corporation for attending written test or personal interview.

Managing Director 6/7/15

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## COMMON APPLICATION FORMAT FOR RECRUITMENT OF ASST. MANAGER/JR. MANAGER

Affix passport  
size recent  
photographs

(Attach one here  
and provide one  
extra photograph.)

APPLICATION FOR THE POST OF:.....

01. Name of the candidate: .....  
(Block letters)

02. Father's / Husband's Name: .....

03. Permanent Address:

Village/ Town	
Post Office	
Police Station	
District	
PIN	

04. Address for Correspondence:

Village/ Town	
Post Office	
Police Station	
District	
PIN	
Phone Number with Code (if any)	
Mobil Number ( If any)	
E-mail ( if any)	

05. Sex (Male / Female ): .....

06. Marital status ( Married/ Unmarried):.....

07. Category (S.T/ S.C): .....

08. Date of birth as recorded in the .....  
H.S.C. (10+) Examination Certificate/  
Birth Certificate:

09. Age as on 01.07.2015: .....

10. Name of the Employment Exchange: .....  
where the candidate has registered  
his /her name ( with Regd. No. & validity date:

11. Educational Qualification ( Starting from H.S.C. or equivalent)

Name of Degree/ Diploma	Year of passing	Name of Institution/ Board/ College/ University	Marks secured	Total Marks	Percentage	Division/Class	Subject taken

12. Language known:

- a) Spoken
- b) Written
- c) Mother tongue

13. If you have been employed give details

Name of the Posts	Institution /office where employed	Permanent or temporary	Duration of service	Basic pay last drawn and total pay

14. Details of Bank Draft.

Name of the Bank	Bank draft No. & date	Amount

15. Declaration to be signed by the candidates :

I hereby declare that all the information given in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature will be liable for rejection.

SIGNATURE OF THE APPLICANT

16. No. objection Certificate from the Employer in case of candidates serving in Government / Semi-Government/ Statutory Body / Government Undertakings.

This office has no Objection to relieve Sri ..... son/ daughter of..... who is presently working as ..... in this organisation in the event of his / her selection to the post of Asst. Manager / Jr. Manager.

Signature of the Employer with seal

Date

Enclosures:

- 1.
- 2.
- 3.