

- claim the vacancy reserved for ST and so on. Thus, the PwD, who does not belong to either any of the reserved communities i.e. SC/ ST/ SEBC, would claim the unreserved vacancies.
- (e) In case of non-availability of eligible/ suitable female candidate (s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate (s) of the same category.
- (f) The exchange of reservation between SC & ST and vice-versa shall not be considered.
- (g) **For candidates working in OMC :**
 The Non-executives recruited under OMC R&P Rules for Non-executives, 2012 and subsequently acquiring requisite qualification for any higher post of the same sub-cadre may attend the direct recruitment process whenever recruitment for such higher post is undertaken. In such case, upper age limit may be relaxed **up to 10 years**. However, the non-executives recruited prior to implementation of OMC R&P Rules for Non-executives, 2012 and possessing qualification & experience for any post under these Rules, may also attend the direct recruitment process whenever recruitment to any post as per these Rules is undertaken. In such case, upper age limit may be relaxed **up to 10 years** and after appointment they will be governed under the R&P Rules for Non-executives, 2012.
- (h) The number of vacancies to be filled up on the basis of this recruitment is subject to change by OMC Ltd. without notice, depending upon the exigencies of public service at the discretion of OMC Ltd.
- (i) The candidates belonging to SC/ST/SEBC Category are required to upload the self-declaration towards caste and residence proof as per the format as mentioned at **Annexure- III**.
- (j) The candidates belonging to Un-Reserved Category are required to upload the self-declaration towards residence proof as per format as mentioned at **Annexure-IV**.
- (k) The candidates, if called for document verification by OMC Ltd, need to produce the valid Resident Certificate issued by the Competent Authority at that stage of document verification. Further, the candidates belonging to SC/ST/SEBC category are required to produce the valid caste certificate issued by the Competent Authority at the time of document verification stage if called for the same by OMC Ltd. SEBC certificate issued on or after **08.02.2019** shall be considered valid for the purpose of candidature. **OBC certificate in place of SEBC certificate shall not be accepted.**
- (l) Women candidates belonging to SC / ST/ SEBC are required to submit Caste Certificate by birth showing “**daughter of _____**” at the time of document verification. Caste Certificates obtained by virtue of marriage (i.e. **showing wife of _____**) is not acceptable.
- (m) The candidates shall submit the Resident Certificate issued by the Competent Authority on or after **08.02.2017**.

7. Selection Methodology :-

1. Selection for the above posts will be made in two stages.

2. **STAGE ONE : (Computer Based Test)**

- Eligible candidates will be called for Computer Based Test (CBT), comprising 120 (One Hundred Twenty) number of Multiple Choice Questions (MCQs) as under:

Sl. No.	Post	Subjects	Allocation of Marks
1	Jr. Accountant	Core Subject	60
		General Awareness	15
		Reasoning & Mental Ability	15
		Quantitative Aptitude	15
		English	15
		Total	120
2	Electrician- III	Core Subject	60
		General Awareness	15
		Reasoning & Mental Ability	15

Sl. No.	Post	Subjects	Allocation of Marks
		Quantitative Aptitude	15
		English	15
		Total	120

- The Computer Based Test (CBT) will be of **02 (Two)** hours duration.
- The candidates with disability of 40% or more shall be allowed compensatory time of 20 minutes per hour for the Computer Based Test (CBT).
- The Syllabus for the posts of Jr. Accountant & Electrician- III are detailed at **Annexure-I** and **Annexure-II** respectively.
- **For every correct answer, one mark shall be awarded. For every wrong answer attempted by the candidates, negative marking of ¼ marks (i.e., 0.25 marks) will be deducted. No marks will be awarded/deducted for un-attempted questions.**
- **In case of requirement, the Computer Based Test (CBT) for a particular post may be conducted in multiple shifts. In such case, advance notice will be issued for conducting the Computer Based Test (CBT) in multiple shifts for any particular post and for adopting/ applying the appropriate Score Normalization Formula for normalization of Computer Based Test (CBT) Scores.**

3. STAGE TWO: (Computer Proficiency Test & Document Verification)

- i. There shall be no viva-voice test. Merit on descending order (category- wise) shall be the basis for recruitment.
- ii. In case of filling up of the posts of **Jr. Accountant**, the candidates must be qualified in **Computer Proficiency Test** (must obtain minimum of 30 marks out of 100 marks). The candidates for the posts of **Jr. Accountant** shall be called for **Computer Proficiency Test** in the ratio of 1:5 (category-wise) in descending order of merit. Marks obtained in the Computer Proficiency Test shall not be added to the marks secured by the candidate in the **Computer Based Test (CBT)**.
- iii. After the Computer Based Test (CBT) for the post of **Electrician- III**, the candidates shall be called for verification of documents in the ratio of 1:3 (category-wise) in the descending order of merit in the **Computer Based Test (CBT)**. However, for the post of Jr. Accountant, **the qualifying candidates (in the Computer Proficiency Test)** shall be called for verification of documents in the ratio of 1:3 (category-wise) in descending order of merit in the **Computer Based Test (CBT)**.
- iv. The candidates to be called for Document Verification will have to produce original mark- sheets, certificates, documents from (HSC/ 10th onwards) towards proof of age, qualification, caste & residence etc.
- v. Wherever CGPA/OGPA is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the Board/ University/ Institute at the time of document verification.
- vi. In case of short fall of eligible candidates due to rejection/ non-availability of candidates at Document Verification stage, candidates next in merit shall be called for Document Verification to maintain the ratio of 1:3 for getting valid number of candidates for drawing the final selection list.
- vii. The candidates already employed in Government/ Semi- Government/ Central PSU/ State PSU shall submit "**No Objection Certificate**" issued by their present employer at the stage of document verification.
- viii. The Candidature of the candidates, not producing the required original documents at the time of document verification, shall be cancelled/ rejected.
- ix. Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates and hence, no claim shall arise for appointment, if vacancies are not filled up due to un-suitability / insufficient number of candidates.

SYLLABUS FOR JR. ACCOUNTANT

Duration of Computer Based Test (CBT)- 2 Hours		Total- 120 Marks	
Sl. No.	Description	:	Marks
A.	Core Subject	:	(60 Marks)
1	<p>Financial Accounting:</p> <p>i. Fundamental Terminology: Meaning, Nature, Functions & Usefulness of Accounting, Types of Accounting, What is Account, Different Types of Account, Meaning of Key Terms like Asset, Liability, Revenue, Expenditure, Capital ,Bills Receivable & Payable etc., The Golden rules of Accounting, Double Entry System.</p> <p>ii. Accounting Principles: Meaning of Accounting principles, Needs of Accounting principles, Different Types of Accounting Concepts & Conventions & their usages.</p> <p>iii. Process of Accounting : Journal Entries, Ledger Posting, Preparation of Trial Balance , Different Types of Errors & its rectification, Preparation of Bank Reconciliation Statement, Accounting for Depreciation, need, significance & methods of Depreciation, Distinction between Capital & Revenue Expenditure , Inventory Valuation Methods like FIFO & LIFO.</p> <p>iv. Financial Statement Preparation: Balance Sheet, Statement of Profit & Loss, Cashflow Statement & Statement of Changes in Equity.</p>	:	:
2	<p>Cost Accounting:</p> <p>i. Basic Terminology: Meaning, Object, & Scope of Cost Accounting, Difference between Costing & Cost Accounting.</p> <p>ii. Key Components: Materials, Labour, Overhead, Cost Sheet , Cost Centre, Profit Centre, Reordering Level , Allocation & Apportionment of Expenditure, Absorption , Different Types of Costing Methods & Techniques.</p> <p>iii. Budgeting & Budgetary Control: Concept of Budget & Budgetary Control, objective, merits & limitation, Types of Budget.</p>	:	:
3	<p>Corporate Laws</p> <p>i. Introduction: Company, Characteristics, Types of Company, Memorandum of Association, Articles of Association, Certificate of Incorporation</p> <p>ii. Management : Classification of Directors , Types of Directors ,Managing Directors Women Directors, Independent Directors, Functional Directors, Power & Duties, Meetings of Shareholders & Board, Types of meeting, Different Types of Board Committees.</p>	:	:

	iii. Dividend & Audit Aspect: Provision relating to payment of Dividend, Provision relating to Audit, Auditors Appointment, Types of Audit & its purpose, Rotation of Auditors, Auditors Report.		
4	Income Tax & GST: i. Income Tax : Basic concept, Income, Person, Assessment Year, Previous Year, Gross Total income, PAN, Corporate Income Tax rates ,Advance Tax , TDS & TCS , Form 16 & 26 AS . ii. GST : Concept of GST ,Input Tax Credit & Cascading Effect of Tax, CGST , SGST & IGST, Meaning & Scope of Supply, Levy & Collection of Tax, Composition Scheme, Filing of Returns & Assessment.		
5	Financial Management: i. Key Ideas: Meaning of Financial Management, Objectives, Types of Decisions, Profit Maximisation Vs. Wealth Maximisation. ii. Sources of Finance: Short Term & Long Term source of Finance, Capital Structure, Risk& Return Analysis, Bank Guarantee & Letter of Credit. iii. Working Capital: Concept& Significance, Determining Working Capital requirement, Financing Working capital needs.		
B.	<u>General Awareness</u>	:	(15 Marks)
	a. Current National and International Events b. General Knowledge like History/ Polity/ Geography of Odisha & India c. Scientific Invention & use of Science in everyday life d. Issues of environment, Ecology, Bio-diversity & Climate Change e. Books and Authors f. Major Financial & Economic News i. Current events in Financial World ii. Recent credit and monetary policies iii. Union Budget 2021 iv. Important Government Schemes on capital & money market v. Organizations- RBI, SEBI, IMF, World Bank & Others		
C.	<u>Reasoning & Mental Ability</u>	:	(15 Marks)
	A. Verbal I. Number Series II. Alphabet Series III. Test of Direction Sense IV. Coding-decoding V. Number Ranking VI. Arithmetic Reasoning VII. Problem of Age Calculation		
	B. Non-verbal I. Non-verbal Series II. Mirror Images III. Cubes & Dice IV. Grouping Identical Figures V. Embedded Figures etc		

D.	<u>Quantitative Aptitude</u>	:	(15 Marks)
	<ul style="list-style-type: none"> a. Ratio and Proportion b. Time and Work c. Speed and Distance d. Square roots e. Percentages and Averages f. Profit, Loss and Discount g. Probability 		
E.	<u>English</u>	:	(15 Marks)
	Grammar		
	<ul style="list-style-type: none"> I. Fill in the blanks with articles II. Verb III. Agreement of the verb with subject IV. Adverb V. Preposition VI. Tenses VII. Conjunction VIII. One word substitution IX. Synonyms & Antonyms X. Correct the sentence 		

SYLLABUS FOR ELECTRICIAN- III

Duration of Computer Based Test (CBT)- 2 Hours		Total- 120 Marks	
Sl. No.	Description	:	Marks
A.	Core Subject		(60 Marks)
1	<p>Various safety measure involved in the industry</p> <ul style="list-style-type: none"> i. Elementary first Aid. ii. Concept of Standard Basic injury prevention. iii. Basic first aid. iv. Hazard identification and avoidance. v. Safety signs for Danger, warning, caution, personal safety message. vi. Use of fire extinguisher. vii. Personal Protective Equipment. 		
2	<p>Hand tools</p> <ul style="list-style-type: none"> i. Specifications ii. Identification of simple type- screws, nuts & bolts, chassis, Clamps, Rivets etc. iii. Use, care & maintenance of various hand tools. iv. Familiarization with signs & symbols of electrical accessories. 		
3	<p>Fundamental of electricity</p> <ul style="list-style-type: none"> i. Electron theory- free electron. ii. Fundamental terms, definition, units & effects of electric current. iii. Ohm's Law. iv. Simple electrical Circuits and problems. v. Resistors — Law of Resistance, Series and parallel circuits., type of resistors, properties of resistors. vi. Kirchhoff's Laws and applications. vii. Effect of temperature on resistance. viii. Different methods of measuring the values of resistance. 		
4	<p>Wires, joints & soldering</p> <ul style="list-style-type: none"> i. Solders, flux and Soldering technique. ii. Explanation, definition and properties of conductors, insulators, semi conductors. iii. Voltage grading of different types of insulators. iv. Temp. rise permissible. v. Type of wires and cables — insulations and voltage grade — Low, medium, high voltage. vi. Precaution in using various types of cables. vii. Insulating Materials- properties, common insulating materials, classifications. 		

5	Chemical effect of Electric current			
	<ul style="list-style-type: none"> i. Principle of electrolysis. ii. Faraday's Law of Electrolysis. iii. Basic Principle of electroplating and electrochemical equivalents. iv. Explanation of anodes and cathodes. v. Rechargeable dry cells. vi. Description, advantages & disadvantages, care and maintenance of cells. vii. Grouping of cells of specified voltage and current. viii. Lead acid cells, general defects and remedies. ix. Nickel Alkali cells description charging. x. Power and capacity of cells. xi. Efficiency of cell. 			
6	Magnetism			
	<ul style="list-style-type: none"> i. Classification of Magnets. ii. Methods of Magnetizing, magnetic Materials. iii. Properties, care & Maintenance. iv. Para & Diamagnetism and Ferro magnetic materials. v. Principle Of electro- magnetism. vi. Maxwell's corkscrew rule. vii. Fleming's left & right hand rules. viii. Magnetic field of current carrying conductors, loop & solenoid. ix. MMF, flux density, Reluctance. x. B.H. curve, Hysteresis, eddy current. xi. Principle of electro-magnetic induction, Faraday's law, Lenz's law. Electrostatics- capacitor- different types, functions and uses. 			
7	D.C. Generators			
	<ul style="list-style-type: none"> i. Introduction to D.C. Generators. ii. Working principle of D.C. Generator. iii. Parts of D.C. Generator. iv. Classification of generators - self excited and separately excited- their application in practical field. v. Brief description of series, shunt and compound generators, their application. vi. Explanation of armature reaction, Interlopes, commutation & ETF equation of D.C. Generator. 			
8	D.C. Motors			
	<ul style="list-style-type: none"> i. Working principle, Explanation of torque, speed, Back- EMF etc. ii. Types, characteristic and practical application of D.C. motors. iii. Related problems. 			
9	Earthing			
	<ul style="list-style-type: none"> i. Principle of different methods of earthing i.e. pipe, plate etc. ii. Importance of earthing, improving of earth residence, Earth leakage circuit Breaker (ELCB). iii. Measurement of earth resistance by earth tester. 			

10	Alternating Current <ol style="list-style-type: none"> i. Comparison & Advantages of D.C. & A.C. ii. Alternating current & related terms-frequency, Instantaneous value, R.M.S. Value, Average value, Peak factor, form factor. iii. Generation of sine wave. iv. Phase and phase difference. v. Inductive & Capacitive reactance vi. X_L & X_C, Impedance (Z), power factor (P.f.). vii. Vector diagram. viii. Active and Reactive power, Simple problems on A.C. circuits, single phase & three-phase system etc. ix. Problems on A.C. circuits, power consumption in series and parallel, Power factor etc. x. Concept of three - phase Star & Delta connection. xi. Line and phase voltage, current & power in a 3 phase circuit with Balanced and Unbalanced load. 			
11	Transformers <ol style="list-style-type: none"> i. Its construction, working, performance, parallel operation of transformer & their connections, S.C and O.C. tests. ii. Cooling of transformer. iii. Regulation and efficiency, Specification, Problem on EMF equation, transformation ratio. iv. Characteristics of Ideal transformer. Construction of core, winding shielding. v. Auxiliary parts. - breather, Conservator, Buchholz's relay, other protective devices. vi. Transformer oil testing and Tap changing OFF load and ON load. vii. Transformer pushing and termination, Auto transformer- its construction, working, performance and uses. 			
12	Alternator <ol style="list-style-type: none"> i. Parts of alternator, Principle of working, types of alternator, EMF equation. ii. Various applications and power rating of alternators. iii. General idea of loading and regulation of alternator, Parallel operation of alternator, Synchronising methods. 			
13	Electrical Measuring Instruments <ol style="list-style-type: none"> i. Construction and working principle of- Ammeter, Voltmeter, Ohmmeter, Wattmeter, Energy meter, P.F. meter, Frequency meter, Multi meter, Clamp meter, Megger, Earth Tester. ii. Introduction of Digital meters. iii. CT & PT. iv. Tong tester/clip on meter. 			
14	Illumination <ol style="list-style-type: none"> i. Laws of illumination. ii. Illumination factors, intensity of light. iii. Importance of light, colour available. iv. Construction, working and application of incandescent lamp- neon sign, halogen, mercury vapour, sodium vapour, fluorescent tube, CFL, LED. v. Decoration lighting, drum switches, efficiency in lumens per watt, Thumb rule calculation of lumens. 			

15	AC Motor		
	<ul style="list-style-type: none"> i. Introduction to AC single phase motors & types. ii. Capacitors start/ run- start & run. iii. FHP Motors & their uses, various application of AC single phase motor. iv. Construction, principle of operation of three phase induction motor. v. Squirrel Cage Induction motor, Slip ring induction motor, Rotor slip, Rotor frequency & Rotor torque. vi. Factor affecting torque. vii. Effect of variation in applied voltage. viii. Starting methods, speed control methods. ix. Importance of phase sequence in three phase induction motor. x. Single phasing preventer. xi. D.O.L. Starter, Star- Delta starter, Autotransformer starter. 		
16	Basic Electronics		
	<ul style="list-style-type: none"> i. Semiconductor energy level, atomic structure. ii. 'P' & 'N' Type. iii. Type of materials-P-N-junction. iv. Classification of Diodes- Reverse Bias and Forward Bias. v. Heat sink, Specification of Diode, PIV voting. vi. Explanation and importance of D.C. rectifier circuit. Half wave, Full wave & Bridge circuit. Filter circuits - passive filter. vii. Principle of working of a transistor- types of transistors, Characters of a transistors, Specification and rating of transistors. 		
17	Electrical Wiring		
	<ul style="list-style-type: none"> i. Introduction and explanation of electrical wiring system. ii. Cleat wiring, casing and capping, CTS, Conduit and concealed etc. iii. IE Rules relating to wiring, National building code for house wiring, Specification and types, rating and material. iv. Branching of circuits with respect to loads such as lighting and power. v. IE Rules regarding clip distance, fixing of screws, cable bending etc. vi. Common Electrical Accessories, their specifications - Explanation of switches, lamp holders, plugs and sockets etc. vii. Development of domestic circuits Using switches, fuse, MCB, Socket, lamp, fan, calling bell / buzzer - Two way switch, ICDP, ICTP, MCCB, ELCB, RCCB etc. viii. Importance of Neutral, effect of opening of neutral wire. 		
B.	<u>General Awareness</u>	:	(15 Marks)
	<ul style="list-style-type: none"> a. Current National and International Events b. General Knowledge like History/ Polity/ Geography of Odisha & India c. Scientific Invention & use of Science in everyday life d. Issues of environment, Ecology, Bio-diversity & Climate Change e. Books and Authors 		
C.	<u>Reasoning & Mental Ability</u>	:	(15 Marks)
	<ul style="list-style-type: none"> A. Verbal <ul style="list-style-type: none"> I. Number Series II. Alphabet Series III. Test of Direction Sense IV. Coding-decoding V. Number Ranking VI. Arithmetic Reasoning VII. Problem of Age Calculation 		

	B. Non-verbal I. Non-verbal Series II. Mirror Images III. Cubes & Dice IV. Grouping Identical Figures V. Embedded Figures etc		
D.	<u>Quantitative Aptitude</u>	:	(15 Marks)
	a. Ratio and Proportion b. Time and Work c. Speed and Distance d. Square roots e. Percentages and Averages f. Profit, Loss and Discount g. Probability		
E.	<u>English</u>	:	(15 Marks)
	Grammar		
	I. Fill in the blanks with articles II. Verb III. Agreement of the verb with subject IV. Adverb V. Preposition VI. Tenses VII. Conjunction VIII. One word substitution IX. Synonyms & Antonyms X. Correct the sentence		