



ODISHA HYDRO POWR CORPORATION LIMITED

(A Govt. of Odisha Undertaking)

Odisha State Police Housing & Welfare Corporation Building,
Vanivihar Chowk, Janpath Bhubaneswar - 751022

Advertisement No. OHPC:HQ:HRD:RECTT:02/2023 & 03/2023

NOTE:

- CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. OHPC SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
- PLEASE RETAIN PRINT-OUT OF APPLICATION FORM FOR FUTURE REFERENCES.
- PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF OHPC.

Important Dates

Opening date & time for online registration of application	17/08/2023 [10.00 am]
Closing date of receipt of online Application and payment of application fee	14/09/2023 [11.55 pm]
Tentative schedule of online examination between	During the month of October, 2023

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions

1.	Read the Instructions carefully and select (✓) "I Agree" and Press 'START' button to proceed further.
2.	For detailed Notification/Advertisement, click 'here' and read it carefully before filling-up the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph <i>not older than 3 months from the date of publication of notification and the date on which photograph has been taken should be clearly printed on the photograph.</i> Candidates should ensure that the same photograph is used throughout this recruitment process. Applications without such date printed on the photograph will be rejected. The Photograph should be without cap, spectacles and both ears should be visible. c) Scanned signature. d) Required certificates and documents as mentioned in the Advertisement for applicable posts.
4.	Category [General (UR)/SEBC/SC/ST/EWS/PwD] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
5.	Candidates may apply for multiple posts, as per eligibility.

How to Apply:

I.	Candidates should have a valid personal e-mail ID and mobile number. It must be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the sameregistered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II (FEE SUBMISSION). Once the form is submitted, it can't be edited.
III.	The step by step process for submitting the application form is given below: Step-I: Registration of Personal Details, and Contact details. Login Id and password will be sent to you through e-mail on registered e-Mail Id. Step-II: Please log out and re-log in to go to the Application Form. Click on the "Click here to fill Application Form" button on the top right corner. Proceed by filling up the Eligibility Details,

	Personal Details, Qualification Details, Upload relevant documents and submit.
IV.	Fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
STEP-I Registration	
a.	The candidates agreeing to the terms & conditions may proceed further by clicking “I agree” check box given below and press the “Start” button.
b.	The candidate should fill up all the desired information i.e. Personal Details, Contact Details , etc. correctly.
c.	On completion of Step-I registration, the candidate will receive a message in the registered e-mail id conveying his/her login ID and password.
d.	The candidate has to log-out and log in again in order to fill up other details in application form.
STEP-II Completion of online Application form and submission of application payment	
e.	After registration, candidate has to login and complete other details in application form like Personal Details, Qualification Details, and Declaration etc.
f.	Instructions regarding scanning of Photograph, Signature and Certificates: Candidates should upload the scanned (digital) image of their photograph and signature as per the process given below. The applicant should note that only jpg/jpeg format is acceptable: i. Photograph Image: <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture on light background (as in point 3 b). • The size of the scanned image should be between 50kb -100kb in jpg/ jpeg format only. ii. Signature image: <ul style="list-style-type: none"> • The applicant has to sign on white paper only with Black ball point pen. • Size of file should be between 50kb – 100kb in jpg/jpeg format only. iii. Certificate image: <ul style="list-style-type: none"> • Please scan the relevant Certificates. • Each Certificate in JPG/JPEG/PDF format only and Size of file should be between 50kb – 1000kb.
g.	If the candidate opts to use his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/ reader should submit details of the own scribe as per proforma available OHPC’ website.
h.	Once the completion of application form, candidates will automatically be redirected to SBI MOPS payment gateway to deposit the fee of INR 750/- for posts under notification no. 02/2023 and Rs. 500/- for the posts under notification 03/2023 plus applicable Bank charges(if applicable) through Debit Card/Credit Card/Net Banking/UPI etc . Candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) of Odisha only & PWD candidates are exempted from application fee.
i.	Guidelines for remittance of fee are as under: <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to Payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees via the different payment modes. • Post successful payment of application fees, candidate will be redirected to his/her application form.
Note : For technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Grievance Portal or Phone No: 917353014448	