



# OREDA LIMITED

(Under the Department of Energy Government of Odisha)

(CIN No: U35105OD2024SGC045786)

S/59, MANCHESWAR INDUSTRIAL ESTATE

BHUBANESWAR-751010, ODISHA

Website: [www.oredaodisha.com](http://www.oredaodisha.com) E-mail: [ceoreda@oredaorissa.com](mailto:ceoreda@oredaorissa.com)

ADVT. NO: 3245

Dated: 21.07.2025

## **RECRUITMENT OF TECHNICIAN & JUNIOR ASSISTANT**

OREDA Limited invites online application from the prospective candidates through the proforma application to be made available on the website (<https://www.oredaorissa.com>) for recruitment to 35 (Thirty-Five) posts of Technicians (Group-C) & 03 posts of Junior Assistants (Group-C).

### **1. POSITION OF VACANCIES & RESERVATION**

#### **Technician**

SL No	Category	Post to be filled up (35)
1	UR	17 (06 W)
2	ST	08 (03 W)
3	SC	06 (02 W)
4	SEBC	04 (01 W)

Other Reservation Category: The candidates belonging to Persons with disabilities & Ex-Servicemen shall be adjusted against the category to which they belong

SL No	Sub Category	Post to be filled up
1	PWD	01
2	Ex-Servicemen	01

#### **Junior Assistant**

SL No	Category	Post to be filled up (03)
1	UR	02 (01 W)
2	ST	00
3	SC	01
4	SEBC	00

[Abbreviation: SC - Scheduled Caste, ST-Scheduled Tribe, SEBC Socially & Educationally Backward Classes, UR - Unreserved, W - Women, PWD - Persons with Disability, EXSM: Ex-Servicemen]

NOTE: Posts are calculated as per Vacancy based Roster calculation Rules. Vacancy position is subject to change as per discretion of management of OREDA

## **2. TYPE OF DISABILITY**

### **(a) Name of the post- Technician**

The PWD candidates, whose permanent disability is 40% (forty percent) or more can apply against the post.

The physical requirement and functional classification of PWD suitable for the post is as follows:

Category I: Low Vision (With suitable aid)

Functional Classification: LV

Physical requirements:

S	Work performed by sitting (On bench or chair)
H	Work performed by hearing
SE	Work performed by seeing
MF	Work performed by manipulating with fingers
RW	Work performed by Reading and Writing

### **(b) Name of the post: Junior Assistant**

Though there is no reservation in the post of Jr. Assistant, the PWD candidates, whose permanent disability is 40% (forty percent) or more, can apply against the Unreserved posts provided the post is identified as suitable for PWDs.

The physical requirement and functional classification of PWD suitable for the post is as follows:

Physical requirement: OL, OA, LV, BL (Mobility not to be restricted), HI (with suitable aid)

Functional classification: S, H, SE, MF, RW

Physical Requirements:

S	Work performed by sitting (on bench and chair)
H	Work performed by hearing/ speaking
SE	Work performed by seeing
MF	Work Performed by manipulating (with fingers)
RW	Work performed by Reading and Writing

#### Functional Classification:

OL	One leg affected (R or L)
OA	One arm affected (R or L) -a) Impaired reach; b) weakness of grip; c) ataxia
LV	Low Vision
BL	Both legs affected but not arms
HI	Hearing Impaired

The PWD certificate is subject to verification of the candidate by the prescribed medical board on the date specified failing which the candidature of the candidate will be forfeited.

### **3. REMUNERATION**

(A) The candidate selected for the post of Technician will get remuneration in the scale of pay Rs.21,700/- in Level-5, Cell-1 as per the Pay Matrix provided under Rule-3 of ORSP Rules, 2017 with usual Dearness and other allowances as may be sanctioned by the Government of Odisha from time to time.

(B) The candidate selected for the post of Junior Assistants will get remuneration in the scale of pay Rs.19,900/- in Level-4, Cell-1 as per the Pay Matrix provided under Rule-3 of ORSP Rules, 2017 with usual Dearness and other allowances as may be sanctioned by the Government of Odisha from time to time

### **4. QUALIFICATION**

SI No.	Name of the Post	Educational Qualification
1	Technician	HSC or equivalent Certificate and a pass certificate of National Council of Vocational Training) from the ITI institutes in respect of Electrician/ Mechanic/IT & ESM Trades at least having 50% mark in aggregate <ul style="list-style-type: none"><li>• UR &amp; SEBC Minimum 50% throughout career</li><li>• SC/ST/PWD Minimum 45% throughout career</li></ul>
2	Junior Assistant	a. Graduates with at least 50% mark in aggregate in any discipline from a recognized University in the state <ul style="list-style-type: none"><li>• UR &amp; SEBC-Minimum 50% throughout career SC/ST Minimum 45% throughout career</li></ul> b. Candidates must have PGDCA or equivalent certificate from any institution recognized by Govt. of Odisha.  c. Degree in Commerce/ Accountancy shall be given preference.

### **Odia Pass Certificate**

1. She/he must be able to read, write and speak Odia and must have:

- (a) Passed Middle School Examination with Odia language subject; or
- (b) Passed High School Certificate exam or examination with Odia as medium of examination in non-language subject; or
- (c) Passed in Odia as language subject in the final examination of class-VII from a school or educational institution recognized by the Government of Odisha or the Central Government.
- (d) Passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

**Note: Candidates who possess the above qualification as on the last date of application are eligible to apply.**

### **5. AGE**

- i. Candidates applying for the post of Technician must not be under 18 (Eighteen) years of age and must not be above 42 (Forty-Two) years as on 01.07.2025.
- ii. Candidates applying for the post of Junior Assistant must not be under 21 (Twenty-one) years of age and must not be above 42 (Forty-Two) years as on 01.07.2025.
- iii. Age Relaxation for various categories:

Category	Age Relaxation
For ST	Upper age relaxation by 5 Years
For SC	Upper age relaxation by 5 Years
For SEBC	Upper age relaxation by 5 Years
For Women	Upper age relaxation by 5 Years
For Ex-SM	Upper age relaxation as per applicable rules
For PWD (whose permanent disability is 40% or more)	Upper age relaxation by 10 Years

\*Candidate claiming reservation/ age relaxation under "Ex-Serviceman" category must have put in not less than 6 months continuous service in Army/ Navy/ Air forces of the union. He shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit he shall be deemed to satisfy the conditions regarding age limits. Ex Servicemen who are going to retire within six (06) months from the closing date of online application may apply for the post by obtaining relevant No Objection Certificate from the appropriate authority mentioning therein the date of appointment, date of retirement and years of service rendered in Defence forces.

However, such candidates have to submit the discharge certificate on the date of Certificate Verification for considering their claims under Ex-Servicemen category.

iv. Provided that a candidate (except PWD) who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him/her.

v. Relaxation in age limit shall be applicable for PWD candidates irrespective of the fact, whether the post is reserved or not, provided the post is identified for PWDs.

vi. The Ex-SM candidates can also apply and avail age relaxation though there is no post reserved for them in case of Junior Assistant.

vii. The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board/Council will only be accepted.

THE ABOVE PRESCRIBED AGE LIMITS CAN NOT BE RELAXED.

## **6.RESERVATION**

i. Reservation of posts including reservation for Women will be as per the ORV and other applicable Acts and rules of Government of Odisha.

ii. PwD candidates, whose permanent disability is 40% (forty percent) or more, are required to attach Disability Certificate indicating percentage of disability & type of disability issued by the concerned Medical Board for consideration as per Rules.

iii. The PWD candidates can apply against the Un-reserved posts provided the post is identified as suitable for PwDs.

iv. Ex-Servicemen are required to attach copy of Discharge Certificate/Identity Card/PPO (Wherein the date of entry, date of discharge and period of Service rendered in Defence forces have been reflected) issued by the Competent Authority

v. Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of Odisha State only.

vi. In the event of non-availability or insufficient number of eligible / suitable women candidates belonging to any particular category, the vacancies or the remaining vacancies shall be filled up by male candidates of the same category.

vii. Exchange of reservation between Scheduled caste and Scheduled Tribe will not be considered.

viii. Candidates belonging to SEBC category shall submit their SEBC Certificate validated /renewed by the Competent Authority on or after 01.08.2024 failing which they shall be treated as unreserved category candidates.

ix. Women candidates belonging to SC/ST/SEBC are required to submit Caste Certificate by birth showing "daughter of. ". Caste Certificate obtained by virtue of marriage i.e. showing "wife of ....." is not acceptable.

x. OBC Certificates will not be accepted in lieu of SEBC Certificate.

xi. Community (Caste Status) once mentioned by the candidates shall not be changed under any circumstances.

## **7. MEDICAL FITNESS**

i. Appointment of selected candidates will be subject to having sound health and being physically & mentally fit in the Pre-Employment Medical Examination to be conducted as per the norms and standards of Medical Fitness.

ii. Candidates selected under PWD category must be within the prescribed normal range for all other physical standard. The PWD candidates will have to undergo a verification process by the authorized Medical Board.

## **8. OTHER ELIGIBILITY CONDITIONS**

i. The candidate must be a citizen of India.

ii. A candidate who has more than one spouse living will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.

iii. The candidates must have a good character and high integrity.

## **9 SELECTION PROCEDURE**

i. The selection process involves Computer Based Test (CBT) and Skill Test for the post of Technician.

ii. There will be Computer Based Test (CBT) only for the post of Junior Assistant.

iii. Candidates applying for the post of Technician will be called for Computer Based Test, comprising 100 number of multiple Choice Questions (MCQs). The component for CBT for Technician will be as follows:

Subject knowledge	English, Odia, GK, Maths & Reasoning
60%	40%

iv. The candidates who have applied for the post of Junior Assistant will be called for CBT comprising of Multiple-Choice Questions (MCQs) from English (20%), Odia (20%), GK (30%), Maths & Reasoning (30%).

v. The merit will be drawn on the basis of performance in CBT and the selected candidates will be called for Document Verification. Successful candidates in verification of documents will be issued Offer letters. The candidate will be allowed to join the post subject to the condition he is found medically fit.

vi. The CBT will be of two (02) hours duration.

vii. The Syllabus for the Computer Based Test is provided at Annexure-I & II.

viii. There shall be no negative marking.

ix. Candidates who qualify in CBT for the post of Technician will be shortlisted and called for Document verification and Skill Test in 1:3 ratio in each category.

x. The merit list will be drawn purely on the basis of Performance in the CBT and Skill Test wherever applicable.

xi. The offer of appointment shall be issued to the selected candidates on the basis of merit.

xii. However the final appointment of selected candidates will be subject to their Medical Fitness as per the prescribed format.

xiii. On selection, candidates can be posted at any of the existing / upcoming offices of OREDA throughout Odisha.

#### **10. MINIMUM QUALIFYING MARKS IN CBT**

<b>Name of Post</b>	<b>Test</b>	<b>Unreserved/SEBC Category</b>	<b>SC/ST/PWD</b>
Technician	CBT	50%	40%
<b>Name of Post</b>	<b>Test</b>	<b>Unreserved/SEBC Category</b>	<b>SC/ST/PWD</b>
Junior Assistant	CBT	50%	40%

## **11. APPLICATION FEE AND MODE OF PAYMENT**

Unreserved/SEBC Category	SC/ST/PWD
Rs. 500/-	Rs. 200/-

i. UR and SEBC candidates are required to pay a non-refundable fee of Rs.500/- and candidates belonging to a Scheduled Caste (SC)/Scheduled Tribe (ST) of Odisha only & PWD candidates are required to pay a non-refundable fee of Rs.200/-. Candidates shall be required to make the payment of fee while filling up online application on-line mode only.

ii. For On-line Payment mode (Through Debit/Credit Card / Net Banking): In case of On-line payment mode, an applicant will be redirected to payment gateway page. After completing the On-line Payment, she / he shall take hard copy of the application form along with Fee Receipt. She/he shall retain the hard copy and proof of payment for future reference / record which shall be required at the time of verification of original certificates / testimonials as and when necessary. The candidate shall bear the online transaction charges extra as applicable.

iii. Application fee once paid shall not be refunded in any case.

iv. The candidate has to retain the print out / hard copy of the online application for future reference.

## **12.CENTRE OF EXAMINATION**

I. The Computer Based Test (CBT) will be held at Bhubaneswar, Cuttack, Berhampur, Balangir, Balasore, Sambalpur, Rourkela & Jeypore etc. depending on the number of candidates from the respective zones. The candidates are to mention their choice of Examination Zone at appropriate place in the Online Application Form.

II. The request for change of Centre shall NOT be entertained. Allotment of the test Centre is at the discretion of the OREDA Limited management.

III. OREDA Limited reserves the right to change the Centre of Examination without mentioning any reason thereof at any stage of recruitment.

## **13. GENERAL INFORMATION & INSTRUCTIONS**

i. Only the online applications are invited from the candidates for admission to the Computer Based Test. No other mode of application is allowed.

ii. ITI/Graduation Certificate, Caste Certificate, Odia Test Pass Certificate, Discharge Certificate/ PPOs of Ex-Servicemen, Certificate of Physically Disabled Persons must have



been issued by the competent authority within the last date fixed for submission of online application form.

iii. PWD candidates who have permanent disability of 40% and more and have limitation in writing shall have the option to use his/her own scribe. The intending candidates have to give option in the appropriate place while filling up online application form and also furnish the required document.

iv. A candidate found guilty of seeking support for her/his candidature by offering illegal gratification or canvassing in any form or found indulging in any type of malpractice during the course of the selection or otherwise, shall, in addition to rendering herself/ himself liable to criminal prosecution be disqualified not only for the ongoing recruitment, but also may be debarred permanently from any future recruitment or selection to be conducted by OREDA Limited.

v. Any Application found to be incomplete in any respect is liable for rejection. No correspondence shall be entertained in this regard.

vi. Mere applying for the post and fulfilling eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.

vii. Any dispute arising out of the ongoing recruitment shall be subject to jurisdiction of Hon'ble High Court of Orissa.

viii. Candidates working in State/Central Government/PSUs/ Autonomous Bodies of Govt, shall apply online. However, he/she must produce a No Objection Certificate (NOC) at the time of Certificate Verification.

ix. Final selection of the candidates shall be subject to medical fitness.

x. While applying for the above posts, the applicant shall ensure that she / he fulfills the eligibility and other norms mentioned above, as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment/selection that a candidate does not fulfill the eligibility norms and/or that she / he has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming (s) / are detected even after appointment, her/his services are liable to be terminated without any notice.

xi. Candidates, who fulfill the prescribed eligibility criteria, on the effective date, may apply for the post.

xii. After the CBT, the tentative answer keys will be displayed for 07 (seven days) in the official website. The candidates may go through the answer keys and raise objections/ queries, if any, on payment of Rs. 300/- (Rupees three hundred) only per question, through online within 7 days. The same shall be scrutinised before finalizing the answer keys and the decision of OREDA Limited management will be final. No representation regarding

answer keys shall be entertained thereafter. If any representation is found valid the paid amount will be refunded to the candidate

xiii. OREDA Limited reserves the right to cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

#### **14. HOW TO APPLY**

i. Before filling up On-line Application, candidates are advised to go through the advertisement carefully and understand the contents of the Advertisement, Instructions to fill up On-line Application and Frequently Asked Questions (FAQ) documents are available on the official website of OREDA: <https://oredaodisha.com>. On successful registration of the online application form, a unique Registration Number will be displayed on the screen as well as top of the application form. Candidates are required to retain the unique Registration Number and use it for future correspondence.

ii. Application received through any other mode would not be accepted and summarily rejected.

#### **Uploading of Documents& Photo:**

Candidates are required to keep the following documents ready before initiating the On-line Application Form:

- a) Caste certificate, if belong to SC/ST/SEBC category.
- b) 10th Pass Certificate.
- c) Educational Qualification Passed Certificate. ITI / Graduation whichever is applicable.
- d) Essential Qualification Final Mark Sheet.
- e) PWD certificate, if applicable.
- f) Ex-Serviceman Discharge certificate / I card/PPos/NOC, if applicable.

Note: Size of documents to be uploaded shall be 100KB to 200KB and in PDF format. The uploaded documents must be clearly Identifiable/visible, otherwise the application is liable to be rejected and no correspondence in this regard will be entertained.

iv. Candidate shall upload the scanned copy of original documents.

v. Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg)

	<b>File Size</b>	<b>Dimension</b>
Photograph	25KB to 50KB	3.5 cm X 4.5cm
Signature	25KB to 35 KB	3.5 cm X 1.5cm

Note: Candidates should ensure that the same passport size colour photograph is used throughout this recruitment process.

vi. Candidates are required to take a printout of the finally submitted Online Application form for future use. In case the candidate is shortlisted, the candidate has to submit the same at the time of verification of documents.

vii. Certificate of Admission / Admit Card for the Computer Based Online Test for the eligible candidates will be uploaded in the website of OREDA Limited prior to the date of examination.

viii. The candidates are required to download their Admit Card from the website of OREDA Limited and produce the same for Admission to the examination Hall / Centre. No separate correspondence will be entertained in this regard.

### **15. FACILITATION SUPPORT**

In case of any difficulty during the registration process please contact the Facilitation Number or mail your queries to the email id given below:

E-mail id : oreda.infodesk@gmail.com

Facilitation No. : 9777176397

Timing : All Working Days-11 AM to 5 PM

Closed on 2nd and 4th Saturday, Sundays and Government Holidays

Note:

1. All the important notification & updates regarding this recruitment shall be hosted in the OREDA Limited website only and accordingly all applicants are advised to visit the website regularly.

2. In order to avoid last minute rush, the candidates are advised to apply early enough. OREDA Limited will not be responsible for network issues or any other problem in submission of online Application.

3. Candidates should be aware of FAKE websites put-up by unscrupulous elements/touts.

**16. IMPORTANT DATES**

Opening Date of Online submission of application	01.08.2025
Closing date of online submission of application	31.08.2025
Date of CBT (Tentative)	12.10.2025

-Sd-

CHIEF EXECUTIVE OFFICER

**SYLLABUS**

**Name of the post: Technician**

- Direct current Vs Alternating current
- Electrical circuit elements (Resistor, Capacitor, Inductor) and ability to read electrical drawings
- Measuring instruments(voltmeter, ammeter etc)
- DC to AC and AC to DC Conversion
- Voltage & Current
- Single phase Vs 3phase supply
- Workings of Motors and Pumps
- Role and working of transformer, switch gear, MCB, MCCB etc.
- Types of Solar panels, Solar Panel efficiency, parallel vs series connection
- Type of batteries and their characteristics
- Fault finding and trouble shooting in electrical equipment and circuits
- Best practices in electrical connection
- Maintenance requirement of Solar panels, inverters, electrical wires etc.
- Safety measures in electrical systems
- Sizing and design of electrical systems based on load.

**General English:** Articles, Verbs, Prepositions, Tenses, Antonyms, Noun, Pronoun, Sentence Completion, spellings & Synonyms.

**Odia:** Dhvani & Shabda, Parts of Speech(Noun, Adjective, Verb), Derivation of words, Formation of Words(Using Prefix & Suffix), idioms, Synonyms and Antonyms

**General Knowledge:** Indian Constitution, Indian Culture, Indian Geography, Indian History, Indian Polity, Scientific Research and Sports.

**Maths & Reasoning:** Percentage, Time and work, Time and Distance, Profit and Loss, Simplification, averages, Analogies, Coding and Decoding, Series Completion, Similarities, Space Visualisation.

**SYLLABUS**

**Name of the post: Junior Assistant**

**General English:** Articles, Verbs, Prepositions, Tenses, Antonyms, Noun, Pronoun, Sentence Completion, spellings & Synonyms.

**Odia:** Dhvani & Shabda, Parts of Speech (Noun, Adjective, Verb), Derivation of words, Formation of Words(Using Prefix & Suffix), Idioms, Synonyms and Antonyms

**General Knowledge:** Indian Constitution, Indian Culture, Indian Geography, Indian History. Indian Polity, Scientific Research and Sports.

**Maths & Reasoning:** Percentage, Time and work, Time and Distance, Profit and Loss, Simplification, averages, Analogies, Coding and Decoding, Series Completion, Similarities, Space Visualization.