



ODISHA STATE BEVERAGES CORPORATION LIMITED

(A GOVERNMENT OF ODISHA UNDERTAKING)
2nd FLOOR, FORTUNE TOWER, CHANDRASEKHARPUR,
BHUBANESWAR-751023 (ODISHA)
CIN: U51228OR2000SGC006372

Ref No. 1693/OSBC/3475

Date: 12-11-2020

Advertisement inviting Applications for the post of Stenographer

The Odisha State Beverages Corporation Ltd. (OSBC Ltd.) a Public Sector Undertaking (PSU) of Government of Odisha established on 30th January 2001 with the rights and privileges of wholesale trade of IMFL, Beer and Country Liquor in the State of Odisha invites applications for the post of Stenographer as detailed below:

1. VACANCY POSITION :

Sl. No.	Name of the post	No. of vacancies
1.	Stenographer	1 (One)

- Age** : A candidate must have attained the age of 21 years and must not be above the age of 32 years on 1st day of November, 2020. Age relaxation of 5 years shall be applicable to SC/ST/SEBC/Women candidates and 10 years for physically challenged candidates as per existing Govt. Rules.
- Educational Qualification** : Candidates must have passed (i) Higher Secondary School certificate examination (+2 Arts/Science/Commerce) conducted by CHSE, Odisha or equivalent examination and successfully completed a course in Stenography in any recognized Industrial Training Institute or other Government run or Govt. recognized Institution with Shorthand Speed of 80 w.p.m. and typing speed of 40 w.p.m. (both Odia & English) and well trained in use of Computer and Internet and have good command in English language.
- Experience** : Minimum 2 years experience in Stenography in a reputed organization.
- Pay Band** : Rs. 25,500/- in level 1 of Matrix 7 as per ORSP 2017 rule (7th Pay Commission). Apart from the applicable DA, HRA, matching contribution to the PF fund, he/she shall be eligible for conveyance allowance, mobile allowance and outdoor medical allowance as per the prevailing rates of the Corporation. In addition to this, the Corporation provides Health Insurance Coverage to its employees & their dependant family members.
- Job Description** : Taking dictation in shorthand, preparing notes & drafts as per dictation and handling confidential correspondences etc.
- Selection Procedure** : Candidates meeting the requisite qualification and experience will have to appear for a written test and proficiency test of computer knowledge & Stenography at their own cost in Bhubaneswar.
- How to apply** : Candidates should download the prescribed application form from the official website of OSBC Ltd. <https://osbc.co.in> and send their application along with required documents (self certified copies of certificates, mark sheet etc.) by Regd. Post/ Speed Post to "Despatch Section, Xavier Institute of Management, Xavier Square, Bhubaneswar-751013". On the envelope containing application and documents it should be superscribed "Application for the post of Stenographer in OSBC Ltd." The last date for receipt of application along with required documents as mentioned above is on 07.12.2020. Incomplete application or application not accompanied by any of the required documents shall be summarily rejected. Admit Card and other correspondences will be sent through e-mail.

The candidates are required to visit the website of OSBC Ltd. <https://osbc.co.in> for detailed information about the schedule of examination & other important notices etc. The management reserves the right to reject any or all the applications without assigning any reason whatsoever.


12/11/2020
Managing Director

In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norms fixed by the concerned University/Institute

15. POST QUALIFICATION EXPERIENCE PARTICULARS

[Attach self-certified copy of experience certificates]

SL. NO.	NAME & ADDRESS OF ORGANIZATION	POST HELD	SCALE OF PAY	BASIC PAY	DURATION OF EXPERIENCE DD/MM/YYYY FROM-TO	TOTAL YEARS & MONTHS OF EXPERIENCE	TYPE OF ASSIGNMENT HANDLED / SPECIFIC NATURE OF WORK/DUTY PERFORMED (Attach separate sheet)

16. Please attach copy of any one of the following as an identification proof- ADHAR/VOTER ID CARD/PAN/DL

DECLARATION

I _____ Daughter/Son or Wife of _____ do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any prior notice to me.

Date:

Signature of Applicant

Place: