



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଓ. ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd. Office: Janpath: Bhubaneswar-751022.

Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in

CIN:U4102OR2004SGC007553

Advt. No. AW-MPPR- 06

/ Dated, 17.11.2023

ADVERTISEMENT FOR ENGAGEMENT OF RETIRED REVENUE SUPERVISOR/ REVENUE INSPECTOR/ AMIN ON CONTRACT BASIS

1. Company profile:

Odisha Power Transmission Corporation Limited (OPTCL), is one of the largest state owned power utility in the country, engaged in the business of transmission of electricity in the State of Odisha. The present asset value of the Corporation is about Rs. 10,236 Crores. It's registered and Corporate Office is at Bhubaneswar, Odisha.

2. Posts:

Sl. No.	Position (Contractual)	Place of Engagement	Job Description & Responsibilities
1	Revenue Supervisor	Retired Revenue Supervisor (One No.) for Land Section, OPTCL Hqrs. Office, Bhubaneswar.	a) To assist the Land Officer in routine Administration of land related matters of OPTCL. b) To conduct all types of enquires related to OPTCL lands as and when directed by the Land Office. c) To supervise the day to day works of Revenue Inspectors posted in OPTCL. d) To countersign the reports submitted by Revenue Inspectors after conducting due field inquiry . e) To assist the Revenue Authorities in the process of demarcation of OPTCL lands as and when directed by the Land Officer . f) To supervise and guide the Revenue Inspectors in preventing the illegal encroachments over the OPTCL lands throughout the State.

			<p>g) To check the maintenance of all the Revenue Records like Lease Deeds , Sale Deeds , Gift Deeds and RoRs relating to OPTCL lands throughout the State .</p> <p>h) To assist the GMs / DGMs / AGMs in measurements of OPTCL lands and other land related matters.</p> <p>i) To assist the Land Officer in preparation of different land related reports as desired by higher authorities.</p> <p>j) To report every such discrepancies relating to the actual field position and land records available with the OPTCL.</p> <p>k) To assist the DGMs/AGMs in correct survey and measurements of OPTCL lands during construction of boundary walls.</p>
2	Revenue Inspector	Retired Revenue Inspectors (Three Nos.) for 1. Central Zone, Bhubaneswar, 2. Western Zone, Burla and 3. Northern Zone, Balasore.	<p>a) Prepare and maintain land register indicating a correct, complete and comprehensive list of land owned by the OPTCL Grid Sub-Stations / Residential Quarters / Offices in district wise and Division wise.</p> <p>b) Ensure the land owned by the OPTCL (Including land of erstwhile OSEB /GRIDCO) are correctly regulated in the revenue records of the Government.</p> <p>c) Attend to the Camp Courts and ensure correct recording of OPTCL land during the Settlement and consolidation operation.</p> <p>d) Supervise the joint field enquiry and submit complete report to the OSD (Land) with indication of records and field discrepancies if any to the OSD (Land) / Land Officer for examination and submission to the Requisition Officer.</p> <p>e) Check and verify revenue records pertaining to OPTCL land as when required.</p> <p>f) Prepare programme/ fix up date for joint field enquiry in consultation with the Requiring Office technical staff and submit the same for approval of the OSD (Land) / Land officer.</p>

			<p>g) Ensure that the property owned by the OPTCL are not encroached upon in different Grid Sub-Station / Residential Colonies / Offices by outsiders / Employees. Preliminary report of encroachment shall be reported to OSD (Land) / Land Officer immediately on detection.</p> <p>h) Perform the work, as and when assigned by the Revenue Supervisor, OSD (Land) / Land Officer.</p>
3	Amin	Retired Amin (Four Nos.) for 1. Central Zone, Bhubaneswar, 2. Western Zone, Burla, 3. Northern Zone, Balasore and 4. Land Section, OPTCL Hqrs. Office, Bhubaneswar.	<p>a) Verify the Revenue Record and Map from the Local Tehsil / Record Room for the required land along with available records in OPTCL.</p> <p>b) Conduct the Joint field enquiry with the technical staff of the Requisition Office, with reference to records and Map.</p> <p>c) Responsible for preparation of documents / Papers / Trace map for submission to the Tehsildar / Land Acquisition Officer for lease / Acquisition of Land by the Requisition Officer.</p> <p>d) Pursue for registration of lease case / L.A. case in the respective Tehsil / Land Acquisition Officer as when required.</p> <p>e) Assist the R.I for demarcation and taking over advance possession / Possession of the required land from Tehsildar / L.A.O.</p> <p>f) To identify the encroachers of the OPTCL land and to take necessary action in consultation with OSD (Land) / Land Officer.</p> <p>g) Perform the work, as and when assigned by the Revenue Supervisor, Revenue Inspector & OSD (Land) / Land Officer.</p>

3. Eligibility Conditions:

- a) Retired Revenue Supervisor for contractual engagement as Revenue Supervisor/Retired Revenue Inspector for contractual engagement as Revenue Inspector / Retired Amin for contractual engagement as Amin (not above the age of 63 years on the date of publication of Advertisement.), having good service records and physically fit will be eligible for consideration.

- b) Against whom departmental proceedings or criminal cases are contemplated or pending or who have been penalized for misconduct during the last five years preceding to their retirement will not be considered for engagement.

4. Selection Process:

Selection will be made through personal interview by a Selection Committee.

5. Tenure, Terms & Conditions:

- a) The engagement will be initially for a period of one year. The engagement may be extended further depending upon satisfactory performance and requirement of OPTCL.
- b) Date of Birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/ council will only be accepted.
- c) The selected candidate will be engaged as Revenue Supervisor/ Revenue Inspector/Amin (on contract basis on a fixed consolidated remuneration of Rs. 20,000/- (Rupees Twenty thousand only) per month. There is also option for drawing last pay minus pension as per Government Guidelines in deserved cases as may be decided by the Corporation.
- d) She/ He will not be entitled for Dearness Allowance or any other Special Pay or Allowance, over & above the consolidated remuneration.
- e) During the period of contractual engagement, She/ He will be entitled to get Traveling Allowance for approved tours in line with the Corporation's prevailing norms.
- f) She/ He will be provided with CUG SIM for communication purpose.
- g) This is a full time engagement, hence the engaged Retired Revenue Supervisor/ Revenue Inspectors / Amins shall not accept any other appointment / engagement paid or otherwise.
- h) The engagement can be terminated at any time by the Corporation giving one month notice, if performance found to be unsatisfactory. However in case of any misconduct including but not limited to misappropriation, negligence or causing loss to the Corporation engagement can be terminated without any prior notice.
- i) She/ He will be eligible for 10 days of leave in a calendar year & leave will not be carried forward to subsequent years. In case of engagement during mid of the calendar year, leave shall be reduced proportionately. No payment in lieu of unutilized leave will be paid at the end of expiry of contractual period.
- j) Other terms and condition will be applicable as issued by the Competent Authority from time to time.

6. Procedure to Apply

The interested candidates may apply along with the following documents: (i) Bio-data in the enclosed format (ii) copy of all certificates in support of age, qualification and experience (self-attested) (iii) 2 nos. of recent passport size colour photographs. The envelope containing application should be super-scribed as" **Application for Engagement as Revenue Supervisor/ Revenue Inspector / Amin in OPTCL**" and addressed to **Senior General Manager (HRD), Odisha Power Transmission Corporation Ltd., Janpath, Bhubaneswar - 751022**, so as to reach on or before 18.12.2023 **(05.00 P.M)**. The application should be sent by Speed Post/ Regd. Post/ Courier Service only. OPTCL shall not be responsible for any delay/ wrong delivery/ loss in transit. The application received after due date or incomplete applications or applications of ineligible candidates will be rejected without any further correspondence.

S/d

Senior General Manager (HRD)



APPLICATION FORMAT

APPLICATION FOR ENGAGEMENT AS:

- 1. Name of the candidate (In Full) :
2. Date of Birth :
3. (a) Communication Address :
(b) Permanent Address :
4. Mobile No./ Landline No :
5. E-Mail id. :
6. Educational Qualification :
(Matriculation onwards) (Attach copy of Certificates)

Passport Size
Colour
Photography

Table with 5 columns: Exam. Passed & Year, Institution, Board / Council / University, Division / Class, % of Marks

- 7. Details of experience :

Table with 5 columns: Sl No., Name of Organization, Post Held, Period (From, To), Basic Salary

- 8. Is there any Civil / Criminal /Vigilance case / disciplinary Proceeding pending / contemplated against you or you have been penalised for misconduct during the period up to five years preceding to your retirement? If yes, furnish details:

I, Mrs. /Mr. _____ son/wife/daughter of _____ do hereby solemnly declare that the above information is true and correct to the best of my knowledge and belief. If at any time the information furnished by me is found to be false and incorrect, I shall be liable to be disengaged from employment without any notice and legal action as deemed proper will be initiated against me.

Date:

Place:

Signature of the Candidate