

Instructions to Candidate attending Walk-in Interview for the post of **Officer on Special Duty on 28/10/2024 at Bhubaneswar**

All the candidates are advised to note down the following instructions and a strict compliance is to be followed.

1. Please follow all the instructions available in the attachment.
2. All the candidates must submit required number of Copies of their CVs at the Registration Counter and wait for the Group Discussion call silently in the room allotted for waiting place.
3. All the candidates must be well disciplined in their behaviour. Anybody found misbehaving with any of the officials shall get expelled from interview process at any stage.
4. The interview process is of 3 phases. Clearing at each stage is mandatory.
 - Stage-1: Preliminary scrutinising of Applications based on meeting the Eligibility Criteria as advertised.
 - Stage-2: Group Discussion on a topic decided by the authority.
 - Stage-3: Personal Interview.
5. After initial scrutiny shortlisted candidates shall be informed to participate in Group Discussion and they must silently wait for their turn and rest may leave the venue.
6. No candidate is permitted for interview who shall reach the venue **after 11:00AM** on the date of interview.
7. Group Discussion starts at 11:00AM (tentatively). Maximum duration of the Group Discussion is 20 minutes. The list of candidates shortlisted after Group Discussion shall be displayed at the Venue. These shortlisted candidates need to appear for final interview and the rest may leave the venue.
8. The Personal Interview is scheduled to be started at 01:30PM (tentatively).
9. Once the Personal interview is over, the candidates may leave the venue.
10. The selected candidate(s) list shall be displayed at <https://bpter.gov.in/Careers> by next week.



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)
BOARD OF PRACTICAL TRAINING (EASTERN REGION)

भारत सरकार के शिक्षा मंत्रालय के उच्चतर शिक्षा विभाग के अधीन
UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



सशक्त युवा, समर्थ भारत
www.mhrdnats.gov.in

Advt. No.- BOPT/ADMIN/OSD/2024-25/03

Dated: 22nd October, 2024

Sub: Walk in Interview for the post of OSD (Third Party Pay roll).

BOPT(ER) invites desirous and eligible candidates for the post of Officer on Special Duty (OSD) to be engaged on outsourced basis (third party pay roll) through walk in interview.

Sl. No.	Name of the Post	No. of Post	Emolument	Age
1.	Officer on Special Duty (OSD)	Tentative - 01 (may be increased)	Rs. 35,000/- P.M. (consolidated) + 7% Annual Increment	Below 60 years as on date of walk-in- interview

Educational qualification required:

- Graduate.
- Minimum 2 years' experience in any industry/establishment.
- Possessing good communication skill in English and Hindi/Odia.

Date of Walk in Interview:

28th October, 2024 (Reporting Time at 10:00 A.M.)

Venue of Interview:

Government Polytechnic, Plot No: 1, Xavier Road, Rail Vihar, Chandrasekharpur, Bhubaneswar, Odisha - 751023.

Job responsibility of OSD:

- To identify the establishments / industries located in different States of Eastern Region from various sources viz. different Chamber of Commerce, CII, local industry centres and any other sources.
- To visit to establishments (no. of minimum establishment visited decided by Director) on daily basis and make necessary assessment, filling-up of the form, presentation of documents etc. so as to pursue the industries / establishments to voluntarily come forward and engage apprentices.
- To issue notification to identified / surveyed establishments in consultation with the Dy. Regional Central Apprenticeship Adviser / Assistant Regional Central Apprenticeship Adviser of BOPT (ER).

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ब्लॉक - ईए, सेक्टर -1 (लाबोनी संघदा के विपरीत), साल्ट लेक सिटी, कोलकाता - 700 064, दूरभाष /Phone - (033) 2337-0750/51, फैक्स /Fax - (033) 2321-6814
Block - EA, Sector - I (Opposite. Labony Estate), Salt Lake City, Kolkata - 700 064, ई-मेल / E-mail - inf@bopter.gov.in, वेबसाइट / website - www.bopter.gov.in

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04. To ensure placement of apprentices by coordinating with the institutions / market.
05. To ensure placement / engagement of apprentices (no. of minimum establishment visited decided by Director) in those notified establishments.
06. To perform such other functions as may be assigned by the Director from time to time.

Note:

- i) The appointment against these posts will be purely on Outsourced basis (only on fixed remuneration) under third party pay roll.
- ii) Candidates should bring 4 copies of biodata, 1 copy of eligibility certificates & testimonials along with original for verification.
- iii) Candidates not fulfilling the requisite qualifications need not to attend the interview.
- iv) TA will not be provided to candidates.
- v) Unsatisfactory services, misconduct or remaining on unauthorized absence from duty will result in removal/termination from service forthwith.
- vi) The candidate is required to serve initially at Bhubaneswar, Odisha. Candidate is liable to serve anywhere in India that come within the Jurisdiction of BOPT(ER).

-Sd/-

Director

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