

THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD., NUAGAM, ASKA

Letter No. **GAD/F-200/ 1382**

Date : **19.11.2019**

GUIDELINE FOR ENGAGEMENT OF CONTRACTUAL STAFF IN ACSI LTD. ON PURELY CONTRACTUAL BASIS FOR A PERIOD OF ONE YEAR.

1. Details of Contractual Staff to be engaged for ACSI Ltd. are as follows:

Sl. No.	Name of the Post	No. of posts required
1.	Chief Engineer	1
2.	Distillery Chemists	1
3.	Safety Officer	1
4.	Security Officer	1
5.	Pharmacist	1
6.	Senior Manager(Process)	1
7.	Instrument Mechanic	1

2. Minimum Qualifications, Remuneration & Experiences in respect of the above

Sl. No.	Name of the Post with gross emolument per month	Nature of appointment	Eligibility/ Qualification
1	Chief Engineer (Rs. 60,000/-)	Contractual	<ul style="list-style-type: none">The Candidates must have a Bachelor Degree or above in Mech. Engineering from a recognized University.Experience: Minimum 5 yrs. in Sugar Industries of more than 2500 TCD as Chief Engineer. (Preference will be given for NSI/ VSI/ BOE candidates.)Age: Applicant shall be in between the age group of 21 to 50.He/ She must have knowledge of Odia & Hindi language.
2	Distillery Chemists (Rs. 30,000/-)	Contractual	<ul style="list-style-type: none">The Candidates should have B.Sc. (Chemistry/Wine Technology/ Bio-Technology) OR BE/B-TECH (Chemical/Bio-Technology). (Preference will be given to DIFAT/ IFAT candidates.)Experience: Minimum 5 years experience as Distillery Chemists in Production of ENA with knowledge in Excise matter.Age:- Applicant shall be in between the age group of 21 to 50.

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3	Safety Officer (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> The Candidates should have Degree in any branch of Engineering/Technology/ Degree in Physics & Chemistry from a recognized University with a Degree or Diploma in Industrial Safety recognized by the State Government on this behalf. Practical experience of working in a factory in Supervisor capacity for a period not less than 5 years and adequate knowledge in Odia Language with Computer skill and Safety Management. <p>Age:- Applicant shall be in between the age group of 21 to 50.</p>
4	Security Officer (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> Qualification: The Applicant should be a good physique and have any Graduate from a recognized University or equivalent with having knowledge of Computer/ Information Technology & Law. Experience: The candidate should have minimum 5 years of experience as Security Officer. (Commissioned Officer in Army/ Air Force/ Naval will be preferable.) Age:- Applicant shall be in between the age group of 21 to 50.
5	Pharmacist (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> The Candidates should have Diploma/ Intermediate in Pharmacy from a recognized Institute approved by P.C.I. must have registered under Odisha State Pharmacy Council with knowledge of Industrial Accident Management. Experience: The candidate should have minimum 5 years of experience in a Industry. Age:- Applicant shall be in between the age group of 21 to 50.
6	Senior Manager (Process) (Rs. 60,000/-)	Contractual	<ul style="list-style-type: none"> The Candidates should have Degree in Sugar Technology from National Sugar Institute, Kanpur/Basanta Dada Sugar Institute, Pune Experience: The candidate should have minimum 5 years of experience in Sugar Industries of more than 2500 TCD as Senior Manager (Process). Age:- Applicant shall be in between the age group of 21 to 50.

7	Instrument Mechanic (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidates should have Diploma/ Intermediate in Instrumentation from a recognized Institute approved by Govt. of Odisha. • Experience: The candidate should have minimum 3 years of experience in a Industry. • Age:- Applicant shall be in between the age group of 21 to 50.
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3. General Ability:

In order to be eligible for engagement to the above post, a candidate must satisfy the following conditions also. He/ She

- a) Shall be a citizen of India.
- b) Shall have good moral character.
- c) Must not have more than one spouse living.
- d) Shall be of good health, good physique, active habits and far from any organic defect or bodily deformity (not applicable in case of persons with disability)
- e) Must be able to speak, read and write Odia and have (i) passed a language test in Odia equivalent to Middle School Standard or (ii) HSC or equivalent examination with Odia as language subject in the final examination of class VIII and above or (iv) passed a test in Odia in ME School standard by the Education Department of the State Government.
- f) Shall possess the requisite qualification as shown in above table-2.

4. Age Limit:

The candidate must not be less than 21 years as on 01.01.2019.

5. Procedure and selection:

- (i) The Selection of candidates shall be made on the basis of the marks secured by them in the HSC Examination (Matriculation), Higher Secondary (10 +2) and Graduate Examinations conducted by a recognized Board/ Council or University as the case may be.
- (ii) Weightage shall be assigned to the marks obtained by the candidates in the examination in the following manner:

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- a. Secondary (Matriculation) - 20%
- b. Higher Secondary (10 +2) - 20%
- c. Graduation (Bachelor's Degree)- 60%

- (iii) The merit list shall be drawn up on the basis of weighed percentage of marks obtained in the three examinations mentioned in sub-paragraph (i) and (ii) above.
- (iv) In case, more than one candidate has equal weightage of marks, the candidate with past experience of working in public sector will be given preference. The decision of the Authority in this regard shall be final.

6. Method of Engagement:

The merit list 1:5 will be prepared by the Selection Committee for different position following the procedure as mentioned in Para 5 and 8. The candidates have to be appeared before the Selection Committee for selection. The selected candidates will be informed alongwith terms & conditions of the industries.

7. Documents to be sent alongwith the prescribed applications form:

- g) Self-attested photocopy of HSC or equivalent and mark sheet.
- h) Self- attested photocopy of 10+2 or equivalent certificate and mark sheet.
- i) Self- attested photocopy of Degree certificate and mark sheet.
- j) One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed at the space provided.
- k) Certificate of experience issued from the previous/ current employer.
- l) In case of persons with disability self-attested copy of identity card issued by competent authority.

8. Instruction for proper evaluation of marks.

The final merit list shall be drawn on basis of weighed percentage of marks obtained in three examinations like secondary (HSC), Higher secondary (+2) and Graduation examinations.

The percentage of marks to be calculated as follows:

a. Secondary (Matriculation):

The percentage of marks obtained will be calculated as per the following formula:

$$\frac{\text{Total marks obtained in all the papers}}{\text{Total marks}} \times 100$$

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b. Higher Secondary (10+2):

The percentage of marks obtained will be calculated as per the following formula:

$$\frac{\text{Total marks obtained in all the papers as indicated in the mark sheet}}{\text{Total marks as indicated in the mark sheet}} \times 100$$

c. Graduation:

The percentage of marks obtained will be calculated as per the following formula:

$$\frac{\text{Total marks obtained in all the papers}}{\text{Total marks as including pass subjects}} \times 100$$

Note: The weightage of percentage will be calculated as mentioned in Para 5. II of these instructions on the basis of total mark secured in the respective examinations.

9. Procedure for submission of Application

The eligible candidate should apply in prescribed Bio-Data format.

The procedure for inviting application from the eligible candidates through advertisement and submission of application by the candidates may be decided by the Selection Committee of ACSI Ltd.

10. The ACSI Ltd. will intimate/send the call letter through email id/ Post to face an interview after scrutinize (if required) and have rights to reject/cancel either or all of the applications applied for the contractual posts.

Last date of receipt of Application: 30.11.2019.


Managing Director

APPLICATION FORM

A. FOR OFFICE USE ONLY

Sl. No.	Category of Post	Date of Receipt Application	Received through			Application duly filled in		Signature of the Officer who checked this
			Regd Post	Speed Post	Others (Ord./Cour.)	Yes	No	
1								
2								

B.

Name of the post Applied for :		
Name of the Applicant (In Bold Capital Letters)		
Father/Husband Name :		
Permanent Address :		
Present Address :		
Day of Birth (as mentioned in H.S.C certificate)		Sex : Male/Female
Email Id :		Marital Status : Married / Unmarried
		Recent Colour Pass photo self-attested in front site.
		Phone No. :

C. Educational Qualification: From H.S.C/matriculation onwards -

Qualification	Board/ University	Year of Passing	MARKS			Full/Part time /Distance
			Full marks	Mark Secured	% of Marks	
H.S.C						
+2/Equivalent						
Degree in :						
Professional						

D. Language Known:

Language	Write	Read	Speak	Computer Literacy : (mention Software Known/ Can use/ Package)
English				
Odia				
Hindi				

E. Experience:

Establishment/Department	Govt./Govt. Schemes/Govt. Projects	Post	Year of Experience		Total years of Experience in Govt.
			From	To	

Declaration :

I do hereby declare that the information submitted by me as above is correct and true to the best of my Knowledge and belief.

Date :

Signature of the Applicant