



OREDA LIMITED

(Under Department of Energy, Government of Odisha)
(CIN No: U35105OD2024SGC045786)
(ISO 9001:2008 / ISO 14001:2004)
S/59, MANCHESWAR INDUSTRIAL ESTATE
Bhubaneswar-751010, Odisha, Website:
www.oredaorissa.com
E-mail: ceoreda@oredaorissa.com

ADV NO: 1356

Date: 31.03.2026

ENGAGEMENT OF PROJECT ASSISTANT ON TENURE BASIS

OREDA Limited (Formerly known as 'The Odisha Renewable Energy Development Agency,') is a State PSUs, under the administrative control of Department of Energy, Govt. of Odisha. OREDA Limited, plays a major role in GoO's initiative to popularize the use of renewable energy resources in the State. OREDA Ltd has more than 40 years of experience in the RE Sector. Certified with ISO 9001:2015 in respect of implementing various renewable energy projects such as utility-scale solar systems, solar pumps, solar streetlights, solar cold storage, E-Mobility, Distributed Renewable Energy Asset, solar PV system with/without Storage etc. under various schemes for the public, Government Agencies and Departments of Government in Odisha.

For its ambitious expansion plan, the Company requires dynamic and result oriented professionals on tenure basis who are passionate to excel & take the Organisation to new heights to fill the requirements at various districts in the field level.

The Company invites offline applications from the citizen of India fulfilling the requisite qualification/criteria against the following vacancies, on tenure basis, for its various offices. The details of vacancies are as under:

Details of Name of Posts and eligibility Conditions:

Name of the Post	Fixed (Consolidated) Emoluments*	No of Post**	Minimum Qualification	Method of Recruitment	Upper Age
Project Assistant	Rs. 25,000 pm	16	ITI in Electrician and Fitter Trade (Recognized by NCVT/SCVT)	Tenure based engagement for Two years	35 Years

*In addition, employers' contribution towards Provident Fund, if applicable for the time being in force, shall be borne by the Company

** No reservation and relaxation shall be provided to any of the candidates.

Essential Qualification:

- ITI in Electrician and Fitter Trade with at least 60% marks in aggregate are eligible to apply.
- Candidates having DIPLOMA In Engineering (Electrical & Mechanical) are also eligible to apply.

- Candidate must not be under 21 (Twenty-one) years of age and must not be above 35 (Thirty-Five) years as on 31.03.2026

Application Fees: NIL

How to Apply: Candidates are required to download and print the Application Form and fill up the same in BLOCK LETTERS only. Candidates must go through the detail terms & conditions and also check the website regularly for any further updates. The envelope must be clearly superscripted as "APPLICATION FOR THE POST OF TENURE BASED PROJECT ASSISTANT (ELECTRICIAN & FITTER)". Filled-in Application duly signed along with necessary enclosures of all academic & professional self-attested certificates, age proof certificate & one extra photograph self-attested (in the back side of the photograph) are to be forwarded through Post or courier to the following address in hard copies only:

“The Chief Executive Officer, OREDA Limited, S-59, Mancheswar Industrial Estate, Rasulgarh, Bhubaneswar – 751010, Odisha.”

Closing Date for Receipt of Application: 15 days from the date of publication of advertisement i.e., by 15.04.2026.

Process of Engagement

- Selection of the candidates shall be done based on the Marks secured in the Degree and personal Interaction/interview or Practical Test only, in the order of merit & preference.
- Candidates qualifying having minimum marks of 60% will be called for Document Verification and personal Interaction/interview or Practical Test based in the order of merit.
- Candidates found eligible in Document Verification will be called for personal Interaction/interview or Practical Test.
- Cut off percentage for calling candidates for Document Verification and personal Interaction/interview or Practical Test will be decided by OREDA Limited, based on the marks secured in the qualifying examination i.e. ITI.
- Merit list will be prepared based on combine marks secured in ITI and personal Interaction/interview or Practical Test.
- Weightage of Marks in ITI and Personal Interaction/interview or Practical Test will be 70% and 30% respectively.
- Candidates with post-qualification experience in the renewable energy sector or having Diploma in Engineering shall be given preference.
- In case of rejection of candidates during the Document Verification process on account of non-availability of requisite documents/testimonials, not meeting the advertised criteria with respect to Age, Qualification, Experience, etc. next candidates will be called for Document Verification and Personal Interaction/interview in the order of merit.
- If the candidates in the Merit List found ineligible during any stage of engagement or fails to report within the stipulated time/date, a candidate wait listed will be considered instead.
- Rejection of Application/Cancellation of Candidature: Applications received after the closing date or not meeting eligibility criteria and Terms & Conditions of advertisement will be summarily rejected.
- All original certificates/documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified.

Duties and Responsibilities:

- The Project Assistant shall report to the Project Engineer or Assistant Director (Technical) at the district level.

- The Project Assistant shall be responsible for the on-site execution, supervision, and monitoring of renewable energy projects implemented by OREDA Limited at the district level, as directed by the Project Engineer or Assistant Director (Technical).
- Ensure good quality control of work at site as per specifications of work order which will be according to standard procedures.
- Monitor & review progress of timely execution of task as per schedule specified.
- Ensure timely maintenance of assets.
- To get involved in planning new projects at the sites.
- Any other work related to Renewable Energy Projects.

Remuneration:

- During the contract period, the Project Assistant shall be entitled to a fix monthly salary of Rs. 25,000 from the date of joining to the post.
- In addition, employers' contribution towards Provident Funds, if applicable for the time being in force, shall be borne by the Company.

General Conditions

- Any incomplete or Application received through E-Mail shall not be considered as valid.
- Submission of false / incorrect / incomplete information and / or / dubious / bogus documents shall disqualify the candidature.
- No correspondence enquiry through phone/messenger will be entertained.
- Canvassing in any form will lead to disqualification.
- Mere submission of application form does not guarantee issue of "Call Letter" for Personal Interaction/interview or practical test.
- Only short-listed candidates will be informed through post and/or e-mail for Document Verification and Personal Interaction/interview or practical test in due course.
- OREDA Limited will not be responsible for late / non-receipt of filled-in application / Call letters, etc., due to postal delay or any other reasons.
- E-mail ID & Phone / Mobile Numbers so provided in the application should be kept active till completion of the whole recruitment process.
- OREDA Limited reserves the right to modify/changes/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof at any stage.

Other Benefits and Terms & Conditions:

- Working pattern of the Tenure based personnel will be the prerogative of the employer.
- Personnel engaged will be entitled for One Day Casual Leave (CL) for each completed month in the calendar year.
- Personnel Engaged cannot take more than 03 days leave in a month and cannot take continuously 03 days Leave in a stretch except on medical ground.
- Engagement of Personnel shall be on Tenure basis for a period of TWO years initially and may be extendable further period based on performance.
- Their performance shall be reviewed quarterly and at any point of time they can be removed if performance not found satisfactory with one month notice period.
- Selected candidates may be posted in any district across the State and shall be liable for transfer based on project requirements.
- The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
- Tenure based personnel will be covered under the Income Tax, Service Tax, Professional Tax etc. as per the applicable Rules and all such Taxes would be payable by them.



- The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this advertisement.
- The engagement will be on full time basis. Absence from duty other than on authorized Leave/ Company Holidays will result in proportionate reduction in the Consolidated Emoluments.
- The employment can be terminated at any time, during the period of tenure by giving one month's notice by either party.
- The Tenure based Personnel will be governed under Conduct & Discipline Rules framed & formulated for them by the Company.

Other Information to the Candidates:

- Admission to all the stages of the selection procedure will be purely provisional subject to satisfying the prescribed eligibility conditions.
- Mere issue of Call Letter/Admit Card to the candidates for the Document Verification and Personal Interaction/interview or practical test will not imply that his/her candidature has been finally accepted by OREDA Limited.
- Verification of eligibility conditions with reference to original documents will be done only at the time of document verification.
- The candidates should regularly check their email ID for any correspondences from OREDA Limited regarding engagement.



21.3.2026

Chief Executive Officer

**APPLICATION FOR THE POST OF PROJECT ASSISTANT (ELECTRICIAN AND FITTER)
ON TENURE BASIS**

(To be forwarded by post/courier)

To
The Chief Executive Officer,
OREDA Limited,
S-59, Mancheswar Industrial Estate, Bhubaneswar - 751010

Place for recent passport size photo of the applicant (self-attested in front) to be firmly pasted (not to be stapled)

(TO BE FILLED UP IN BLOCK LETTERS ONLY)

01	Post Applied for	PROJECT ASSISTANT (ELECTRICIAN AND FITTER)		
02	Educational Qualification/Discipline			
03	Apprenticeship Details			
	Name in Block Letters (as mentioned in 10th Certificate)			
05	Gender			
06	Father's / Husband's Name			
07	Date of Birth (as mentioned in 10th Certificate)	Day	Month (MM)	Year
08	Age (as on closing date of receipt of application)			
09	Nationality			
10	Complete postal Address & Pin code for communication	STATE		PIN :
11	Mobile / Phone Number	(1)		
		(2)		
12	E-mail ID	(1)		
		(2)		
13	Two Prominent & Visible identification mark	(1)		
		(2)		
14	Medium of Personal Interaction/ Interview	English / Hindi/Odia		

Details of Educational and other qualifications starting from 10th.

Name of the School / College	Name of Recognised University / Board of Examination	Examined Passed	Year of passing	Percentage of marks*

* If the marks awarded are in SGPA/CGPA mode, the same must be converted in percentage as per Board/University guidelines.

Details of present employment / previous experience, if any:

Details of Company / Organisation	Designation / post	Period		Nature of Duties
		From	To	

Check List of Enclosures:

Sl. No.	ENCLOSURES	YES/NO
1	Copy of 10 th Certificate (For proof of Age/Date of Birth)	
2	Copy of ITI/ DIPLOMA Certificate & Mark Sheet	
3	Copy of Other Educational Qualification Certificates & Mark Sheet, if any	
4	Copy of Aadhar Card	
5	Copy of Experience Certificate, if any	
6	Whether all above documents / certificates are self-attested	
7	Two copies of photographs (one pasted on application form) and one extra photograph. (Name and Date of Birth should be written on backside of photograph)	

DECLARATION

I, Shri/Smt. _____ have read the instructions carefully before sending this application. I hereby declared that all the statements made in this application are true & correct to the best of my knowledge and belief. I understand that any discrepancy found in the information will lead to cancellation of my candidature / debarment at any stage/time.

Date:

Place:

(Name & Signature of the Candidate)