

Odisha Mining Corporation Ltd.

(A Gold Category State PSU)

 Registered Office : OMC House, Bhubaneswar-751001, India
 Tel: 0674-2377400/2377401, Fax: 0674-2396889, 2391629, www.omcltd.in

CIN : U131000R1956SGC000313

ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.
No. 59 / OMC
Date: 29.10.2021

OMC, a Gold category and largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome & bauxite ores. Inspired by the vision to emerge as the market leader and to play a catalytic role in the growth of industrialization, OMC caters to the requirements of mineral based industries. The Corporation has achieved an annual turnover of Rs.5587 crores in the FY 2020-21.

The Corporation invites application from dynamic & competent professionals in different disciplines as follows.

1. VACANCY:-

Sl. No	Name of the Post	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)	Total posts	No. of Posts Reserved for			Age as on 30.09.2021
					SC	ST	UR	
FOREST & ENVIRONMENT CADRE								
1	Manager (Forest & Environment), E-3 grade	67,700/- to 2,08,700/-	78,500/-	01	-	-	01	Not above 36 years
FINANCE CADRE								
2	Dy. Manager (Fin.), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	02	01	-	Not below 21 years & above 32 years
CIVIL CADRE								
3	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	-	01	02	Not below 21years & above 32 years
TOTAL				07	02	02	03	

Interested eligible candidates are advised to download the application format from OMC website: <http://omcltd.in> and submit the same duly filled in & signed along with attested copies of Certificates, Mark sheets, Experience Certificate etc. in support of their eligibility by **Speed Post/Courier** in a cover superscribed "APPLICATION FOR THE POSTOF__" so as to reach the **General Manager (P&A)**, Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **20.11.2021** positively. Applications received after the last date due to delay in **postal/courier** or any other reason shall not be entertained and will be rejected.

OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Sd/-

General Manager (P&A)
 ODISHA MINING CORPORATION LTD.
 (A GOLD CATEGORY STATE PSU)

TERMS AND CONDITIONS OF RECRUITMENT OF EXECUTIVES IN OMC LTD

1. VACANCY

Sl. No	Name of the Post	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)	Total posts	No. of Posts Reserved for			Age as on 30.09.2021
					SC	ST	UR	
FOREST & ENVIRONMENT CADRE								
1	Manager (Forest & Environment), E-3 grade	67,700/- to 2,08,700/-	78,500/-	01	-	-	01	Not above 36 years
FINANCE CADRE								
2	Dy. Manager (Fin.), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	02	01	-	Not below 21 years & above 32 years
CIVIL CADRE								
3	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	-	01	02	Not below 21 years & above 32 years
TOTAL				07	02	02	03	

NOTE:-

- a. Besides Basic Pay, the selected candidates will get other benefits like Dearness Allowance, Attendant Allowance, Conveyance Expenses, Corporation quarters for accommodation or House Rent Allowance in lieu of that, LTC, Medical facilities for self & dependent family members, Liveries, Scholarship for meritorious children etc. as per Rules of the Corporation.
- b. After appointment, the Executives shall be kept under probation for a period of one year. This period will be counted towards normal increment, leave & seniority. On successful completion of probation, the Executives shall be confirmed in their respective grade as indicated above. The probation period can be extended for a further period of six months, if necessary.
The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- c. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website: <http://omcltd.in>)
- d. Candidates after recruitment can be posted in any establishment of OMC.
- e. The OMC Service is not pensionable.

2. **ELIGIBILITY CRITERIA**

Sl. No.	Name of the Post	Basic Eligibility		Age as on 30.09.2021
		Qualification	Experience	
1	Manager (Forest & Environment), E-3 grade	BE/ B. Tech. in Environmental Engineering from an University / Institute recognized by AICTE.	Minimum 04 (four) years experience in statutory compliance monitoring (F&E) matters/ Processing of statutory clearance pertaining to Forest/Environmental matters.	Not above 36 years
2	Dy. Manager (Fin.), E-2 grade	Associate/ Fellow member of ICAI/ ICWAI.	-	Not below 21 years & above 32 years.
3	Dy. Manager (Civil), E-2 grade	BE/ B. Tech. in Civil Engineering from recognized University or Institute approved by AICTE/UGC.	-	Not below 21 years & above 32 years.

Note:-

- The qualifications prescribed for all the above posts must have been obtained through regular course. Equivalent Qualification, Qualification obtained through Correspondence Courses shall not be considered subject to the condition that the departmental candidates, who are already in OMC regular service as on 01.10.2012, acquiring AMIE (A&B) and other qualifications in correspondence courses from the recognized University/ Institute approved by AICTE can apply for the respective posts.

3. RESERVATION

Sl. No	Name of the Post	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)	Total posts	No. of Posts Reserved for		
					SC	ST	UR
FOREST & ENVIRONMENT CADRE							
01	Manager (Forest & Environment), E-3 grade	67,700/- to 2,08,700/-	78,500/-	01	-	-	01
FINANCE CADRE							
02	Dy. Manager (Fin.), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	02	01	-
CIVIL CADRE							
03	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/-	67,700/-	03	-	01	02
TOTAL				07	02	02	03

- Reservation & age relaxation for SC, ST, Ex-Servicemen, PWD, Sports Person & Women shall be considered as per guidelines of State Government. Departmental candidates shall be given 10 (Ten) years of age relaxation, as per Corporation Rules.
- PWD Candidates whose disability is 40% or above are required to attach disability certificate indicating % of disability and type of disability, issued by the concerned Medical Board for consideration as per Rules.
- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- Candidates belonging to PWD, Ex-Servicemen, Sports Person & Women category shall be adjusted against the categories to which they belong.
- Women candidates belonging to SC/ST category are required to submit Caste Certificate by birth showing "daughter of". Caste Certificates obtained by virtue of marriage (i.e. showing wife of.....") is not acceptable.

4. HOW TO APPLY

- Application Form at **Annexure-I** shall be downloaded from our website: <http://omcltd.in> to be filled- up by the candidate after carefully reading the eligibility criteria prescribed for the post.
- The applicant must affix recent colour passport size photograph at top right side of the application form.
- The applicant must attach self-attested copy of all the mark sheets, certificates/ testimonials/documents from HSC / 10th onwards towards proof of qualification, age, mark secured, caste, experience etc. along with the application form. In case a Degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including

the final mark sheet of final semester. Further, in support of any qualification, if the marking is CGPA based, then the candidate needs to submit the proof of CGPA to Percentage conversion formula against the qualification.

- ICAI/ ICWAI qualified candidates must submit **Membership Certificate** towards proof of Associate/ Fellow member of ICAI/ ICWAI in addition to certificates and mark sheets (both Inter & Final) in support of their other qualification as indicated above.
- The application in the prescribed form shall be accompanied with a one page write up on **“Why I consider myself suitable for the Role”** along with statement of purpose.
- Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.

5. SELECTION METHODOLOGY

- Out of Total marks of 100, 70 marks will be assigned for short listing the eligible candidates in the following manner.
 - Base Career-50
 - Higher Education -10 [02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks]
 - Experience -10 [02 (two) marks shall be given for every year of additional relevant experience over & above the required experience subject to a maximum of 10 (ten) marks]
 - The above modality of assigning marks for relevant higher qualification & experience shall also be followed for short listing the candidates, who apply for the post of Dy. Manager (Finance) & Dy. Manager(Civil) in E-2 grade.
- The total marks for Personal Interview is 30.
- Eligible candidates will be short-listed and called for personal interview as per the following ratio fixed by the Management.
 - i) 1:7 for single vacancy,
 - ii) 1:5 for more than one but less than 10 vacancies,
- The departmental candidates of OMC shall apply through proper channel.
- All the departmental candidates fulfilling the eligibility criteria will be short listed beyond the above ratio.
- The shortlisted candidates will be called for to produce original mark sheets, certificates & testimonials/documents towards proof of age, qualification and marks from HSC / 10th onwards, caste etc. for the purpose of verification prior to personal interview.
- The final Selection shall be made on the basis of the scores secured in base career, higher education, additional experience and in the personal interview.
- Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates & no claim will arise for appointment, if vacancies are not filled due to unsuitability/in sufficient number of candidate (s).

6. GENERAL CONDITIONS

- Candidates are required to visit Corporation website <http://omcltd.in> at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.
- Canvassing in any form will be viewed adversely & may lead to disqualification.
- Finally selected candidates shall have to produce the required documents at the time of joining at respective places of posting as per provisions of OMC R&P Rules, 2012 (visit OMC website <http://omcltd.in>)
- The decision of OMC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application / candidature, selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **20.11.2021** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

Sd/-
General Manager (P&A)
Odisha Mining Corporation Ltd.
Post Box No-34, OMC House,
Bhubaneswar – 751001

ODISHA MINING CORPORATION LTD

APPLICATION FORMAT FOR RECRUITMENT

1. Post applied for :.....

2. Advertisement No. and date: Advt No .../OMC dated

3. Full Name (In capital):.....

4. Father's /Husband's Name:.....

5. Date of birth :.....
(As recorded in HSC or equivalent exam) (Attach copy of certificate)

6. Age as on (30.09.2021) :.....

7. Sex :.....

8. Category :.....

9. Marital status: (Married/Un-married)

10. Address (with PIN code):
Present Address

Permanent Address

Affix recent
colour passport
size photograph.

11. Contact details: (a) Phone
(b) e-mail

12. Qualification: (10th onwards) (Attach copy of certificates).

Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/ CGPA*

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

13. Post Qualification Experience (Attach copy of certificates):

Sl. No.	Name & address of Organizations worked	Post held	Scale of Pay and Basic Pay	Cost to Company (CTC)	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
					From	To		

14. Whether applied earlier in OMC, if yes, please mention the posts applied for.....

15. No. of days/months required to join, if selected:.....

DECLARATION

ISon/Daughter/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 notice to me.

(SIGNATURE IN FULL)

PLACE:

NAME:

DATE:

NB: Documents/Certificates to be attached (Please put √ mark) :-

- 1) 10th Certificate
- 2) 10th Mark sheet
- 3) +2/ Intermediate Certificate
- 4) +2/ Intermediate Mark sheet
- 5) Degree Certificate
- 6) Degree Mark sheet
- 7) PG Degree/ PG Diploma Certificate
- 8) PG Degree/ PG Diploma Mark Sheet
- 9) Caste Certificate, if applicable
- 10) Proof of CGPA to Percentage conversion formula, if applicable
- 11) Experience Certificate (s)