

ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.

No. 35 / OMC

Date: 17.10.2019

The 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 with an annual turnover of Rs.4053 Crores during Financial Year 2018-19.

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

1. VACANCY :-

Sl. No	Name of the Post	Scale of Pay (in Rs.)	Total posts	Initial Basic Pay (in Rs.)	No. of Posts Reserved for			
					SC	ST	SEBC	UR
PERSONNEL								
1	Dy. General Manager (Personnel) E-5 grade	78,800/- to 2,09,200/-	1	1,05,900/-	-	-	-	01
2	Sr. Manager (Personnel), E-4 grade	67,700/- to 2,08,700/-	2	91,100/-	-	-	01	01
3	Manager (Persnl.), E-3 grade	67,700/- to 2,08,700/-	2	78,500/-	01	01	-	-
Total			05		01	01	01	02
MEDICAL OFFICER								
4	Medical Officer -III, E-2 grade	67,700/- to 2,08,700/-	2	67,700/-	-	-	-	02

Interested eligible candidates are requested to download the application format from OMC website: www.omcltd.in and submit the same duly filled in & signed along with attested copies of Certificates / Testimonials, experience certificate in support of their eligibility by **Speed Post /Courier** in a cover superscribed **APPLICATION FOR THE POST OF _____**+so as to reach the **General Manager (P&A), The Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by 02.11.2019 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.

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

Director (Personnel)
THE ODISHA MINING CORPORATION LTD.
(A GOLD CATEGORY STATE PSU)
OMC House, Post Box No. 34,
Bhubaneswar-751001

TERMS AND CONDITIONS OF RECRUITMENT IN THE OMC LTD

1. VACANCY

Sl. No	Name of the Post	Total posts	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)
1	Dy. General Manager (Personnel) E-5 grade	1	78,800/- to 2,09,200/-	1,05,900/-
2	Sr. Manager (Personnel), E-4 grade	2	67,700/- to 2,08,700/-	91,100/-
3	Manager (Persnl.), E-3 grade	2	67,700/- to 2,08,700/-	78,500/-
4	Medical Officer -III, E-2 grade	2	67,700/- to 2,08,700/-	67,700/-

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.
- c. The number of vacancies shown above are indicative in nature and may either increase or decrease.
- d. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website www.omcltd.in).
- e. Candidates after recruitment can be posted in any establishment of OMC within Odisha.
- f. The OMC Service is not pensionable.

2. ELIGIBILITY CRITERIA

Sl No.	Name of the posts	Basic qualification	Minimum Post qualification Experience (Years)	Maximum age as on 30.09.2019
1	Dy. General Manager (Persnl.) E-5 grade	MBA / PGDM in Personnel / HR / Industrial Relation from recognized Institute approved by AICTE or Master's / Post Graduation in Social Welfare / Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized University / Institute approved by AICTE.	(i). Should have at least 12 Years post qualification relevant Industry experience (Mining / Manufacturing) in Personnel Functions such as Recruitment, Promotion, Establishment matters, Employee Welfare, Contract Labour Management, Statutory Compliances, Learning & Development, Performance Management matters in any Govt./ State PSU/ Central PSU/ Other large & reputed Organizations. (ii). Knowledge & experience in SAP & implementation of SAP HR Modules will be an added advantage	Not above 44 years.

2	Sr. Manager (Persnl.) E-4 grade	MBA / PGDM in Personnel / HR / Industrial Relation from recognized Institute approved by AICTE or Master's / Post Graduation in Social Welfare / Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized University / Institute approved by AICTE.	(i). Should have at least 8 Years post qualification relevant Industry experience (Mining / Manufacturing) in Personnel Functions such as Recruitment, Promotion, Establishment matters, Employee Welfare, Contract Labour Management, Statutory Compliances, Learning & Development, Performance Management matters in any Govt./ State PSU/ Central PSU/ Other large & reputed Organizations. (ii). Knowledge & experience in SAP & implementation of SAP HR Modules will be an added advantage	Not above 40 years.
3	Manager (Persnl.), E-3 grade	MBA / PGDM in Personnel / HR / Industrial Relation from recognized Institute approved by AICTE or Master's / Post Graduation in Social Welfare / Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized University / Institute approved by AICTE.	(i). Should have at least 04 Years post qualification relevant Industry experience (Mining / Manufacturing) in Personnel Functions such as Recruitment, Promotion, Establishment matters, Employee Welfare, Contract Labour Management, Statutory Compliances, Learning & Development, Performance Management matters in any Govt./ State PSU/ Central PSU/ Other large & reputed Organizations. (ii). Knowledge & experience in SAP & implementation of SAP HR Modules will be an added advantage.	Not above 36 years.
12	Medical Officer-III, E-2 grade	MBBS Degree.	NIL	Not below 21 years and 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 acquiring AMIE (A&B) and other qualifications in correspondence courses from the recognized University/ Institute approved by AICTE prior to 01.10.2012 can apply for the respective posts.

3. RESERVATION

Sl. No	Name of the Post	Scale of Pay (in Rs.)	Total posts	Initial Basic Pay (in Rs.)	No. of Posts Reserved for				
					SC	ST	SEBC	UR	
PERSONNEL									
1	Dy. General Manager (Personnel) E-5 grade	78,800/- to 2,09,200/-	1	1,05,900/-	-	-	-	01	
2	Sr. Manager (Personnel), E-4 grade	67,700/- to 2,08,700/-	2	91,100/-	-	-	01	01	
3	Manager (Persnl.), E-3 grade	67,700/- to 2,08,700/-	2	78,500/-	01	01	-	-	
Total			05		01	01	01	02	
MEDICAL OFFICER									
4	Medical Officer -III, E-2 grade	67,700/- to 2,08,700/-	2	67,700/-	-	-	-	02	

- Reservation for Ex-Servicemen / PWD / Sports Person shall be considered as per guidelines of State Government
- PWD Candidates whose disability is 40% or above 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 and Sports Person shall be adjusted against the categories to which they belong
- Exchange of candidates belonging to SC and ST will not be considered.
- SEBC Candidates shall submit the SEBC Certificate issued by the Competent Authority on or after **25.09.2018**.

4.HOW TO APPLY

- The applicant should affix recent colour passport size photograph at top right side of the application form.
- The applicant should attach self-attested copy of mark sheets / certificates/documents from HSC / 10th onwards towards proof of qualification, age, mark secured, caste, experience etc. along with the application form.
- The Candidates already employed in Govt./Semi-Govt./Central PSU/State PSU shall submit '**No Objection Certificate**' issued by their present employer at the time of Personal Interview.
- 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 shall be rejected.

5.SELECTION METHODOLOGY

- Eligible candidates will be short-listed in the following manner;
Total Marks 100 (*Base career-50, Higher Education -10, Experience -10, Personal Interview – 30*)
 - 02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks.
 - 02 (two) marks shall be given for every year of additional relevant experience over and above the required experience subject to a maximum of 10 (ten) marks.

<p>Weightage shall be given to the candidates having higher qualification and/or relevant industry experience.</p>

- 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 Medical Officer-III in E-2 grade.
- 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 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 certificates towards proof of age, qualification and marks from HSC / 10th onwards, caste, etc. for the purpose of verification prior to personal interview.
- Selection will be made on the basis of Personal Interview of short-listed candidates considering the vacancies, post based percentage of reservation as well as requirement.
- 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 un-suitability/in sufficient number of candidate.

6. GENERAL CONDITIONS

- Candidates are requested to visit Corporation website. www.omcltd.in /recruitment portal 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 Corporation website . (www.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, 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 requested to fill up the application format & submit the same duly filled in **by 02.11.2019** positively. Applications submitted after the last date shall not be entertained.

Director (Personnel)
 THE ODISHA MINING CORPORATION LTD.
 (A GOLD CATEGORY STATE PSU)
 OMC House, Post Box No. 34,
 Bhubaneswar-751001
 Website: www.omc ltd.in

THE ODISHA MINING CORPORATION LTD

APPLICATION FORMAT FOR RECRUITMENT

1. Post applied for
2. Full Name (In capital).....
3. Father's /Husband's Name
4. Date of birth
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
5. Age as on **30.09.2019**
6. Sex:
7. Category :
8. Marital status: (Married/Un-married)
9. Address (with PIN code):

<u>Present Address</u>	<u>Permanent Address</u>
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.....
.....
.....
.....
.....
.....
10. Contact details: (a) Phone
(b) e. mail
11. Qualification: (10th onwards) (Attach copy of certificates).

Affix recent colour
passport
size photograph.

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)

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

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

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:

Documents/Certificates Attached:-

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)