

**ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.**

**No. 51/OMC**

**Date:16.10.2020**

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. The Corporation has achieved an annual turnover of Rs.3975 crores in the FY 2019 -20.

The Corporation invites application from dynamic &competent professionals for the following posts.

**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
1	Manager (Min.), E-3 grade	67,700/- to 2,08,700/-	04	78,500/-	01	01	-	02
2	Manager (Fin.), E-3 grade	67,700/- to 2,08,700/-	04	78,500/	-	01	-	03
3	Manager (Civil), E-3 grade	67,700/- to 2,08,700/-	02	78,500/	01	01	-	-
4	Manager (IT), E-3 grade	67,700/- to 2,08,700/-	01	78,500/	-	-	01	-
5	Manager (F&E), E-3 grade	67,700/- to 2,08,700/-	01	78,500/	-	01	-	-
<b>TOTAL</b>			<b>12</b>		<b>02</b>	<b>04</b>	<b>01</b>	<b>05</b>

Interested eligible candidates are advised to download the application format from OMC website: <http://omcltd.in> & submit the same duly filled in & signed along with attested copies of Certificates & Testimonials in support of their eligibility by **Speed Post** in a cover super scribed "APPLICATION FOR THE POST.OF \_\_\_\_\_" so as to reach the **General Manager (P&A)**, The Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **18.11.2020** positively. Applications received after the last date due to delay in **postal/courier** or any other reason shall not be entertained and will berejected.

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

**General Manager (P&A)**  
 THE ODISHA MINING CORPORATION LTD.  
 (A GOLD CATEGORY STATE PSU)  
 OMC House, Post Box No. 34,  
 Bhubaneswar-751001

**The 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

## **TERMS AND CONDITIONS OF RECRUITMENT OF EXECUTIVES IN OMC LTD**

### **1. VACANCY**

Sl. No	Name of the Post	No. of Posts to be filled up	No. of Posts Reserved for				Initial Basic Pay (in Rs.)
			SC	ST	SEBC	UR	
1	Manager (Min.), E-3 grade	04	01	01	-	02	Rs. 78,500/- (Rs. 67,700 – 2,08,700/-)
2	Manager (Fin.), E-3 grade	04	-	01	-	03	Rs. 78,500/- (Rs. 67,700 – 2,08,700/-)
3	Manager (Civil), E-3 grade	02	01	01	-	-	Rs. 78,500/- (Rs. 67,700 – 2,08,700/-)
4	Manager (IT), E-3 grade	01	-	-	01	-	Rs. 78,500/- (Rs. 67,700 – 2,08,700/-)
5	Manager (F&E), E-3 grade	01	-	01	-	-	Rs. 78,500/- (Rs. 67,700 – 2,08,700/-)
<b>TOTAL</b>		<b>12</b>	<b>02</b>	<b>04</b>	<b>01</b>	<b>05</b>	

### **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 at the discretion of Management.
- d. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website <http://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 Post	Basic Eligibility		Age as on 30.09.2020
		Qualification	Experience	
1	Manager (Min.), E-3 grade	BE/B. Tech in Mining Engg. with 1 <sup>st</sup> Class MMCC.	<p>(i) 04 years of post-Degree (BE/B. Tech.) experience in open cast / underground highly mechanized metalliferous mines.</p> <p>(ii) Preference will be given to the candidates having exposure in IT/ software enabled mine planning, design &amp; development.</p> <p>(iii) Preference will be given to the candidates having Unrestricted Competency (1<sup>st</sup> Class MMCC)</p>	Not above 36 years.
2	Manager (Fin.), E-3 grade	Associate/ Fellow member of ICAI/ ICWAI.	<p>(i) 04 years post Qualification relevant experience in Accounting/ Auditing/Taxation in any Govt./ State PSU/ Central PSU/ Other Corporate house of repute.</p> <p>(ii) Knowledge&amp; experience in SAP-FICO Module will be an added advantage.</p>	Not above 36 years.
3	Manager (Civil), E-3 grade	BE/ B. Tech. in Civil Engineering from recognized University or Institute approved by AICTE/UGC.	<p>(i) Minimum 04 years post qualification experience in execution, supervision and monitoring of different civil / infrastructure projects housing roads, environmental / statutory constructions.</p> <p>(ii) Must have sound knowledge of estimation, project report preparation, preparation of BOQ and report preparation, tendering contract finalization.</p> <p>(iii) Experience in mineral beneficiation plant / ETP / ore handling plant will be an added advantages.</p> <p>(iv) Knowledge of Auto CAD, exposures to SAP environment and E-Procurement will also be an added advantage.</p>	Not above 36 years.

4	Manager (IT), E-3 grade	BE/ B.Tech in Computer Science/IT or MCA or MBA/PGDM in Systems Management from a recognized University / Institute approved by AICTE.	i). Minimum 04 (four) years of Post Qualification experience in design, development and implementation of IT Projects (Application & Infrastructure). ii). Should have good exposure in analyzing, process designing, preparing technical & functional specifications of the processes and documentation. iii).Should have indepth understanding of data analysis, budgeting and business operations, analytical & problem solving skill and Managerial skill set. iv). Should have good hands on experience in SAP platform & experience of preparing RFP and managing post tendering activity.	Not above 36 years.
5	Manager (F&E)	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

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.)	Total posts	Initial Basic Pay (in Rs.)	No. of Posts Reserved for			
					SC	ST	SEBC	UR
1	Manager (Min.), E-3 grade	67,700/- to 2,08,700/-	04	78,500/-	01	01	-	02
2	Manager (Fin.), E-3 grade	67,700/- to 2,08,700/-	04	78,500/	-	01	-	03
3	Manager (Civil), E-3 grade	67,700/- to 2,08,700/-	02	78,500/	01	01	-	-
4	Manager (IT), E-3 grade	67,700/- to 2,08,700/-	01	78,500/	-	-	01	-

5	Manager (F&E), E-3 grade	67,700/- to 2,08,700/-	01	78,500/	-	01	-	-
<b>TOTAL</b>			<b>12</b>		<b>02</b>	<b>04</b>	<b>01</b>	<b>05</b>

- Reservation & age relaxation for SC, ST, SEBC, Ex-Servicemen, PWD, Sports Person & Women shall be considered as per guidelines of State Government.
- 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.
- Exchange of candidates belonging to SC and ST will not be considered.
- Women candidates belonging to SC and 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.
- SEBC Candidates shall submit the SEBC Certificate issued by the Competent Authority on or after 01.06.2018.

#### 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 / 10<sup>th</sup> 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.
- 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 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 are liable to 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 & above the required experience subject to a maximum of 10 (ten) marks.

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

- 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 / 10<sup>th</sup> 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.
- 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 **18.11.2020** 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, OMCHouse,  
Bhubaneswar – 751001**

**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 (30.09.2020).....
6. Sex: .....
7. Category :
8. Marital status: (Married/Un-married) .....
9. Address (with PIN code):  

<u>Present Address</u>	<u>Permanent Address</u>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
10. Contact details: (a) Phone .....  
(b) e.mail .....
11. Qualification: (10<sup>th</sup> 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

I .....Son/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)

