

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

**No.27/ OMC**

**Date: 05.06.2019**

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 & Grade	Scale of Pay	Category of Posts				Total posts
			SC	ST	SEBC	UR	
1	Manager (Persnl.) E-3 grade	Rs.67,700/- to 2,08,700/-	1	1	1	-	3
2	Dy. General Manager (Fin.), E-5 grade	Rs.78,800/- to 2,09,200/-	-	-	-	1	1
3	Dy. Manager (Fin.), E-2 grade	Rs.67,700/- to 2,08,700/-	1	-	-	1	2
<b>Total</b>			<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>6</b>

Interested eligible candidates are required to download the application format from OMC website: [www.omcltd.in](http://www.omcltd.in) and submit the same duly filled in & signed along with self-attested copy of mark-sheets and certificates, documents from HSC onwards towards proof of qualification, age, experience 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 **29.06.2019** 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.

**Sd/-**  
**DIRECTOR (PERSONNEL)**  
THE ODISHA MINING CORPORATION LTD.  
(A GOLD CATEGORY STATE PSU)  
OMC House, Post Box No. 34  
Bhubaneswar-751001  
Website: [www.omcltd.in](http://www.omcltd.in)

## TERMS AND CONDITIONS OF RECRUITMENT IN THE OMC LTD

### 1. VACANCY

Sl. No	Name of the Post & Grade	Scale of Pay	Category of Posts				Total posts
			SC	ST	SEBC	UR	
1	Manager (Persnl.), E-3 grade	Rs.67,700/- to 2,08,700/-	1	1	1	-	3
2	Dy. General Manager (Fin.), E-5 grade	Rs.78,800/- to 2,09,200/-	-	-	-	1	1
3	Manager (Fin.), E-3 grade	Rs.67,700/- to 2,08,700/-	1	-	-	1	2
<b>Total</b>			<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>6</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.
- d. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website [www.omcltd.in](http://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 31.05.2019
1	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.	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	Not above 36 years.

			Management matters in any Govt./ State PSU/ Central PSU/ Other large & reputed Organizations.  Knowledge & experience in SAP & implementation of SAP HR Modules will be an added advantage.	
2	Dy. General Manager (Fin.), E-5 grade	Associate / Fellow Member of ICAI / ICWAI or MBA / PGDM with specialization in Finance from a recognized University / Institute approved by AICTE.	Should have <b>12</b> years relevant Post Qualification experience in Accounting / Auditing/ Taxation in any Government / State PSU/ Central PSU / Other Corporate house of repute.  Knowledge & experience in SAP-FICO Module will be an added advantage.	Not above <b>44</b> years
3	Manager (Fin.), E-3 grade	Associate/ Fellow member of ICAI/ ICWAI or MBA / PGDM with specialization in Finance from a recognized University / Institute approved by AICTE.	Should have <b>04</b> years post Qualification relevant experience in Accounting/ Auditing/Taxation in any Govt. / State PSU/ Central PSU/ Other Corporate house of repute.  Knowledge & experience in SAP-FICO Module will be an added advantage.	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 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 & Grade	Category of Posts				Total posts
		SC	ST	SEBC	UR	
1	Manager (Persnl.), E-3 grade	1	1	1	-	3
2	Dy. General Manager (Fin.), E-5 grade	-	-	-	1	1
3	Manager (Fin.), E-3 grade	1	-	-	1	2
<b>Total</b>		<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>6</b>

- If the vacancies reserved for women categories remain unfilled due to non-availability or availability of insufficient number of eligible women candidates belonging to the relevant category, the unfilled vacancies shall be filled up by male candidates of the same category.
- Reservation for Ex-Servicemen / PWD shall be considered as per guidelines of State Government.

- 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.
- Women candidates belonging to SC / ST/ SEBC 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 **31.05.2018**.

#### 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 signed copy of mark-sheets, certificates, documents from HSC onwards towards proof of qualification, age, experience, from HSC onwards towards proof of qualification, age, 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.
- Out of required post qualification experience, **at least 3 years should be in the one or two positions lower to the posts advertised.**

#### 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 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.  
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,
  - iii) 1:3 for more 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 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 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**

- SC/ST/PWD un-employed Candidates called for interview will be allowed to reimburse (to & fro) journey expenses as per State Govt. norms.
- Candidates are requested to visit Corporation website. [www.omcltd.in](http://www.omcltd.in) /recruitment portal at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- 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.
- 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](http://www.omcltd.in))
- 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 **29.06.2019** positively. Applications submitted after the last date shall not be entertained.

**DIRECTOR (PERSONNEL)**  
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**Annexure-I**

**THE ODISHA MINING CORPORATION LTD**  
**APPLICATION FORMAT FOR RECRUITMENT**

1. Post applied for .....
2. Full Name (Incapital).....
3. Father's/Husband's Name .....
4. Date of birth .....  
(As recorded in 10<sup>th</sup> or equivalent exam) (Attach copy of certificate)
5. Age as on **31.05.2019**.....
6. Sex: .....
7. Category :
8. Marital Status:(Married/Un-married) .....

Affix recent colour  
passport  
size photograph.

9. Address (with PIN code):

Present Address

Permanent Address

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

11. Qualification: (10<sup>th</sup> 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)

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)

