



Odisha Mining Corporation Limited

(A GOLD CATEGORY STATE PSU)

OMC House, Post Box No.34, Bhubaneswar-751001
Website: <http://www.omcltd.in> , (CIN : U13100OR1956SGC000313)

ADVERTISEMENT FOR RECRUITMENT

No. _____/OMC Date: _____

The Odisha Mining Corporation Ltd, a Gold Category Public Sector Undertaking of Government of Odisha is the largest State PSU in the Country in Mining Sector. It recorded an annual turnover of Rs.1881.26 Crores & net profit of Rs.977.32 Crores in the year 2014-15.

OMC intends to fill-up the following Executive vacant posts through direct recruitment on regular basis **through online process of applications.**

SL No.	Name of the posts	Total Posts	Scale of Pay & GP of the Post
01	General Manager (Finance), E-7	01	Rs.37,400-67,000/- with GP of Rs.8,800/-
02	Addl. General Manager (Finance), E-6	01	Rs.37,400-67,000/- with GP of Rs.8,700/-
03	Dy. Manager (Finance),E-2	04	Rs.15,600-39,100/- with GP of Rs.6,600/-
04	General Manager (Personnel), E-7	01	Rs.37,400-67,000/- with GP of Rs.8,800/-
05	Dy. General Manager (Personnel), E-5	02	Rs.15,600-39,100/- with GP of Rs.7,600/-
06	Sr. Manager (Personnel),E-4	04	Rs.15,600-39,100/- with GP of Rs.6,600/-
07	Dy. General Manager (Mechanical),E-5	01	Rs.15,600-39,100/- with GP of Rs.7,600/-
08	Dy. Manager (Mechanical), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-
09	Manager (Geology), E-3	03	Rs.15,600-39,100/- with GP of Rs.6,600/-
10	Dy. Manager (Geology), E-2	03	Rs.15,600-39,100/- with GP of Rs.6,600/-
11	Manager(Company Affairs), E-3	01	Rs.15,600-39,100/- with GP of Rs.6,600/-
12	Manager (Electrical), E-3	01	Rs.15,600-39,100/- with GP of Rs.6,600/-
13	Dy. Manager (Civil), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-
14	Dy. Manager (IT), E-2	07	Rs.15,600-39,100/- with GP of Rs.6,600/-
15	Medical Officer-III, E-2	04	Rs.15,600-39,100/- with GP of Rs.6,600/-
16	Dy. Manager (Mining), E-2	02	Rs.15,600-39,100/- with GP of Rs.6,600/-
17	Dy. Manager (Forest & Environment), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-

NOTE:-

- Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness Allowance, Attendant Allowance, Conveyance Expenses, Corporation Quarters for accommodation or in lieu of that House Rent Allowance, LTC, Medical Facilities for self & dependent family members, Liveries, Scholarship for meritorious students, Hardship Allowance for posting in the field units, SAP allowance for working in SAP System etc. as per Rules of the Corporation.
- The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- Scope for promotion:** As per R&P Rules for Executives-2012 of OMC (visit OMC website www.omcltd.in).
- Candidates after recruitment can be posted in any establishment of OMC.
- The OMC service is not pensionable.
- The eligible applicants are advised to read the instructions carefully under "**HOW TO APPLY**" before applying through online.

Interested eligible candidates may go through the detailed terms & conditions along with application format available in OMC website <http://www.omcltd.in> & apply on line and attach scanned copy of photograph, signature, self-attested certificates / documents in support of date of birth, qualification from HSC/10th onwards, mark sheets, caste, relevant work experience etc. as required in the application format and submit the same in the system from **25.08.2016 (1.00 AM) to 23.09.2016 till 12 PM.**

Physical copy of application along with documents shall not be accepted / entertained.

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

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

ON-LINE PROCESS OF APPLICATIONS AND TERMS AND CONDITIONS OF RECRUITMENT

1) VACANCY:

Sl. No	Name of the posts	Total Posts to be filled up through recruitment	Scale of Pay & GP of the Post	Starting Basic Pay & GP
01	General Manager (Fin), E-7	01	Rs.37,400-67,000/- with GP of Rs.8,800/-	Rs.41570/- + Rs.8,800/-
02	Addl. General Manager (Fin), E-6	01	Rs.37,400-67,000/- with GP of Rs.8,700/-	Rs.37,400 + Rs.8,700/-
03	Dy. Manager (Fin), E-2	04	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
04	General Manager (Personnel), E-7	01	Rs.37,400-67,000/- with GP of Rs.8,800/-	Rs.41570/- + Rs.8,800/-
05	Dy. General Manager (Personnel), E-5	02	Rs.15,600-39,100/- with GP of Rs.7,600/-	Rs.23,640/- + Rs.7,600/-
06	Sr. Manager (Personnel), E-4	04	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.20,960/- + Rs.6,600
07	Dy. General Manager (Mech.), E-5	01	Rs.15,600-39,100/- with GP of Rs.7,600/-	Rs.23,640/- + Rs.7,600/-
08	Dy. Manager (Mech.), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
09	Manager (Geo), E-3	03	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.18,280/- + Rs.6,600/-
10	Dy. Manager (Geo), E-2	03	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
11	Manager (Company Affairs), E-3	01	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.18,280/- + Rs.6,600/-
12	Manager (Elect), E-3	01	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.18,280/- + Rs.6,600/-
13	Dy. Manager (Civil), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
14	Dy. Manager (IT), E-2	07	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
15	Medical Officer-III, E-2	04	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
16	Dy. Manager (Min), E-2	02	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-
17	Dy. Manager (F&E), E-2	01	Rs.15,600-39,100/- with GP of Rs.6,600/-	Rs.15,600/- + Rs.6,600/-

- Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness Allowance, Attendant Allowance, Conveyance Expenses, Corporation Quarters for accommodation or in lieu of that House Rent Allowance, LTC, Medical Facilities for self & dependent family members, Liveries, Scholarship for meritorious students, Hardship Allowance for posting in the field units, SAP allowance for working in SAP System etc. as per Rules of the Corporation.
- The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- **Scope for promotion:** As per R&P Rules for Executives-2012 of OMC (visit OMC website www.omcltd.in).
- Candidates after recruitment can be posted in any establishment of OMC.
- The OMC service is not pensionable.

2) ELIGIBILITY CRITERIA:

Sl. No	Name of the posts	Basic Qualification	Post qualification experience (in years)	Age as on 31.07.2016
01	General Manager (Fin), E-7	Associate/Fellow Member of ICAI/ICWAI. Preference shall be given to the candidates having experience in SAP-FICO Module	18	Not above 50 Years.
02	Addl. General Manager (Fin), E-6		15	Not above 47 Years.
03	Dy. Manager (Fin), E-2		-	Not below 21 years and above 32 years.
04	General Manager (Personnel), E-7	MBA/PGDM in Personnel/HR/ Industrial Relation from recognized Institute approved by AICTE or Masters /Post Graduation in Social Welfare/ Labour Welfare/ Industrial Relations/ Personnel Management or equivalent from a recognized University/ Institute approved by AICTE.	18	Not above 50 Years
05	Dy. General Manager (Personnel), E-5		12	Not above 44 years
06	Sr. Manager (Personnel), E-4		8	Not above 40 years

Sl. No	Name of the posts	Basic Qualification	Post qualification experience (in years)	Age as on 31.07.2016
07	Dy. General Manager (Mech.), E-5	BE/B. Tech in Mechanical Engineering from recognized University or Institute approved by AICTE.	12	Not above 44 years.
08	Dy. Manager (Mech.), E-2		-	Not below 21 years and above 32 years.
09	Manager (Geo),E-3	M.Sc. Degree in Geology or Applied Geology or M. Tech. in Geology from ISM	4	Not above 36 Years.
10	Dy. Manager (Geo),E-2		-	Not below 21 years and above 32 years.
11	Manager (Company Affairs),E-3	Graduation from any recognized University with an Associate Member of Institute of the Company Secretaries of India.	04	Not above 36 years.
12	Manager (Elect),E-3	BE/B. Tech in Electrical Engineering from recognized University or Institute approved by AICTE.	04	Not above 36 years.
13	Dy. Manager (Civil),E-2	BE/B. Tech in Civil Engineering from recognized University or Institute approved by AICTE.	-	Not below 21 years and above 32 years.
14	Dy. Manager (IT),E-2	BE/ B.Tech. in Computer Science / IT or MCA or MBA/PGDM in Systems Management from a recognized University/ Institute approved by AICTE	-	Not below 21 years and above 32 years.
15	Medical Officer-III,E-2	MBBS Degree. Preference shall be given to candidates with higher qualification and experience	-	Not below 21 years and above 32 years.
16	Dy. Manager (Min),E-2	BE/B.Tech. in Mining Engineering with 1 st /2 nd Class MMCC. Preference shall be given to the candidates having Unrestricted Competency.	-	Not below 21 years and above 32 years.
17	Dy. Manager (F&E),E-2	BE/B. Tech in Environmental Engineering from an University/ Institute recognized by AICTE.	-	Not below 21 years and above 32 years.

- Upper age limit in case of candidates belonging to SC/ ST/ SEBC/ Women/ PWD/ Ex-Serviceman/Sports Person for the posts upto E-3 grade of different cadres shall be relaxed as per the norms of State Govt. However no upper age limit shall be relaxed for the posts in E-4 and above grades over and above the age indicated against each post.
- Upper age limit for departmental Executives of the same cadre fulfilling the eligibility criteria shall be relaxed for the posts upto E-3 grades of different cadres up to maximum 10 years. However no upper age limit shall be relaxed for the posts in E-4 and above grades over and above the age indicated against each post.
- Out of required post qualification experience, at least three years should be in one or two positions lower to the post advertised.
- Weightage shall be given to the candidates having relevant additional qualification and work experience during screening.
- AMIE (A&B) qualification and qualifications obtained through Correspondence Courses shall not be considered for the new recruits. However, the existing Executives & Non-Executives (those who are already in OMC regular service as on 01.10.2012) shall be eligible to apply for any post on account of acquiring higher qualification like AMIE(A&B) and other qualifications through Correspondence Courses.

3) **POST BASED PERCENTAGE OF RESERVATIONS:**

SL. No	Name of the post	Total Posts to be filled up	Post based %age of reservation								
			SC		ST		SEBC		UR		
			Men/Women	Women	Men/Women	Women	Men/Women	Women	Men/Women	Women	
01	General Manager (Fin),E-7	01	0	0	0	0	0	0	0	01	0
02	Addl. General Manager (Fin), E-6	01	0	0	0	0	0	0	0	01	0
03	Dy. Manager (Fin), E-2	04	01	0	01	01	01	0	0	0	0
04	General Manager (Personnel),E-7	01	0	0	0	0	0	0	0	01	0
05	Dy. General Manager (Personnel), E-5	02	0	0	0	0	0	0	0	02	0
06	Sr. Manager(Personnel), E-4	04	01	0	01	0	01	0	0	0	01
07	Dy. General Manager (Mech.), E-5	01	0	0	0	0	0	0	0	0	01
08	Dy. Manager (Mech.), E-2	01	0	0	01	0	0	0	0	0	0
09	Manager.(Geo),E-3	03	0	0	01	0	0	01	01	01	0
10	Dy. Manager (Geo), E-2	03	01	0	0	02	0	0	0	0	0
11	Manager (CA), E-3	01	0	0	0	0	0	0	0	01	0
12	Manager. (Elect), E-3	01	01	0	0	0	0	0	0	0	0
13	Dy. Manager (Civil), E-2	01	01	0	0	0	0	0	0	0	0
14	Dy. Manager (IT), E-2	07	02	0	02	0	0	0	0	01	02
15	Medical Officer-III, E-2	04	01	01	01	0	0	0	0	01	0
16	Dy. Manager (Min), E-2	02	0	0	02	0	0	0	0	0	0
17	Dy. Manager (F&E),E-2	01	0	0	01	0	0	0	0	0	0

- If the vacancies reserved for women categories remain unfilled due to non-availability 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/Sports Person shall be considered as per guidelines of State Govt.
- 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 Dis-charge Certificate issued by the Competent Authority.
- Sports Persons are required to attach copy of Identity Card 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 reservation between 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.

4) **HOW TO APPLY:**

The applicants are advised to read all the instructions on the application carefully and then fill up the application through on-line.

- The application can be best viewed in Internet Explorer 9 or above, Mozilla Firefox & Google Chrome.
Note – Do not open the application on multiple browsers while filling the application.

- Scan the following documents in (JPG/JPEG/PNG/PDF) format as specified below:
 - (a) Passport size photo (JPG/JPEG) 100 KB
 - (b) Signature (JPG /JPEG) 100 KB
 - (c) Certificates/Mark Sheets (JPG/ JPEG/PNG/ PDF) 500 KB
 - (d) Caste Certificate/Reservation Proof (JPG/JPEG) 500 KB
 - (e) Scanned copy of CGPA formula proof Certificate (JPG/JPEG) 500 KB
- **The scanned image in JPG/JPEG format will only be displayed while uploading else, only "Uploaded" will be displayed in the Status in case of a successful upload.**
- Go to the **Odisha Mining Corporation** website (<http://omcltd.in/>) and click the **Recruitment Corner** button and then click the **Online Application** button.
- Select the post for which the applicant wants to apply and click on **Apply**. Read the instructions and click on **Proceed to Apply**. On next page, read Eligibility Criteria and Mandatory/Required documents required for the post. Get prepared with all mandatory educational mark sheets/certificates or documents.
- If the applicant is ready with the documents, click on **"I agree to all terms & conditions stated above and in the Advt. & I want to Apply"** otherwise click on **"I don't want to Apply"** and come back later to complete the application once all documents are ready.
- On next page, enter the **Security code as displayed in small letters and click Next Step**
- Fill up the Personal details properly as required. If the applicant is OMC employee ensure correct employee ID is provided. For women candidates, if they belong to General category select **"Women"** in category field for getting relaxation in upper age limit. Please ensure fields with * marks are mandatory & need to be filled up to proceed further and then click on **Next Section**. **Note** – While filling application, if the applicant updates selected category, sub category or OMC employee fields, page will refresh and Date of Birth field will be defaulted and candidate is required to select Date of birth again.
- In Contact Details section, fill up the permanent address properly with pin code. If the correspondence address is same as permanent address click on the **Check Box**.
- Please ensure the Mobile number & email-ID is entered properly (as all future communication from OMC is to be made on this Mobile no. & e-mail ID) & click on the **Next Section** to proceed further. **Note**- Mobile no. and email - ID should be unique for every application form.
- At any point of time if previous section details need to be updated or changed, click on **Prev. Section** and make the changes.
- Fill up the educational details and correct marks/CGPA on Essential Education Section as required & click on the **Next Section**. **Note**- HSC/10th and Intermediate/+2 is mandatory to fill up. Qualifications play a major role in shortlisting of candidates. So kindly make sure to add all the relevant qualifications on Essential Education and Additional Qualification Sections.
- Fill up the work experience in most recent order on Work Experience Section & click on the **Next Section**.
- Please check the declaration "I accept the terms and condition" checkbox and click **Save**.
- **In case any errors displayed, go to relevant sections and make the corrections and then again proceed to Declaration page and click Save.**
- **On Preview page, validate all the details entered are correct and click Save / Update.**
- On **Upload Document Page, upload** all the mandatory documents as required. Please ensure the documents should not exceed the specified size. Once all documents are uploaded click **Submit**.
- On submission the applicant will get an Application **Acknowledgement Number**. Kindly make a note of it because it will help the applicant to know his/her application status.

- For any technical clarification regarding online application, the applicants are advised to contact on telephone Number i.e. 0674-2377432 / 2377483 (10.00 AM to 5.00 PM) during official working days. So kindly note this number before proceeding with application filling.

IMPORTANT:

- *Online application form shall be available in the website from **25.08.2016 (1.00 AM) to 23.09.2016 till 12 PM.***
- *Physical copy of application will not be accepted / entertained*
- *The short listed candidates shall submit their original certificates / documents for verification prior to personal interview.*

(5) METHODOLOGY OF SELECTION:

- The candidates applying for the posts of different grades / cadres shall be shortlisted on the basis of average career marks from HSC/10th onwards up to the qualifying examination. However weightage shall be given to the candidates having relevant additional qualification and work experience during screening over and above the basic qualification and post qualification experience indicated against each post.
- The shortlisted candidates shall be called for verification of certificates / documents etc. as well as Personal Interview in the ratio to be fixed by the Management.
- During verification if it is found that any shortlisted candidate has submitted false/ irrelevant documents, his /her candidature will be cancelled and next below candidate from that category in descending order of marks shall be called for verification of documents as well as interview.
- The departmental Executives fulfilling the eligibility criteria prescribed in the terms and conditions of recruitment shall be called for verification of documents as well as Personal Interview directly.

(6) EXAMINATION FEE:

Nil.

(7) GENERAL CONDITIONS:

- The candidate must be a citizen of India.
- A candidate who has more than one spouse living will not be eligible for appointment unless the Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- The candidate must have good character.
- Mere applying for the post and fulfilling the eligibility criteria in reference to the advertisement does not confer any right for an applicant to claim appointment.
- One candidate shall be allowed to apply once for one post through his/her e-mail ID/telephone number. However, he/she can apply for other post in the same e-mail ID/telephone number.
- The candidate, if employed with any Autonomous/Government or Private Sector shall obtain "NOC" from his/her employer and produce the same at the time of interview.
- The candidate against whom Vigilance/Criminal/Disciplinary proceedings is pending shall not be eligible.
- Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim shall arise for appointment if vacancies are not filled due to unsuitability / in sufficient number of candidates.

- The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials.
- The SC/ST candidates called for interview will be allowed to reimburse journey expenses (to and fro) by Two Tier AC Sleeper (Rail) / Bus by the shortest route on production of tickets & undertaking to the effect that they are un-employed. However, no journey expenses shall be reimbursed in case of SC/ST/other candidates called for verification of documents.
- Candidates are requested to visit Corporation web site www.omcltd.in at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- The decision of OMC Management will be final and binding on all the candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates 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 and may lead to dis-qualification.
- Finally selected candidates shall have to produce the required documents as per Clause 7.9 of OMC R&P Rules for Executive 2012 (visit corporation website www.omcltd.in)
- Any dispute arising in this connection will be subject to jurisdiction of appropriate Courts of Odisha.

(8) CALL LETTER:

- The names of short listed candidates for each post shall be uploaded in OMC website i.e. www.omcltd.in and these candidates will be intimated accordingly through their e-mail ID as well as post about the date, time and venue of verification of certificates / documents prior to interview.
- They shall bring with them the intimation letter sent by their e-mail or by post and produce the same along with original certificates / documents etc. on the date of verification at the venue.
- After verification of certificates / documents, the short listed candidates for each post shall be intimated about the date, time and venue of the interview through their e-mail ID as well as post to enable them to attend the interview. They shall bring with them the intimation letter sent by their e-mail or by post on the date of interview.

(9) If the application has been rejected the same would be indicated along with grounds of rejection in the OMC website.

(10) RESULT:

The result will be published in OMC website www.omcltd.in and the selected candidates will be issued appointment letter through speed post / registered post for joining the post at respective places of posting.

(11) IMPORTANT DATES:

Sl.No	Description	Date and Time
01	Opening date of online submission of application	25.08.2016 (1.00 AM)
02	Closing date of online submission of application	23.09.2016 (12 PM)