

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

**No.80/ OMC**

**Date: 19.08.2023**

OMC, a Gold category and one of the largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome, limestone & 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.14,449.57 Crores in the FY 2022 -23.

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

**VACANCY**

Sl. No	Name of the Post	Scale of Pay (in Rs.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 31.07.2023
					SC	ST	SEBC	UR	
1.	Dy. General Manager (Security), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 47 years
2.	Dy. Manager (Legal), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	03 (W-1)	01	01 (W-1)	01	-	Not above 38 years
3.	Dy. Manager (Finance), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	06 (W-03) (PwBD-1)	02 (W-1)	02 (W-1)	02 (W-1)	-	Not above 38 years
4.	Dy. Manager (IT), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	07 (W-3) (PwBD-1)	01	02 (W-1)	01 (W-1)	03 (W-1)	Not above 38 years
5.	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	04 (W-2) (PwBD-1)	-	01	-	03 (W-2)	Not above 38 years
6.	Dy. Manager (Geology), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	11 (W-5) (PwBD-1)	02 (W-1)	02 (W-2)	02 (W-1)	05 (W-1)	Not above 38 years
7.	Dy. Manager (Quality Control), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
8.	Medical Officer-III, E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	01 (W-1)	-	-	-	01 (W-1)	Not above 38 years
<b>TOTAL</b>				<b>38</b>	<b>07</b>	<b>09</b>	<b>07</b>	<b>15</b>	

Interested eligible candidates are advised to download the application format from OMC website: <https://omcltd.in>People>Career>Employment Opportunities> and submit the same duly filled in & signed along with attested copies of Certificates, Mark sheets, Experience Certificates etc. 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)**, Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **18.09.2023** 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.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 31.07.2023
					SC	ST	SEBC	UR	
1.	Dy. General Manager (Security), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 47 years
2.	Dy. Manager (Legal), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	03 (W-1)	01	01 (W-1)	01	-	Not above 38 years
3.	Dy. Manager (Finance), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	06 (W-03) (PwBD-1)	02 (W-1)	02 (W-1)	02 (W-1)	-	Not above 38 years
4.	Dy. Manager (IT), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	07 (W-3) (PwBD-1)	01	02 (W-1)	01 (W-1)	03 (W-1)	Not above 38 years
5.	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	04 (W-2) (PwBD-1)	-	01	-	03 (W-2)	Not above 38 years
6.	Dy. Manager (Geology), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	11 (W-5) (PwBD-1)	02 (W-1)	02 (W-2)	02 (W-1)	05 (W-1)	Not above 38 years
7.	Dy. Manager (Quality Control), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
8.	Medical Officer-III, E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	01 (W-1)	-	-	-	01 (W-1)	Not above 38 years
<b>TOTAL</b>				<b>38</b>	<b>07</b>	<b>09</b>	<b>07</b>	<b>15</b>	

- Besides Basic Pay, the selected candidate 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. Special Allowance @ Rs.10,000/-p.m. shall be admissible to the Medical Officer in lieu of Non-Practicing Allowance.
- After appointment, the Executive 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.
- Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website <https://omcltd.in>People>Employee corner>Rules>HR>).
- Candidate after recruitment can be posted in any establishment of OMC.
- OMC Service is not pensionable.

## 2. ELIGIBILITY CRITERIA

Sl No.	Name of the post	Qualification	Experience	Age as on 31.07.2023
1.	Dy. General Manager (Security), E-5 grade	Graduate in any discipline from any recognized University and should be an Ex-Serviceman/ Retired/ In-Service not below the rank of Major of the Indian Army or its equivalent rank in Navy / Air force / Para Military Forces	<p><b>Essential:</b></p> <p>(i) Lt. Col/ Major/ Wing Commander /Squadron Leader / Commander / Lt. Commander in Defence or equivalent from CISF / Paramilitary.</p> <p>(ii) Should have minimum <b>14 years</b> of service in Defence / Para-Military Services as Commissioned Officer.</p> <p>(iii) Should be of medical category SHAPE-I or its equivalent category.</p> <p><b>Desirable:</b></p> <p>Candidate possessing qualification on various Security Courses from any Govt. approved institute OR having minimum 03 years Industrial experience in a Govt. Organisation / PSUs will have added advantage.</p>	Not above 47 years
2.	Dy. Manager (Legal), E-2 grade	Bachelor's Degree in Law from recognized University	<p><b>Essential:</b></p> <p>Must have <b>03 years</b> Post Qualification experience as practicing Lawyer in High Court / Sub-Ordinate Court or as Law Officer in any Government/State PSU or any other incorporated Company.</p> <p><b>Desirable:</b></p> <p>In depth understanding of legal compliance framework in large manufacturing / Mining Sector will be an added advantage.</p>	Not above 38 years
3.	Dy. Manager (Finance), E-2 grade	Associate/ Fellow member of ICAI/ ICWAI.	-	Not above 38 years
4.	Dy. Manager (IT), E-2 grade	BE/ B. Tech in Computer Science/IT or MCA or MBA/PGDM in Systems Management from a recognized University / Institute approved by AICTE.	-	Not above 38 years
5.	Dy. Manager (Civil), E-2 grade	BE/ B. Tech. in Civil Engineering from recognized University or Institute approved by AICTE/UGC.	-	Not above 38 years
6.	Dy. Manager (Geology), E-2 grade	M.Sc. Degree in Geology/ Applied Geology or M. Sc Tech. in Geology / Applied Geology or M. Tech. in Geology / Applied Geology from recognized University/ Institute approved by AICTE.	NIL	Not above 38 years
7.	Dy. Manager (Quality Control), E-2 grade	M.Sc. in Chemistry from recognized University/ Institute approved by AICTE.	<p><b>Essential:</b></p> <p>Must have <b>02 years</b> post qualification experience in chemical analysis of ores and minerals from a laboratory recognized as a Research Laboratory by CSIR or Department of Science &amp; Technology or any</p>	Not above 38 years

			other such Govt. organization/ Central PSU/ State PSU/ Corporate House of repute or any other incorporated company carrying out chemical analysis of ores and minerals. <b>Desirable:</b> Experience in Chemical analysis of Iron/Chrome/ Bauxite Ore shall be an added advantage.	
8.	Medical Officer-III, E-2 grade	MBBS Degree from recognized University / Institute. Preference shall be given to the candidates with higher qualification & experience.	-	Not above 38 years

### Note

- The qualifications prescribed for all the above posts must have been obtained through regular mode/ full-time 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.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 31.07.2023
					SC	ST	SEBC	UR	
1.	Dy. General Manager (Security), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 47 years
2.	Dy. Manager (Legal), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	03 (W-1)	01	01 (W-1)	01	-	Not above 38 years
3.	Dy. Manager (Finance), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	06 (W-03) (PwBD-1)	02 (W-1)	02 (W-1)	02 (W-1)	-	Not above 38 years
4.	Dy. Manager (IT), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	07 (W-3) (PwBD-1)	01	02 (W-1)	01 (W-1)	03 (W-1)	Not above 38 years
5.	Dy. Manager (Civil), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	04 (W-2) (PwBD-1)	-	01	-	03 (W-2)	Not above 38 years
6.	Dy. Manager (Geology), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	11 (W-5) (PwBD-1)	02 (W-1)	02 (W-2)	02 (W-1)	05 (W-1)	Not above 38 years
7.	Dy. Manager (Quality Control), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
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<b>TOTAL</b>				<b>38</b>	<b>07</b>	<b>09</b>	<b>07</b>	<b>15</b>	

- Reservation & age relaxation for SC, ST, SEBC, Persons with Benchmark Disability (PwBD) & 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.

- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- PwBD Candidates with Benchmark Disability of 40% or more are required to attach disability certificate indicating % of disability and type of disability, issued by the concerned Medical Board for consideration as per Rules.
- SEBC candidates shall submit the SEBC certificate issued by the Competent Authority on or after 01.08.2020. OBC certificate in place of SEBC certificate shall not be accepted.
- Women candidates belonging to SEBC 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.
- 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.

### **TYPE OF DISABILITY**

- The candidates belonging to Persons with Benchmark Disability (PwBD) category if shortlisted & selected shall be adjusted against the category which he/she belongs.

Sl. No	Name of the post	Functional Requirements	Suitable category of Benchmark Disabilities
1.	Dy. Manager (Finance), E-2 grade	S, ST ,BN, MF, RW, SE,H,C	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, LC, Dw, AAV, MDy d) ASD (M), MI e) MD Involving (a) to (d) above
2.	Dy. Manager (IT), E-2 grade	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD,MI e) MD involving (a) to (d) above
3.	Dy. Manager (Civil), E-2 grade	S, ST, W, BN, MF, RW, SE, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
4.	Dy. Manager (Geology), E-2 grade	S, ST, W, BN, MF, SE, H, C	a) D, HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above

### **Classification of Physical & Functional Requirements**

- FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.
- CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDy= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID=

Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

- As 01 post each is reserved for the Persons with Benchmark Disability (PwBD) category against the post of Dy. Manager (Finance), E-2 grade, Dy. Manager (IT), E-2 grade, Dy. Manager (Civil), E-2 grade & Dy. Manager (Geology), E-2 grade, the short listing & selection of eligible candidates, if any, shall be made specific reference to any of the categories of Persons with Benchmark Disability (PwBD) mentioned against each post.

#### 4. **HOW TO APPLY**

- Application Form at **Annexure-I** shall be downloaded from our website: **<https://omcltd.in>**>People>Career>Employment Opportunities 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/ Class, PwBD, Experience (having clear mention of date of joining & date of leaving/ continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly) 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 candidates applying for the post of Medical Officer-III in E-2 grade must submit Registration Certificate in addition to certificates and mark sheets in support of their other qualification as indicated above.
- The eligible lawyers practicing in High Court / District Court and applying for the post of Dy. Manager (Legal) in E-2 grade are required to submit the enrollment certificate issued by the Bar Council.
- 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

<b>Base Career</b>	50 Marks	10 <sup>th</sup> / HSC onwards
<b>Higher relevant Education</b>	10 Marks	02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks.
<b>Relevant Experience</b>	10 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.

- The above modality of assigning marks for every additional relevant higher qualification & additional relevant experience shall also be followed for short listing the candidates, who apply for the posts of Dy. Manager in E-2 grade.

- The total marks for Personal Interview is 30.
- Eligible candidates will be shortlisted 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 belonging to same cadre and fulfilling the eligibility criteria will be shortlisted 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, Experience certificate (Having clear mention of date of joining & date of leaving/ continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly) along with photo copies thereof, for the purpose of verification prior to personal interview. Failing to produce the required documents shall lead to disqualification of candidature.
- The final Selection shall be made on the basis of the scores secured in base career, higher education and 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 vacancy is not filled due to un-suitability/in sufficient number of candidate (s).

## **6. GENERAL CONDITIONS**

- Candidates are required to visit Corporation website <https://omcltd.in>People>Career>Employment Opportunities> 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 as per the provisions of OMC R&P Rules for Executives, 2012.
- 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 **18.09.2023** 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**

**Annexure-I**

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

Affix recent colour  
pass port size  
photograph.

1. Post applied for : .....
2. Advertisement No. and date: Advt. No 80 /OMC dated 19.08.2023
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 (31.07.2023) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married) .....
10. Address (with PIN code):

Present Address

Permanent Address

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

12. Qualification: (10<sup>th</sup> onwards) & addl. qualification, if any(Attach copy of certificates& mark sheets).{ *Candidates may use separate sheet, if required*}

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 (By clearly mentioning the date of joining & date of leaving/continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly){Candidates may use separate sheet, if required}:

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
					Date of Joining	Date of leaving/continuance		

**Note: Copy of the experience certificate (s) as per the above particulars must be attached.**

14. Whether applied earlier in OMC, if yes, please mention the posts applied for..... & Whether appeared for Personal Interview in OMC, if yes, please mention the post appeared for.....

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

### 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: .....  
DATE: .....

NAME: .....

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

Sl. No	Name of Documents	Put √ mark	Page No.	
			From	To
1	10 <sup>th</sup> Certificate			
2	10 <sup>th</sup> MarkSheet			
3	+2/Intermediate Certificate			
4	+2/Intermediate Mark sheet			
5	Degree Certificate			
6	Degree Mark sheet			
7	Post-Graduation Certificate, if any			
8	Post-Graduation Mark sheet, if any			
9	Proof of CGPA to Percentage conversion formula			
10	Relieving/ Continuance Certificate (or latest pay slip) if applicable			
11	Experience Certificate(s)			
12	Why I consider myself suitable for the Role			
13	Others, if any:1			
14	2			
15	3.....			

Total Nos. of attachments to the application.....

Signature of the applicant

The documents to be attached must be self-attested with proper numbering of the pages.