ADVERTISEMENT FOR ENGAGEMENT OF EXECUTIVE DIRECTOR (BUSINESS EXCELLENCE / TQM) ON FIXED TERM CONTRACT BASIS IN OMC LTD

No. 47/OMC

Dated: 29.02.2020

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. The Corporation has achieved an annual turnover of Rs. 4053 Crores in the FY 2018 - 19. 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 OMC intends to engage one Executive Director (Business Excellence / TQM) on fixed term contract basis to head the Business Excellence / TQM wing of the Corporation for which applications are invited from dynamic & competent professionals for filling up the Post.

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<tr>
<th>Sl. No</th>
<th>Name of the post</th>
<th>No of post</th>
<th>Qualification</th>
<th>Experience &amp; Competency</th>
<th>Maximum Age as on 29.02.2020</th>
<th>Monthly consolidated remuneration</th>
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| 1.     | Executive Director (Business Excellence / TQM) | 01 | Essential  
- BE/ B.Tech (Mechanical/ Production/ Industrial Engg.) from a recognized University/ Institute approved by AICTE.  
Desirable  
- MBA (Operations) from a reputed B School  
- Six Sigma Certification  
- Experience of working in a Mining organization  
- Knowledge of MS Projects and Project management /analytical tools.  
(i) 15 years’ Post-qualification experience in BE/ TQM strategy or spearheading/driving QC projects in large organization(s).  
(ii) Proven experience in BE/ TQM related role at senior/mid- senior Management level in a reputed Company.  
(iii) Fair exposure in leading/institutionalizing quality and process reengineering.  
(iv) Adherence to policy/ systems, Facilitation, Change Agent, Trainer, Team Management, Kaizen Concept, Continuous Improvement Program, Motivation, Risk Taking, Innovation.  
(v) Project Planning and Implementation.  
(vi) A strong strategic and business mind-set. | Minimum 40 years  
Maximum 55 years | Negotiable |

- The eligible candidates will be short-listed on the basis of relevant work experience.
- The selection will be made on the basis of personal interview of eligible shortlisted candidates.
- The engagement is on full time contract basis.

Interested eligible candidates are requested to download the application format from OMC website: omcltd.in and submit the same duly filled in & signed along with self attested copies of Mark sheets, Certificates, Testimonials, Experience Certificate in support of their eligibility by Speed Post /Courier in a cover superscribed “APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR (BUSINESS EXCELLENCE/TQM)” so as to reach the General Manager (P&A), The Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by 20.03.2020 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.

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.  
Post Box No-34, OMC House, BBSR
TERMS AND CONDITIONS OF ENGAGEMENT OF EXECUTIVE DIRECTOR (BE/TQM) ON FIXED TERM CONTRACT BASIS IN OMC LTD.

(1) **ELIGIBILITY CRITERIA**

- **Essential Qualification:** BE/ B.Tech (Mechanical/ Production/Industrial Engg.) from a recognized University/ Institute approved by AICTE.
- **Desirable Qualification/ certification:** MBA (Operations) from a reputed B-School, Six Sigma Certification, knowledge of MS Projects, BE/TQM related analytical IT tools.
- **15 years’** Post-qualification experience in BE/TQM strategy or spearheading/ driving QC projects in large organization(s).
- Proven experience in BE/TQM related role at Senior Management level in a reputed Company
- Fair exposure in leading/ institutionalizing quality and process reengineering.
- Adherence to policy/ systems, Facilitation, Change Agent, Trainer, Team Management, Kaizen concept, Continuous Improvement Program, Motivation, Risk Taking, Innovation, Project Planning and Implementation
- A strong strategic and business mind-set.
- **Minimum 40 years & maximum 55 years.**

(2) **HOW TO APPLY**

- The applicant should affix recent colour passport size photograph at top right side of the application form (Annexure 1).
- The applicant should attach self-attested copy of all the mark sheets, certificates, documents from HSC / 10th 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.
- 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.

(3) **METHOD OF SELECTION**

- Officers against whom departmental proceedings or criminal cases contemplated / pending or who have been penalized for misconduct during preceding five years of service period shall not be considered.
- The eligible candidates will be short-listed on the basis of relevant work experience.
- The selection will be made on the basis of personal interview of eligible short-listed candidates.
- No TA/DA for to & fro fare shall be paid either for attending the personal interview or joining the post in OMC.
(4) **TERMS OF ENGAGEMENT**

- The engagement will be for **03 (three) years** on fixed term contract basis with provision for further extension subject to performance.
- The Executive Director (BE/TQM) is required to hold the Office in OMC Ltd, Bhubaneswar and take up assignments as per the scope of work.
- The above engagement can be terminated by either side by giving one month’s prior notice.
- He shall abide by the Rules and Regulations of the Corporation.

(5) **SCOPE OF WORK/ JOB DESCRIPTION**

- **Management Representative for QC/TQM**: As Management representative, spearheading/driving BE/CIP and QC/TQM program. Play the role of nodal officer and to facilitate management review and drive action plan.
- **Catalyst**: Responsible for awareness and facilitate implementation, change management across all regions.
- **Total Employee involvement**: Responsible for total employee involvement in term of idea generation to implementation.
- **Mentoring**: Responsible for mentoring the internal resource person/ project team leaders/ QC captains to perform the role of change agents.
- **QC coordinator**: Assign and oversee the work of Project Team leaders (PTL) and Quality Circle Office across different mine. Co-ordinate with Regional Managers to ensure progress of BE-CIP and QC/TQM activities.
- **Institutionalize QC competition**: Co-ordinate internal QC competition at regional level and HQ level. Ensure preparation and OMC’s participation in QC competition at national level and international level.
- **Capacity Building**: Capacity building/ Training of QC Team members and organizing exposure visits to Best in Class organizations.
- **Championing Internal marketing/communication**: Internal marketing and organization wide communications for publicity of QC drives, achievements and programs, publishing QC/TQM newsletters/managing social media on QC/TQM front for OMC.
- **Developing QC MIS & knowledge repository**: Design and develop MIS/Dash Board for QC program, QC wise, region wise, type wise etc. Designing and developing QC knowledge repository, case studies/business cases and knowledge management through KMS system.

(6) **MONTHLY CONSOLIDATED REMUNERATION AND OTHER BENEFITS**

- The monthly consolidated remuneration is **negotiable**.
- During the above engagement, no accommodation / house rent allowance will be admissible.
- Besides the monthly consolidated remuneration, no other financial benefits will be given. However, while on official tour, he shall be paid TA/DA as admissible to the Executives in the rank of General Manager in OMC.
- The monthly consolidated remuneration shall be drawn on pro rata basis.
- The monthly consolidated remuneration shall be drawn on voucher basis and no PF or other contribution shall be deducted / deposited except applicable income tax.
- He will not get the benefits of bonus, gift, incentive, liveries etc or any other benefit at par with the regular employees of OMC.
GENERAL CONDITIONS

- Candidates are requested to visit Corporation website. 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.
- 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 20.03.2020 positively. Applications submitted after the last date shall not be entertained.

Director (Personnel)
The Odisha Mining Corporation Ltd.
Post Box No-34, OMC House, BBSR
APPLICATION FORMAT FOR ENGAGEMENT OF EXECUTIVE DIRECTOR (BUSINESS EXCELLENCE/TQM) ON FIXED TERM CONTRACT BASIS IN OMC LTD.

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 29.02.2020

6. Sex:

7. Category:

8. Marital status: (Married/Un-married)

9. Address (with PIN code):

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<th>Present Address</th>
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10. Contact details:

   (a) Phone ………………………………………

   (b) e-mail ………………………………………

11. Qualification: (10\textsuperscript{th} onwards) (Attach copy of certificates).

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<th>Sl. No.</th>
<th>Exam passed/ discipline</th>
<th>Name of the Board / University / Institute</th>
<th>Duration of course</th>
<th>Whether Regular course (Yes/No)</th>
<th>Year &amp; month of Passing</th>
<th>Maximum marks</th>
<th>Marks obtained</th>
<th>% of Marks/ CGPA</th>
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(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):

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<tr>
<th>Sl. No.</th>
<th>Name &amp; address of organizations worked</th>
<th>Post held</th>
<th>Scale of pay/CTC*</th>
<th>Basic pay</th>
<th>Duration of experience (DD/MM/YYYY)</th>
<th>Total years &amp; months of experience</th>
<th>Type of assignment handled/specific nature of work/duty performed</th>
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* In case, current remuneration is in CTC format, please enclose the breakup as a separate annexure along with the application

**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: .......................................