

NOTICE

No.**381**/OMC/2024 Date: **05.01.2024**

Pursuant to the Advertisement No.82/OMC dated 15.11.2023 regarding recruitment of various Non-Executive posts {Jr. Engineer (Mech.), Jr. Engineer (Elect.), Jr. Engineer (Civil), Jr. Pharmacist, Jr. Nurse & Electrician-III} in OMC Ltd., this is for information of all candidates that the **Computer Based Test (CBT)** will be conducted on **22.01.2024 & 23.01.2024** in the following cities of Odisha:

SI.No.	Cities	SI.No.	Cities
(1)	Bhubaneswar	(5)	Rourkela
(2)	Cuttack	(6)	Sambalpur
(3)	Berhampur	(7)	Balasore
(4)	Dhenkanal	(8)	Baripada

IMPORTANT DATES

SI.No.	Activity	Date
(1)	Conduct of Computer Based Test (CBT)	22.01.2024 & 23.01.2024
(2)	Dispatch/Issue of e-AdmitCard through e-mail, which shall also be notified in OMCL's website (https://omcltd.in)	From 02.00 PM of 08.01.2024 onwards
(3)	Opening of Facilitation Counters in Test Cities (Venue to be notified later)	21.01.2024 (10.00 AM to 01:00 PM)
(4)	Availability of Scribe Form (Letter of Undertaking for using scribe/reader) in OMC website for use of PwBD candidates in accordance with the Advertisement	06.01.2024
(5)	Availability of FAQs in OMC website	06.01.2024

OTHER INFORMATION

- The Address of the Examination Centre, Date & Time and other details for appearing the CBT shall be communicated through e-Admit Card.
- In case of any further query/ clarification relating to e-Admit Card/ Examination Centre/ Facilitation Counter/terms & conditions applicable to the candidates during the CBT etc., the candidates may raise their queries in the helpdesk Tab on the online application portal after login or may contact the helpdesk through Phone No +91-9513437890 from 08.01.2024 to 22.01.2024 from 10.00 AM to 5.00 PM on working days.
- To facilitate the candidates for addressing the issues related to non-receipt of e-Admit Card or any error/discrepancy related to e-Admit Card, the Facilitation Counters shall be functional in the test cities on 21.01.2024 from 10:00 AM to 1:00 PM. The respective venue shall be notified later.
- The PwBD candidates in the category of locomotor disability (both arm affected) and cerebral palsy (as applicable) shall be allowed scribe in accordance with the Advertisement, if they have opted for the same during Online Application. They are required to bring their own scribe along with duly filled in Scribe Form, Photograph of the scribe and his/her original & photocopy of ID Proof at the examination for submission to the Room Invigilator for record and verification.

- The other category of PwBD candidates, having physical limitations to write/scribe, shall be allowed scribe in accordance with the Advertisement, if they have opted for the same during Online Application. They are required to bring their own scribe along with duly filled in Scribe Form, Photograph of the scribe, his/her original & Photocopy of ID Proof and the Certificate issued by Chief Medical Officer or Civil Surgeon or Medical Superintendent of a Government Health Care Institution as per the format at Annexure-VII of the Advertisement (as per **Annexure-1** to this notice) at the examination for submission to the Room Invigilator for record and verification.
- The Scribe Form (Letter of Undertaking for using Scribe/ Reader) for use of PwBD candidates, in accordance with the Advertisement, is enclosed as **Annexure-2**. The PwBD candidates shall fill up the Scribe Form with necessary information/ undertaking and produce the same along with other relevant documents, as applicable at the time of entry into the examination centre.
- A list of FAQs (Frequently Asked Questions) is enclosed as **Annexure-3**, which shall address to the standard queries likely to be raised by the candidates.
- Any communication regarding the dispatch of e-Admit Cards or any other notification relating to the CBT shall be sent to the registered email-id & Mobile number of the candidates.
- Further, the candidates are advised to check the **OMC website** (https://omcltd.in) regularly for important instructions/ notifications relating to the online Computer Based Test.

Best Wishes to the candidates for their appearance in the ensuing CBT.

Sd/-GENERAL MANAGER (P&A)

Odisha Mining Corporation Ltd.
(A Gold Calegory State PSU)
Registered Office: OMC House, Bhubaneswar – 751001, India
Tel: 0674-23774002277401, Fax: 0674-239689, 2391629, https://omcltd.in

Certificate regarding Physical limitation in an examinee to write (Annexure-VII of the Advertisement No.82/OMC dated.15.11.2023)

This is to certify that, I have examined Mr./Ms./Mrs (name of the
candidates with disability), a person with (nature and percentage of disability as
mentioned in the Certificate of Disability), S/o./D/o a resident of
(Village/District/State) and to state that he/she has physical limitation which hampers his/her
writing capabilities owing to his/her disability.
Signature
CDM & PHO/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution.
Name and Designation
Name of Government Hospital/Health care centre with seal
Place:
Date:
Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

LETTER OF UNDERTAKING FOR USING SCRIBE/ READER

PARTICULARS OF SCRIBE/ READER PROPOSED TO BE ENGAGED BY THE CANDIDATE

4 N.	6.0	0		Passport Size Photograph of
		eCandidate		the SCRIBE/READER of size
				3.5 cmx 4.5cm (The colour
		amination		photograph should not be
		on Shift & Time		more than 3 months old.
		est Center		
		n of Candidate		
	•	ype		
		ne Scribe/ Reader		
		of the Scribe/Reader		
		ame of the Scribe/ Reader		.
11. Ad	dress o	f the Scribe/ Reader:		
	(a)	Permanent Address		
	(b)	Present Address		
12. Ec		nal Qualification of the Scribe/ Reader		
	elations	hip, ifany, of the Scribe/Reader to the Candidat		
	CLARA			
I.		hereby declare that the particulars furnis		the best of our knowledge and
II.		ef. We shall abide by all the rules of the Oi do hereby undertake that the qualification		actly and the qualification of the
11.		be/ reader is not same or similar or highe		
		the qualification of scribe/ reader is not a		
		post and claims relating thereto. (The		
		tocopy of highest qualification certificate to		
III.		declare that the scribe/reader herself / h		mination. We understand that in
		e it is found otherwise, the candidature of i		to a second and a second secon
IV.		declare that the scribe/reader has not mination.	acted/will not act as scribe/reader	to any other candidate of this
	(Sig	nature of the Candidate)	(Signa	ture of the Scribe)

Signature of the Invigilator

FREQUENTLY ASKED QUESTIONS (FAQS)

In order to address various queries likely to be raised by the candidates in connection with online recruitment process for various Non-Executive posts, we have compiled the probable & repeated queries which may be raised by the candidates as under:

The Candidates are advised to go through the advertisement and related notices carefully.

1. E-mail/ SMS not received for call letter.

Email/ SMS is triggered and the same is sent to candidates on the e-mail Id and Mobile No. registered by them in the application form.

2. Cannot download the e-Admit Card.

This may be due to incorrect login credentials/ server problem/Internet connection problem. In case you have forgotten your credentials, please use the forgot password link to reset the password.

In case you have submitted multiple applications along with payment (if applicable), admit card will be made available against the latest submitted application form.

3. Non-receipt of e-Admit Card.

In case of non-receipt of e-Admit Card or any discrepancies related to the e-Admit Card, the candidate is advised to raise their queries in the helpdesk Tab on the online application portal after login or may contact the helpdesk through Phone No +91-9513437890 from 08.01.2024 to 22.01.2024 from 10.00 AM to 5.00 PM on working days or personally report at the 'Facilitation Counter' at designated address on 21.01.2024 from 10.00AM to 1.00 PM with 2 passport size photographs and identity card along with documentary evidence/proof.

4. How can I get information regarding the address of Facilitation Counter?

The address of Facilitation Counter will be made available in the official website of OMCL i.e. http://omcltd.in. The candidates should regularly visit OMCL's official website for latest updates through notification, instruction, circulars related to recruitment/selection process.

5. Request for change in date/ shift/ centre/ venue.

No request for change in test date/ shift/ centre/ venue will be considered under any circumstances as per terms and conditions of advertisement and e-Admit Card.

6. Allotted Exam Centre not as per selected exam centre.

The candidate may not be allotted at any of the selected test centres and OMCL Management reserves the right to decide the test city/centre for the candidates at its discretion.

7. Unable to find exact location of exam centre.

In the e-Admit Card, it has been mentioned in point number 6 that, the candidates are advised to locate the exam centre and its accessibility at least a day before the exam, so that they can reach the exam centre in time on the day of the examination.

8. Not allowed to appear for exam (Late Entry).

The entry gates of Examination Centre will be closed before half an hour prior to the commencement of Computer Based Test. No Late Entry is allowed under any circumstances.

9. How can I get information regarding syllabus for the CBT?

The syllabus of different posts for the CBT is mentioned in the Advertisement vide No. 82/OMC Dated 15.11.2023, which is available in the OMCL's website http://omcltd.in.

10. Can I carry my Mobile, Laptop or any other communication devices with me for the CBT?

No, such gadgets are strictly prohibited in the Campus of exam centre and no arrangement is made by OMCL for safe keeping of these articles inside the campus.

11. Is it necessary to bring transparent blue/black point pen?

Yes, candidates should bring at least two transparent blue/black point pen.

12. Is there in any Negative marking?

Yes, each correct answer shall carry one mark. For each wrong attempt,

0.25 (1/4) mark will be deducted. No mark will be awarded to questions not attempted.

13. What is the User ID and Password for Computer Based Test?

The User ID and Password for the Computer Based Test will be provided to the candidates 10 minutes before commencement of test at their respective computer terminal by Test Administrators/Invigilators.

14. Is TA/DA admissible for appearing the CBT?

No, travelling and other expenses would be borne by the candidate and no travelling expenses such as TA/DA, accommodation etc. will be admissible for appearing in the Computer Based Test.

15. What is the number of OMCL's Helpdesk?

OMCL's Helpdesk Number is **+91-9513437890**. In case of any difficulty, candidates can raise their queries in the Helpdesk Tab of the Application Portal after login or contact the helpdesk through Phone No **+91-9513437890** from **08.01.2024** to **22.01.2024** from 10.00 AM to 5.00 PM on working days.

16. Roll Number & Lab Number?

Candidate's Roll Number and the Lab Number will be displayed outside the exam venue

17. What are the formalities to be followed to need a scribe?

In case of the PwBD candidates in the category of locomotor disability (both arm affected) and cerebral palsy (as applicable) shall be allowed scribe in accordance with the Advertisement, if they have opted for during Online Application. They are required to bring their own scribe along with duly filled in Scribe Form, Photograph of the scribe and his/her original & photocopy of ID Proof at the examination for submission to the Room Invigilator for record and verification.

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The Scribe Form shall be uploaded in OMCL website 15 days prior to the CBT examination. The PwBD candidate shall fill up the Scribe Form with necessary information/ undertaking and produce the same along with other relevant documents, as applicable at the time of entry into the examination centre.

18. Instructions to	appear Computer Based Test?	
Candidates are advise page of e-Admit Card.	d to go through the Computer Based Test (CBT) Instructio	ns