

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

**No. 73/ OMC**

**Date: 23.11.2022**

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. The Corporation has achieved an annual turnover of Rs.17035 crores in the FY 2021-22.

The Corporation invites application from dynamic & competent professional on regular basis for the following posts.

**1. VACANCY :-**

| Sl No. | Name of the Post                   | Scale of Pay (in Rs.)    | Initial Basic Pay (in Rs.) | Total post | Category | Age as on 31.10.2022 |
|--------|------------------------------------|--------------------------|----------------------------|------------|----------|----------------------|
| 1      | General Manager (Civil), E-7 grade | 1,27,100/- to 2,16,300/- | 1,38,800/-                 | 01         | UR       | Not above 55 years   |
| 2      | Sr. Manager (Civil), E-4 grade     | 67,700/- to 2,08,700/-   | 91,100/-                   | 01         | UR       | Not above 40 years   |

Interested eligible candidates are advised to download the application format from OMC <https://omcltd.in> and submit the same duly filled in & signed along with attested copies of Certificates, Mark sheets, Experience Certificate 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 **16.12.2022** 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 EXECUTIVE IN OMC LTD

### 1. VACANCY

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### NOTE

- 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.
- 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>).
- Candidate after recruitment can be posted in any establishment of OMC.
- The OMC Service is not pensionable.
- Age relaxation for Ex-Servicemen, Persons with Benchmark Disability (PwBD), Sport Person & 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.

### 2. ELIGIBILITY CRITERIA

| SI No. | Name of the post                   | Basic Eligibility   |  | Age as on 31.10.2022 |
|--------|------------------------------------|---|--|----------------------|
|        |                                    | Qualification   | Experience   |                      |
| 1      | General Manager (Civil), E-7 grade | <p><b>Essential</b><br/>BE/ B. Tech. in Civil Engineering from recognized University or Institute approved by AICTE/UGC.</p> <p><b>Desirable</b><br/>M. Tech/ MBA/PGDM in Construction Management/ Project Management/ Structural</p> | <p>(i) Minimum 20 years' post qualification experience in drawing, design &amp; estimation of civil projects, rate analysis, tendering, execution, supervision and monitoring of different civil / infrastructure projects, housing, roads, environmental / statutory constructions etc.</p> <p>(ii) Must have sound knowledge of project report/proposal preparation, preparation of BOQ &amp; report preparation, framing of contract terms &amp; contract finalization, tendering procedures, revision &amp; finalisation of works, preparation of bills &amp; bill evaluation, investigation &amp; evaluation of civil projects etc.</p> | Not above 55 years   |

|   |                                |  |  |                     |
|---|--------------------------------|--|--|---------------------|
|   |                                | Engineering/ Architecture shall have an added advantages.  | (iii) Knowledge of Auto CAD & other software, exposures to SAP environment and E-Procurement will also be an added advantage.  |                     |
| 2 | Sr. Manager (Civil), E-4 grade | BE/ B. Tech. in Civil Engineering from recognized University or Institute approved by AICTE/UGC. | (i) Minimum 08 years post qualification experience in execution, supervision and monitoring of different civil / infrastructure projects, housing, roads, environmental / statutory constructions etc.<br>(ii) Must have sound knowledge of estimation, project report preparation, preparation of BOQ and report preparation, tendering contract finalization etc.<br>(iii) Experience in mineral beneficiation plant / ETP / ore handling plant will be an added advantage.<br>(iv) Knowledge of Auto CAD, exposures to SAP environment and E-Procurement will also be an added advantage. | Not above 40 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. HOW TO APPLY

- Application Form at **Annexure-I** shall be downloaded from our website: <https://omcltd.in> 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, 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. 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.
- 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.

#### 4. 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 total marks for Personal Interview is 30.**
- The shortlisted eligible candidates for the post of General Manager (Civil) in E-7 grade shall be called for personal interview in descending order as per **1:5 ratio** for single vacancy fixed by the Management.
- The shortlisted eligible candidates for the post of Sr. Manager (Civil) in E-4 grade shall be called for personal interview in descending order as per **1:7 ratio** for single vacancy fixed by the Management.
- 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 / 10th 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).

#### 5. GENERAL CONDITIONS

- Candidates are required to visit Corporation website <https://omcltd.in> 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 at respective places of posting as per provisions of OMC R&P Rules, 2012 (visit OMC website <https://omcltd.in>)

- 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 **16.12.2022** 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.  
(A GOLD CATEGORY STATE PSU)  
OMC House, Post Box No. 34,  
Bhubaneswar-751001

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

1. Post applied for :.....
2. Advertisement No. and date: Advt No 73/OMC dated 23.11.2022
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 (31.10.2022) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married) .....
10. Address (with PIN code):  
Present Address Permanent Address

Affix recent colour  
passport size  
photograph.

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

12. 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)

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):

| 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.....

15. Whether appeared for Personal Interview in OMC, if yes, please mention the post appeared for.....

16. 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: .....

NAME: .....

DATE: .....

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

| Sl No | Name of Documents                                | put √<br>mark | Page No. |    |
|-------|--|---------------|----------|----|
|       |  |               | From     | To |
| 1     | 10 <sup>th</sup> Certificate                     |               |          |    |
| 2     | 10 <sup>th</sup> Mark Sheet                      |               |          |    |
| 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 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.