

ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC

No. 74/ OMC

Date: 20.01.2023

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 professionals in Contract & Procurement cadre as follows.

1. VACANCY :-

Sl. No	Name of the Posts	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)	No. of Posts Reserved for			Total posts	Age as on 31.12.2022
				SC	SEBC	UR		
1	Addl. General Manager (Contract & Procurement), E-6 grade	1,23,100/- to 2,15,900/-	1,23,100/-	-	-	01	01	Not above 50 years
2	Dy. General Manager (Contract & Procurement), E-5 grade	78,800/- to 2,09,200/-	1,05,900/-	-	-	01	01	Not above 44 years
3	Sr. Manager (Contract & Procurement), E-4 grade	67,700/- to 2,08,700/-	91,100/-	-	-	01	01	Not above 40 years
4	Manager (Contract & Procurement), E-3 grade	67,700/- to 2,08,700/-	78,500/-	01	01	01	03	Not above 38 years
TOTAL							06	

Interested eligible candidates are advised to download the application format from OMC website:<http://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 **13.02.2023** 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)
OMC House, Post Box No. 34
Bhubaneswar-751001

TERMS AND CONDITIONS OF RECRUITMENT OF EXECUTIVES IN OMC LTD

1. VACANCY:-

Sl. No	Name of the Posts	Scale of Pay (inRs.)	Initial Basic Pay (in Rs.)	No. of Posts Reserved for			Total posts	Age as on 31.12.2022
				SC	SEBC	UR		
1	Addl. General Manager (Contract & Procurement), E-6 grade	1,23,100/- to 2,15,900/-	1,23,100/-	-	-	01	01	Not above 50 years
2	Dy. General Manager (Contract & Procurement), E-5 grade	78,800/- to 2,09,200/-	1,05,900/-	-	-	01	01	Not above 44 years
3	Sr. Manager (Contract & Procurement), E-4 grade	67,700/- to 2,08,700/-	91,100/-	-	-	01	01	Not above 40 years
4	Manager (Contract & Procurement), E-3 grade	67,700/- to 2,08,700/-	78,500/-	01	01	01	03	Not above 38 years
TOTAL							06	

NOTE

- i. Besides Basic Pay, the selected candidates 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.
- ii. After appointment, the Executives 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.
- iii. The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- iv. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website: <http://omcltd.in>)
- v. Candidates after recruitment can be posted in any establishment of OMC.
- vi. The OMC Service is not pensionable.

2. ELIGIBILITY CRITERIA:-

Sl No.	Name of the posts	Basic Eligibility		Age as on 31.12.2022
		Qualification	Experience	
1	Addl. General Manager (Contract	Essential: B.E/B. Tech/ B. ScEngg. in any discipline.	i) Must have at least 15 years of post-essential qualification experience in core Industry out of	Not above 50years

	<p>& Procurement), E-6 grade</p>	<p><u>Desirable:</u> MBA/PGDBM/PGDM in Material Management/ Supply Chain Management / Logistic Management/Finance/Marketing orLLB or any other relevant qualification.</p>	<p>which minimum 08 years of experience in Contract & Procurement Function. ii) Experience in handling high value contracts for different Services such as Mining, Geology, Project, Plant & Machinery, Operation & Maintenance, Civil works, Manpower, IT Services etc shall be preferred. Experience in the above areas in Mining Sector shall be an added advantage. (iii) Experience & knowledge in SAP MM Module/ e-Procurement/ GeM portal / procurement in Govt Sector/PSU shall be an added advantage.</p>	
<p>2</p>	<p>Dy. General Manager (Contract & Procurement), E-5 grade</p>	<p><u>Essential:</u> <u>Essential:</u> B.E/B. Tech/ B. ScEngg. in any discipline. <u>Desirable:</u> MBA/PGDBM/PGDM in Material Management/ Supply Chain Management / Logistic Management/Finance/Marketing orLLB or any other relevant qualification.</p>	<p>i) Must have at least 12 years of post-essential qualification experience in core Industry out of which minimum 06 years of experience in Contract & Procurement Function. ii) Experience in handling high value contracts for different Services such as Mining, Geology, Project, Plant & Machinery, Operation & Maintenance, Civil works, Manpower, IT Services etc shall be preferred. Experience in the above areas in Mining Sector shall be an added advantage. (iii) Experience & knowledge in SAP MM Module/ e-Procurement/ GeM portal / procurement in Govt Sector/PSU shall be an added advantage.</p>	<p>Not above 44 years</p>
<p>3</p>	<p>Sr. Manager (Contract & Procurement), E-4 grade</p>	<p><u>Essential:</u> B.E/B. Tech/ B. ScEngg. in any discipline. <u>Desirable:</u> MBA/PGDBM/PGDM in Material Management/ Supply Chain Management / Logistic Management/Finance/Marketing orLLB or any other relevant qualification.</p>	<p>i) Must have at least 08 years of post-essential qualification experience in core Industry out of which minimum 04 years of experience in Contract & Procurement Function. ii) Experience in handling high value contracts for different Services such as Mining, Geology, Project, Plant & Machinery, Operation & Maintenance, Civil works, Manpower, IT Services etc shall be preferred (iii) Experience & knowledge in SAP MM Module/ e-Procurement/ GeMportal / procurement in</p>	<p>Not above 40 years</p>

			Govt.Sector/PSU shall be an added advantage.	
4	Manager (Contract & Procurement), E-3 grade	<p>Essential: B.E/B. Tech/ B. ScEngg. in any discipline.</p> <p>Desirable: MBA/PGDBM/PGDM in Material Management/ Supply Chain Management / Logistic Management/Finance/Marketing orLLB or any other relevant qualification.</p>	<p>i) Must have at least 04 years of post-essential qualification experience in core Industry out of which minimum 02 years of experience in Contract & Procurement Function.</p> <p>ii) Experience in handling high value contracts for different Services such as Mining, Geology, Project, Plant & Machinery, Operation & Maintenance, Civil works, Manpower, IT Services etc shall be preferred</p> <p>(iii) Experience & knowledge in SAP MM Module/ e-Procurement/ GeM portal / procurement in Govt Sector/PSU shall be an added advantage.</p>	Not above 38 years

Note

- **The qualifications prescribed for all the above posts must have been obtained through regular mode/ 02 (Two) Years 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 Posts	Scale of Pay (inRs.)	Initial Basic Pay (in Rs.)	Total posts	No. of Posts Reserved for		
					SC	SEBC	UR
1	Addl. General Manager (Contract & Procurement), E-6 grade	1,23,100/- to 2,15,900/-	1,23,100/-	01	-	-	01
2	Dy. General Manager (Contract & Procurement), E-5 grade	78,800/- to 2,09,200/-	1,05,900/-	01	-	-	01
3	Sr. Manager (Contract & Procurement), E-4 grade	67,700/- to 2,08,700/-	91,100/-	01	-	-	01
4	Manager (Contract & Procurement), E-3 grade	67,700/- to 2,08,700/-	78,500/-	03	01	01	01

- Age relaxation for SC/SEBC, Ex-Servicemen, Persons with Benchmark Disability(PwBD), Sports 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.
- PwBD Candidates whose disability is 40% or above are required to attach valid disability certificate indicating % of disability and type of disability, issued by the Competent Authority, as per Rules.
- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- Candidates belonging to PwBD, Ex-Servicemen, Sports Person & Women category, if shortlisted & selected shall be adjusted against the categories to which they belong.
- Women candidates belonging to SC/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.
- SEBC candidates shall submit the SEBC certificate issued by the Competent Authority on or after **31.12.2019**. OBC certificate in place of SEBC certificate shall not be accepted.

4. **HOW TO APPLY:-**

- Application Form at Annexure-I shall be downloaded from our website: <http://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 / 10th 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/OGPA based, then the candidate needs to submit the proof of CGPA/OGPA 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"** 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 100 marks, 70 marks will be assigned for short listing the eligible candidates in the following manner.

Base Career	50 Marks	10 th / HSC onwards
Higher	10 Marks	02 (two) marks shall be given for every additional

relevant Education		relevant higher qualification subject to a maximum of 10 (ten) marks
Relevant Experience	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 Addl. General Manager (C&P) in E-6 grade shall be called for personal interview in descending order as per **1:5** ratio for single vacancy fixed by the Management.
- Eligible candidates will be short-listed for the post of Dy. General Manager (C&P) in E-5 grade, Sr. Manager (C&P) in E-4 grade & Manager (C&P) in E-3 grade 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 / 10th onwards, caste/Class, PwBD, 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 shortlisted candidates called for personal interview may have to undergo a Psychometric Test. However, the final Selection shall be made on the basis of the scores secured in base career, higher education, additional experience and 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 vacancies are not filled due to unsuitability/in sufficient number of candidate (s).

6. GENERAL CONDITION:-

- Candidates are required to visit Corporation website <http://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 <http://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, shortlisting & selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.
- OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.
- 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 **13.02.2023** 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.

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

ODISHA MINING CORPORATION LTD
APPLICATION FORMAT FOR RECRUITMENT

Affix recent
colourpassportsize
photograph.

1. Post applied for :
2. Advertisement No. and date: Advt No 74/OMC dated 20.01.2023
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 (31.12.2022) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married)
10. Address (with PIN code):

<u>Present Address</u>	<u>Permanent Address</u>
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11. Contact details: (a) Phone
- (b) e-mail

12. Qualification: (10th onwards) & addl. qualification, if any(Attach copy of certificates&marksheets).{*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	Period of experience in C & P functions (From...ToTotal Yr...mth...)
					Date of Joining	Date of leaving/continuance			

Note: Copy of the experience certificate (s)including C&P experience, 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	PageNo.	
			From	To
1	10 th Certificate			
2	10 th 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.....

(Candidate may use separate sheet, if required)

Signature of the applicant

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