

ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.

No. 83/ OMC

Date: 20.11.2023

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, bauxite & limestone 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 for the following post.

VACANCY

Sl. No	Name of the Post	Scale of Pay (in Rs.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	Age as on 31.10.2023
1.	Dy. Manager (Finance), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	UR-02 (W-01)	Not above 38 years

Interested eligible candidates are advised to download the application format from OMC website: <https://omcltd.in/en/people/career/employment-opportunities> and submit the same duly filled in & signed along with attested copies of Certificates, Mark sheets, Experience Certificates if any, etc. in support of their eligibility by **Speed Post/Courier** in a cover superscribed "APPLICATION FOR THE POST OF DY. MAMAGER (FINANCE)" so as to reach the **General Manager (P&A)**, Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **20.12.2023** 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	Age as on 31.10.2023
1.	Dy. Manager (Finance), E-2 grade	67,700/- to 2,08,700/- (Level-13)	67,700/- (Cell-1)	UR-02 (W-01)	Not above 38 years

- 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>People>Employee corner>Rules> HR>).
- Candidate after recruitment can be posted in any establishment of OMC.
- The OMC Service is not pensionable.

2. ELIGIBILITY CRITERIA

Sl No.	Name of the post	Qualification	Age as on 31.10.2023
1.	Dy. Manager (Finance), E-2 grade	Associate/ Fellow member of ICAI/ ICWAI.	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

- Age relaxation for Women candidate shall be considered as per guidelines of State Government. Departmental candidates shall be given 10 (Ten) years of age relaxation, as per Corporation Rules.
- 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.

4. HOW TO APPLY

- Application Form at **Annexure-I** shall be downloaded from our website: <https://omcltd.in/en/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 / 10th onwards towards proof of qualification, age, mark secured, Experience if any (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 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:

Base Career	50 Marks	10 th / HSC onwards
Higher relevant Education	10 Marks	02 (two) marks shall be given for every additional 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 above modality of assigning marks for every additional relevant higher qualification & additional relevant experience shall be followed for short listing the candidates, who apply for the post of Dy. Manager (Fin.) 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 ratio of 1:10 for each 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 & called for Personal Interview beyond the 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).

6. GENERAL CONDITIONS

- Candidates are required to visit Corporation website [https://omcltd.in>People>Career>Employment Opportunities](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 **20.12.2023** 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**

ODISHA MINING CORPORATION LTD
APPLICATION FORMAT FOR RECRUITMENT

1. Post applied for :
2. Advertisement No. and date: Advt. No 83 /OMC dated 20.11.2023
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 (31.10.2023) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married)
10. Address (with PIN code):

Affix recent colour
pass port size
photograph.

Present Address

Permanent Address

11. Contact details: (a) Phone
(b) e-mail
12. Qualification: (10th 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
					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:

NAME:

DATE:

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

Sl. No	Name of Documents	Put ✓/ mark	Page No.	
			From	To
1	10 th Certificate			
2	10 th Mark Sheet			
3	+2/Intermediate Certificate			
4	+2/Intermediate Mark sheet			
5	Degree Certificate			
6	Degree Mark sheet			
7	ICAI/ICWAI Certificate			
8	ICAI/ICWAI Mark sheet			
9	Proof of CGPA to Percentage conversion formula			
10	Membership Certificate			
11	Relieving/ Continuance Certificate (or latest pay slip) if applicable			
12	Experience Certificate(s), if applicable			
13	Why I consider myself suitable for the Role			
14	Others, if any:1			
15	2			
16	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.