

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

**No. 87/ OMC**

**Date: 30/12/2023**

OMC, a Gold category and one of the largest State PSUs 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 in the following post:

**VACANCY**

Sl. No	Name of the Post	Pay under ORSP Rules, 2017		Total post
		Scale of Pay (in Rs.) & Level	Initial Basic Pay (in Rs.) & Cell	
1.	Manager (Corporate Communications), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	01 (UR)

Interested eligible candidates are advised to download the application format from OMC website: <https://omcltd.in>People>Career>Employment Opportunities> 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 **30.01.2024**. 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**

Sl. No	Name of the Post	Pay under ORSP Rules, 2017		Total post
		Scale of Pay (in Rs.) & Level	Initial Basic Pay (in Rs.) & Cell	
1.	Manager (Corporate Communications), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	01 (UR)

**NOTE :**

- 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, Hardship/Field Allowance, Liveries, Scholarship for meritorious children etc. as per Rules of the Corporation.
- 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.
- 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>)
- Candidates after recruitment can be posted in any establishment of OMC.
- The OMC Service is not pensionable.

**2. ELIGIBILITY CRITERIA**

Sl. No.	Name of the Posts	Basic Eligibility			Age as on 30.11.2023
		Qualification	Experience		
1	Manager (Corporate	PG Degree /Diploma in Journalism / Mass	<u>Essential</u> Minimum 04 years relevant Post		Not above 38 years.

	Communications), E-3 grade	Communication from a recognized Institute approved by AICTE.	Qualification experience in Planning, Developing & implementing various PR & Corporate Communication Strategies for corporate image building & visibility.  <b><u>Desirable</u></b>  Experience in Content Development, Event Management, Social Media Management shall have an added advantage.	NEW OPPORTUNITIES Mining Happiness
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**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>People>Career>Employment Opportunities> 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 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.
- 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 shall be rejected.

**4. SELECTION METHODOLOGY**

- Out of Total 100 marks, 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
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<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.
- Eligible candidates will be shortlisted and called for personal interview in the ratio of 1:10 for each vacancy.
- 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 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 / 10<sup>th</sup> 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, 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).

## 5. GENERAL CONDITIONS

- Candidates are required to visit Corporation website <https://omcltd.in>People>Career>Employment Opportunities> 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 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.
- 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 **30.01.2024** 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**

**Annexure-I**

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

Affix recent colour  
passport size  
photograph.

1. Post applied for : .....
2. Advertisement No. and date: Advt No. 87/OMC dated 30.12.2023
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 (30.11.2023) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married) .....
10. Address (with PIN code):

Present Address

Permanent Address

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

12. Qualification: (10<sup>th</sup> 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(including the name of the mines worked, if any)	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..... & 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	Page No.	
			From	To
1	10 <sup>th</sup> Certificate			
2	10 <sup>th</sup> MarkSheet			
3	+2/Diploma/Intermediate Certificate			
4	+2/ Diploma/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.....

Signature of the applicant

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