

ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVE IN OMC LTD.**No. 40 / OMC****Date: 11.11.2019**

The OMC, a Gold category and largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome & bauxite ores. The Corporation has achieved an annual turnover of Rs.4053 crores in the FY 2018 -19. 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 invites application from dynamic & competent professionals for the following post:

Sl. No	Name of the Post	Total posts	Initial Basic Pay (in Rs.)	Maximum age as on 31.10.2019
01	General Manager (Personnel), E-7 grade	01 (UR)	1,38,800/-	55 yrs.

Interested eligible candidates are requested to download the application format from OMC website: <https://omcltd.in> and submit the same duly filled in & signed along with attested copies of Certificates / Testimonials, experience certificate in support of their eligibility by **Speed Post /Courier** in a cover superscribed "APPLICATION FOR THE POST OF _____ AGAINST ADVERTISEMENT NO. 40 DATED 11.11.2019" so as to reach the **General Manager (P&A), The Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001** by **07.12.2019 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.

The OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

DIRECTOR (PERSONNEL)
THE ODISHA MINING CORPORATION LTD.
(A GOLD CATEGORY STATE PSU)
OMC HOUSE, POST BOX NO. 34,
BHUBANESWAR-751001

TERMS AND CONDITIONS OF RECRUITMENT IN THE OMC LTD.

1. VACANCY

Sl. No	Name of the Post	Total posts	Scale of Pay	Initial Basic Pay	Maximum age as on 31.10.2019
01	General Manager (Personnel), E-7 grade	01 (UR)	Rs. 1,27,100 – Rs. 2,16,300/-	Rs.1,38,800/- (Level 16 & Cell 04)	55 yrs.

NOTE

- a. 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.
- b. 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.
- c. The number of vacancies shown above are indicative in nature and may either increase or decrease.
- d. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website <https://omcltd.in>).
- e. Candidates after recruitment can be posted in any establishment of OMC within Odisha.
- f. The OMC Service is not pensionable.

2. ELIGIBILITY CRITERIA

SI No.	Name of the posts	Basic qualification	Minimum Post qualification Experience (Years)	Maximum age as on 31.10.2019
1	General Manager (Personnel), E-7 grade	MBA/PGDM in Personnel / HR / Industrial relation from recognized institute approved by AICTE or Master's / Post Graduation in Social Welfare / Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized University / Institute approved by AICTE.	i). Should have at least 20 years of relevant post-qualification industry experience as a Generalist Executive in Personnel Functions such as Recruitment, Employee onboarding, Employee Relations & Employee engagement activities, Employee services including establishment functions, Performance Management, Compensation & benefits, Employee Welfare, Safety, Welfare & Wellness, Contract Labour Management, Statutory compliances, Learning & Development, Industrial Relations. In addition to the	Not above 55 years.

			<p>above key skills, the incumbent should have in-depth knowledge & experience in Policies & Systems and Competency Development Framework.</p> <p>iii) Knowledge and experience in SAP and implementation of SAP HR modules will be an added advantage.</p>	
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Note:-

- The qualifications prescribed for the above post must have been obtained through regular course. Equivalent Qualification, Qualification obtained through Correspondence Courses shall not be considered subject to the condition that the departmental candidates acquiring qualifications in correspondence courses from the recognized University/ Institute approved by AICTE prior to 01.10.2012 can apply for the post.

3. RESERVATION

Sl. No	Name of the Post	Total posts	Scale of Pay (in Rs.)	Initial Basic Pay (in Rs.)
01	General Manager (Personnel), E-7 grade	01 (UR)	1,27,100 – 2,16,300/-	1,38,800/- (Level 16 & Cell 04)

4. HOW TO APPLY

- The applicant should affix recent colour passport size photograph at top right side of the application form.
- The applicant should attach self-attested copy of all the mark sheets / certificates/documents from HSC / 10th onwards towards proof of qualification, age, mark secured, caste, 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.**
- The Candidates already employed in Govt./Semi-Govt./Central PSU/State PSU shall submit '**No Objection Certificate**' issued by their present employer at the time of Personal Interview.
- 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 shall be rejected.

5. SELECTION METHODOLOGY

- Eligible candidates will be short-listed in the following manner;
Total Marks 100 (*Base career-50, Higher Education -10, Experience -10, Personal Interview – 30*)

02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks.

02 (two) marks shall be given for every year of additional relevant experience over and above the required experience subject to a maximum of 10 (ten) marks.

- Weightage shall be given to the candidates having higher qualification and /or relevant industry experience.
- Eligible candidates will be short-listed and called for personal interview as per the following ratio fixed by the Management.
 - i) 1:7 for single vacancy,
- The departmental candidates shall apply through proper channel.
- All the departmental candidates fulfilling the eligibility criteria will be short listed beyond the above ratio.
- The shortlisted candidates will be called for to produce original certificates and mark sheets towards proof of age, qualification and marks from HSC / 10th onwards, caste, etc. for the purpose of verification prior to personal interview.
- Selection will be made on the basis of Personal Interview of short-listed candidates considering the vacancies, post based percentage of reservation as well as requirement.
- 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 un-suitability/in sufficient number of candidate.

6. GENERAL CONDITIONS

- Candidates are requested to visit Corporation website. <https://omcltd.in> recruitment portal 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 Corporation 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, 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 requested to fill up the application format & submit the same duly filled in **by 07.12.2019** positively. Applications submitted after the last date shall not be entertained.

DIRECTOR (PERSONNEL)
 THE ODISHA MINING CORPORATION LTD.
 (A GOLD CATEGORY STATE PSU)
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Annexure-I

THE ODISHA MINING CORPORATION LTD
APPLICATION FORMAT FOR RECRUITMENT

1. Post applied for : _____
2. Advt. No & Date : _____
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 **31.10.2019** : _____
6. Sex : _____
7. Category : _____
8. Marital status:
(Married/Un-married): _____
9. Address (with PIN code):

Affix recent colour
passport
size photograph.

Present Address

Permanent Address

10. Contact details: (a) Phone: _____
(b) e. mail: _____

11. Qualification: (10th 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)

12. Post Qualification Experience (Attach copy of certificates):

Sl. No.	Name & address of Organizations worked	Post held	Scale of pay	Basic pay	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
					From	To		

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: _____

Documents/ Certificates Attached:-

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)