

ADVERTISEMENT FOR RECRUITMENT OF NON-EXECUTIVES

No.16119/OMC

Date: 13.11.2017

The Odisha Mining Corporation Ltd, a Gold Category Public Sector Undertaking of Government of Odisha is the largest State PSU in the Country in Mining Sector. It recorded an annual turnover of Rs.2331.43 Crores & net profit of Rs.770.24 Crores in the year 2016-17.

OMC intends to fill-up the following vacant posts through recruitment on regular basis **through online process of applications**. Only the candidates who are native of Odisha are eligible to apply.

Sl. No.	Name of the posts	Total Posts	Category wise vacancy				Scale of Pay & GP of the Post
			SC	ST	SEBC	UR	
01	Jr. Executive Asst.	49	12	17	4	16	Rs. 5200 – 20200/- & GP Rs. 2800/-
02	Jr. Accountant	21	4	6	-	11	Rs. 5200 – 20200/- & GP Rs. 2800/-

NOTE:-

- (i) Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness 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, Hardship Allowance for posting in the field units, SAP allowance for working in SAP System etc. as per Rules of the Corporation.
- (ii) The number of vacancies shown above is indicative in nature and may either increase or decrease.
- (iii) **Scope for promotion:** As per R&P Rules for Non- Executives-2012 of OMC (visit OMC website www.omcltd.in).
- (iv) Candidates after recruitment can be posted in any establishment of OMC.
- (v) The OMC service is not pensionable.
- (vi) The eligible applicants are advised to read the instructions carefully under “**HOW TO APPLY**” before applying through online.

Interested eligible candidates may go through the detailed terms & conditions along with application format available in OMC website <http://www.omcltd.in> and apply online and upload scanned copy of photograph, signature, documents in support of date of birth, qualification from HSC/10th onwards, mark sheets, caste, relevant work experience, Residential Certificate etc. as required in the application format and submit the same in the system from **15.11.2017 (1.00 AM) to 14.12.2017 (12 midnight)**. **Physical copy of application along with documents shall not be accepted / entertained.**

The Management of OMC 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.

Post Box No-34, OMC House, Bhubaneswar-751001

Odisha Mining Corporation Ltd.

(A Gold Category State PSU)

Registered Office : OMC House, Bhubaneswar-751001, India

Tel: 0674-2377400/2377401, Fax: 0674-2396889, 2391629, www.omcltd.in

ON-LINE PROCESS OF APPLICATIONS AND TERMS AND CONDITIONS OF RECRUITMENT

1) VACANCY:

Sl. No	Name of the posts (All Class-III)	Total Posts to be filled up through recruitment	Scale of Pay & GP of the Post	Starting Basic Pay & GP
01	Junior Executive Assistant	49	Rs. 5200 – 20200/- & GP Rs. 2800/-	Rs. 5200/- + GP Rs. 2800/-
02	Junior Accountant	21	Rs. 5200 – 20200/- & GP Rs. 2800/-	Rs. 5200/- + GP Rs. 2800/-

- Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness 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, Hardship Allowance for posting in the field units, SAP allowance for working in SAP System etc. as per Rules of the Corporation.
- 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 Non-Executives-2012 of OMC (visit OMC website www.omcltd.in).
- Candidates after recruitment shall be posted to any establishment of OMC.
- OMC service is not pensionable.

2) ELIGIBILITY CRITERIA:

Sl. No	Name of the posts	Basic Qualification	Higher qualification (for weightage at the time of shortlisting)	Experience (for weightage at the time of shortlisting)	Age as on 31.10.2017
01	Jr. Executive Assistant	Degree in any discipline from a recognized University with Diploma in Computer Application/ PGDCA. There will be no requirement of DCA/ PGDCA certificate for candidates having MCA, BCA, B.Sc.(IT), B.Sc (CS) etc.	MA/M.Com/M.Sc/ M.Tech./ MBA/ MCA/ LLM/ M. Phil/ PMIR/ IRPM/ MSW/ M. Lib/ Rural Management/ Full time PG Degree or Diploma of 2/3 years' course duration in Mass Communication, or Tourism, or Hospitality Management etc.	Experience in clerical / supervisory post in Govt. / PSU/ Reputed Private Organization	Not below 18 years and above 32 years
02	Jr. Accountant	Degree in Commerce from recognized University with Diploma in Computer Application / PGDCA.	Inter CA, Inter Cost, Inter Company Secretary, M.Com, LLM or MBA with specialization in Finance from reputed Universities or Institutions	Relevant experience in Accounts maintenance & closing, auditing, direct & indirect taxation, Maintenance of Cost Records, & Budgeting, Proficiency in Computer skills especially exposure in SAP environment etc. in commercial organizations or Govt. PSUs may be considered towards experience.	Not below 18 years and above 32 years

- Candidates not having the above basic qualification are not eligible to apply for the concerned post.
- Upper age limit in case of candidates belonging to SC/ ST/ SEBC/ Women/ PwD/ Ex-Serviceman/Sports Person for the posts of different cadres shall be relaxed as per the norms of State Govt.
- The employees (Non-Executives) recruited under OMC R&P Rules for Non-Executives, 2012 and subsequently acquiring requisite qualification for any higher post of the same sub-cadre may attend the direct recruitment for higher post. In such case, upper age limit shall be relaxed up to 10 years.
- The Non-Executives recruited prior to implementation of OMC R&P Rules for Non-Executives, 2012 and possessing qualification & experience for any post under these Rules, may also attend the direct recruitment process to any post as per these Rules. In such case, upper age limit shall be relaxed up to 10 years and after appointment they will be governed under these Rules.
- Weightage shall be given to the candidates having relevant higher qualification and work experience during screening.
- **Domicile Status of the candidate** – Residents of the state of Odisha (candidates who are native to Odisha) can apply for the above non-executive posts. Candidates belonging to other states are not eligible to apply for the posts.

3) POST BASED PERCENTAGE OF RESERVATIONS:

Sl. No	Name of the post	Total posts to be filled up	Post based % of reservation							
			SC		ST		SEBC		UR	
			Men/ Women	Women	Men/ Women	Women	Men/ Women	Women	Men/ Women	Women
01	Jr. Executive Asst.	49	8	4	12	5	1	3	9	7
02	Jr. Accountant	21	3	1	4	2	-	-	7	4

- If the vacancies reserved for women categories remain unfilled due to non-availability of eligible women candidates belonging to the relevant category, the unfilled vacancies shall be filled up by eligible male candidates of the same category.
- Reservation for Ex-Servicemen/ PwD/Sports Person shall be considered as per guidelines of State Govt.
- PwD Candidates whose disability is not less than 40% are required to attach disability certificate indicating % of disability and type of disability issued by the concerned Medical Board for consideration as per Rules.
- Ex-Servicemen are required to attach copy of Dis-charge Certificate issued by the Competent Authority.
- Sports Persons are required to attach copy of Identity Card issued by the Competent Authority.
- Candidates belonging to PwD, Ex-Servicemen and Sports Person shall be adjusted against the categories to which they belong.
- Exchange of reservation between SC and ST will not be considered.
- SEBC Certificate should have been issued within six months of the date of online application.
- Candidates are required to submit recent Residential Certificate from the Competent Authority.

4) HOW TO APPLY:

The applicants are advised to read all the instructions carefully before filling up the online application.

- The application can be best viewed in Internet Explorer 9 or above, Mozilla Firefox & Google Chrome.
- Note –Do not open the application on multiple browsers while filling up the application.**
- Scan the following original documents in (JPG/JPEG/PNG/PDF) format as specified below before filling up the online application.
 - Passport size photo (JPG/JPEG) maximum 100 KB
 - Signature (JPG /JPEG) maximum 100 KB
 - Certificates/ Mark Sheets/ CGPA formula proof (JPG/ JPEG/PNG/ PDF) maximum 500 KB (single scan file)
 - Caste Certificate/Reservation Proof (JPG/JPEG) maximum 500 KB
 - Residence Certificate (JPG/JPEG) maximum 500 KB

- The scanned image of Photograph and Signature in JPG/JPEG format will be displayed after uploading. For successful upload of other documents, only "**Uploaded**" will be displayed in the Status.

Note - Scanned copy should be legible. Illegible scan copy will render the applicant not eligible.

- Go to the **Odisha Mining Corporation** website (www.omcltd.in) and click the **Recruitment section** and then click the **Online Application** button.
- Read the instructions and eligibility criteria carefully and note the mandatory documents required for the post.

Get prepared with scanned images of all mandatory educational mark sheets, certificates and documents.

REGISTRATION:

- Click on Registration button.
- Select the desired post from the drop down list in the **Select Post** field.
- Fill up your Full Name in upper case in the **Candidate Name** field.
- Fill up your E-mail id correctly in the **E-mail Address** field.
- Similarly fill up your valid mobile number in the **Mobile Number** field.
- Select appropriate category i.e. UR/SC/ST/SEBC as applicable from the dropdown list in the **Category** field.
- Select the appropriate sub-category like Ex-Serviceman, Sportsperson, PwD, OMC Employee if applicable by clicking the checkbox.
- Under Odisha domicile, radio button **Yes** has been defaulted (These posts are meant for candidates of Odisha domicile). Selecting No, the candidate will not be eligible.
- Select appropriate gender Male/Female as applicable by clicking the radio button.
- Select your date of birth correctly from the pop up calendar under **Date of Birth** field. (First select the Year, then Month, then Date)
- Verify correctness of your data and click on **Submit** button.
- Once it is submitted the candidate will not be able to modify data already filled up during registration.
- The candidate will receive a SMS in his mobile phone as well as e-mail containing **Username** and **Password** to login and apply in the online system.

APPLY ONLINE:

- If the applicant is ready with the scanned documents, click on "**I agree to all terms and conditions and methodology of selection stated above and in the Advt. & I want to Apply**" otherwise click on "**I don't want to Apply**" and exit to complete the application later once all documents are ready.
- Click on **Apply** button to login to apply online using the User Id and Password sent through E-mail. Click on the check box "**I agree to all terms and conditions and methodology of selection stated above and in the Advt. and I want to Apply**" then click on the **Sign in** button. System will display subsequent section to fill up candidate's details.
- Fill up the **Personal Details** properly as required. If the applicant is an OMC employee ensure correct employee number is provided. For women candidates, if they belong to General category select "**Women**" in category field for getting relaxation in upper age limit.
- Please note that fields with * (**star/asterisk**) **marks are mandatory** and need to be filled up to proceed further and then click on **Save and Continue** button to go to next section.
- In **Contact Details** section, fill up the permanent address properly with pin code. If the correspondence address is same as permanent address click on the **Check Box** and click on **Save and Continue** button to go to next section.
- Please ensure the Mobile number & email- Id is correct, valid and entered properly (as all future communication from OMC is to be made on this Mobile number and e-mail Id) and click on the **Save and Continue** button to go to next section

Note - Mobile number and e-mail Id should be unique for every application form.

- At any point of time if previous section details need to be updated or changed, click on corresponding tab and make the changes.
- Fill up the educational details and correct marks on **Basic Qualification** Section as required & click on **Save and Continue** button to go to next section.
- Fill up the educational details and correct marks on **Higher Education** Section as required & click on **Save and Continue** button to go to next section.

Note- 10th and onwards qualifications are mandatory. Qualifications play a major role in shortlisting of candidates. So please make sure to add all the relevant qualifications on Basic Qualification and Higher Education Sections.

- Fill up the work experience in most recent order on **Work Experience** Section & click on **Save and Continue** button to go to next section.
- On **Upload Certificates Section**, upload all the mandatory documents as required. Browse your desired documents, select it and then click on **Upload** button. After uploading scanned photograph and signature, the same will be displayed against the relevant rows. For successful uploading of other documents system will display **Uploaded**. Once all documents are successfully uploaded, click on **Submit** button.

Note - Please ensure that the scanned documents should not exceed the specified size and must be legible.

- Once you click the **Submit** button, you will not be able to edit any data.
- Click on **Preview** button to review and validate all the details. If a candidate wants to modify any data in the application form, go to relevant section, edit data and then click on **Save and continue** button.
- Click on the check box below the **Declaration** page and then click on the **Submit** button to confirm submission.
- On submission of the online application, applicant will get an **Acknowledgement Number in the registered e-mail Id**.
- For any technical clarification regarding online application, the applicants are advised to contact on telephone Number i.e. 0674-2377409/ 0674-2377530 (10.00 AM to 5.00 PM) during official working days.

IMPORTANT

- *Online application form shall be available in the website from **15.11.2017 (1.00 AM) to 14.12.2017 (12 Midnight)**.*
- *Physical copy of application will not be accepted / entertained.*
- *The short listed candidates shall submit their original certificates / documents for verification prior to written test.*

(5) METHODOLOGY OF SELECTION

- The selection procedure involves 9 stages activities.
 - a. Online applications by the prospective candidates.
 - b. Scrutiny of applications & rejection of applications if not compatible with norms of the advertisement.
 - c. Shortlisting of candidates on descending order of marks awarded.
 - d. Display of names in OMC Website in respect of the shortlisted candidates for verification of documents.
 - e. Verification of documents.
 - f. Validation of marks of each candidate on authenticity of documents verified and found correct.
 - g. Display of names of eligible shortlisted candidates for written test.
 - h. Written test followed by Computer Proficiency Test.
 - i. Appointment of selected candidate based on descending order of merit in the written test after the candidates qualify in the computer proficiency test.
- For shortlisting of applicants, the following norms shall be adopted for awarding mark.
 - a. Base qualification – 70% weightage against 70 marks.
(on the basis of average career marks from HSC / 10th onwards up to the qualifying examination)
 - b. Higher qualifications – 20 marks @ 4 marks for each higher qualification.
 - c. Experience – 10 marks @ 2 marks for each completed year of job post qualification experience.

- Shortlisting of candidates for verification of documents as well as written test for a post shall be based on the category (UR/SC/ST/SEBC) to which he/she belongs.
- The shortlisted candidates shall be called on for verification of certificates / documents, Written Test and Proficiency Test in the ratio to be fixed by the Management.
- During verification, if it is found that any shortlisted candidate has submitted false/ irrelevant documents, his /her candidature will be cancelled and next below candidate from that category in descending order of marks shall be called for verification of documents /written test.
- The departmental candidates fulfilling the eligibility criteria prescribed in the terms and conditions of advertisement shall be called on for verification of documents as well as Written Test directly.
- The computer proficiency test will be of qualifying nature only. So, the secured mark in the computer proficiency test shall not be added to the mark obtained in the written test. Appointment shall be considered exclusively on the basis of descending order of merit in the written test provided the candidate emerges successful in the computer proficiency test. A candidate shall be considered successful in the computer proficiency test provided he/she secures the pass mark of 30 (minimum) out of 100.

(6) EXAMINATION FEE:

Nil.

(7) GENERAL CONDITIONS:

- The candidate must be a citizen of India.
- A candidate who has more than one spouse living will not be eligible for appointment unless the Government has exempted his/her case from operation of this limitation for any good and sufficient reasons.
- The candidate must have good character.
- Mere applying for the post and fulfilling the eligibility criteria in reference to the advertisement does not confer any right for an applicant to be called on for verification of documents.
- A candidate shall be allowed to apply once for one post through his/her e-mail ID/Mobile number. However, he/she can apply for other post in the same e-mail ID/Mobile number.
- Marks obtained by the candidate on account of extra optional in +2 qualification shall not be taken into consideration at the time of shortlisting.
- Experience gained by the candidate only after obtaining the degree qualification shall be taken into consideration.
- If a candidate is called on for verification of documents, it does not imply that he/she will be called on for written test.
- The candidate, if employed with any Autonomous/Government establishment shall obtain "NOC" from his/her employer and produce the same at the time of verification of documents.
- The candidate against whom Criminal proceedings is pending shall not be eligible for appointment.
- Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim shall arise for appointment if vacancies are not filled due to unsuitability / insufficient number of candidates.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials/ antecedents.
- The SC/ST candidates called on for written test will be allowed to reimburse journey expenses (to and fro) by 2nd class sleeper / Bus by the shortest route on production of tickets and undertaking to the effect that they are un-employed. However, no journey expenses shall be reimbursed in case of SC/ST/other candidates called for verification of documents.
- The decision of OMC Management will be final and binding on all the candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidates, cancellation of the recruitment process etc. No enquiry/correspondence will be entertained in this regard.
- 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 and may lead to disqualification.
- Finally selected candidates shall have to produce the required documents as per clause 7.10 of OMC R&P Rules for Non- Executive 2012 (visit corporation website www.omcltd.in)
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.

(8) CALL LETTER

- No letter except the appointment order shall be sent to the candidate by post.
- The news / notification / circular / call letter concerning the recruitment shall be available in the OMC website (www.omcltd.in). Candidates are advised to visit OMC website at regular interval for updates.

(9) VERIFICATION OF DOCUMENTS

- The list of candidates found eligible for verification of documents on the basis of shortlisting and the date, time & venue for verification of documents shall be displayed in OMC website.

(10) WRITTEN TEST AND COMPUTER PROFICIENCY TEST

- Topics to be covered in the written test shall be displayed in OMC website in due course of time. The questionnaire shall be of objective types and the candidate shall be asked to choose the correct answer.
- The list of candidates found eligible for written test and computer proficiency test on the basis of shortlisting and the date, time & venue for the test shall be displayed in OMC website.

(11) UPDATES FOR CANDIDATES THROUGH OMC WEBSITE

- The candidates shall be informed about schedule of verification of documents, written test, computer proficiency test and the date, time & venue for such purposes through OMC website only.
- Any change in the schedule shall also be displayed in OMC Website.
- The candidates are required to visit OMC website www.omcltd.in consistently to be aware of progress / development concerning recruitment.
- OMC Ltd. shall not be held responsible if, the candidate fails to act according to the instructions given by OMC through OMC website.

(12) RESULT

The result will be published in OMC website www.omcltd.in and the selected candidates will be issued appointment letter through speed post / registered post to their correspondence address for joining the post at respective places of posting.

(13) IMPORTANT DATES

Sl. No	Description	Date and Time
01	Opening date of online submission of application	15.11.2017(1.00 AM)
02	Closing date of online submission of application	14.12.2017 (12 Midnight)

Sd/-

General Manager (P&A)

Odisha Mining Corporation Ltd.

Post Box No-34, OMC House, Bhubaneswar-751001