



# Odisha Mining Corporation Limited

(A GOLD CATEGORY STATE PSU)

OMC House, Post Box No.34, Bhubaneswar-751001  
Website: <http://www.omcltd.in>, (CIN : U13100OR1956SGC000313)

## ADVERTISEMENT FOR RECRUITMENT OF NON-EXECUTIVES

No.06 /OMC Date: 26.12.2016

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.1546.42 Crores & net profit of Rs.623.45 Crores in the year 2015-16.

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. Pharmacist	14	2	4	-	8	Rs. 5200 – 20200/- & GP Rs. 2800/-
02	Jr. Nurse	11	2	3	-	6	Rs. 5200 – 20200/- & GP Rs. 2800/-
03	Asst. Teacher (TG)	9	2	2	-	5	Rs. 5200 – 20200/- & GP Rs. 2800/-
04	MCT Teacher- II	3	-	1	-	2	Rs. 5200 – 20200/- & GP Rs. 2000/-
05	Electrician- III	11	2	2	1	6	Rs. 5200 – 20200/- & GP Rs. 2000/-

### NOTE:-

- Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness Allowance, Conveyance Expenses, Corporation Quarters for accommodation or in lieu of that House Rent Allowance, LTC, Medical Facilities for self & dependent family members, Liveries, Scholarship for meritorious students, 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](http://www.omcltd.in)).
- Candidates after recruitment can be posted in any establishment of OMC.
- The OMC service is not pensionable.
- 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> & apply on line and attach scan copy of photograph, signature, thumb impression, documents in support of date of birth, qualification from HSC/10<sup>th</sup> onwards, mark sheets, caste, relevant work experience, Residential Certificate etc. as required in the application format and submit the same in the system from **30.12.2016 (1.00 AM) to 31.01.2017 till 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.

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

## 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 Pharmacist	14	Rs. 5200 – 20200/- & GP Rs. 2800/-	Rs. 5200/- + GP Rs. 2800/-
02	Junior Nurse	11	Rs. 5200 – 20200/- & GP Rs. 2800/-	Rs. 5440/- + GP Rs. 2800/-
03	Asst. Teacher (TG)	9	Rs. 5200 – 20200/- & GP Rs. 2800/-	Rs. 5200/- + GP Rs. 2800/-
04	Matric CT Teacher- II	3	Rs. 5200 – 20200/- & GP Rs. 2000/-	Rs. 5200/- + GP Rs. 2000/-
05	Electrician- III	11	Rs. 5200 – 20200/- & GP Rs. 2000/-	Rs. 5650/- + GP Rs. 2000/-

- Besides Basic Pay & Grade Pay, the selected candidates will get other benefits like Dearness Allowance, Conveyance Expenses, Corporation Quarters for accommodation or in lieu of that House Rent Allowance, LTC, Medical Facilities for self & dependent family members, Liveries, Scholarship for meritorious students, 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](http://www.omcltd.in)).
- 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 Qualification	Additional Qualification (for weightage at the time of shortlisting)	Experience (for weightage at the time of shortlisting)	Age as on 31.12.2016
01	Jr. Pharmacist	+2 Science with Diploma In Pharmacy from recognized University / Institute & Approved by Indian Pharmacy Council.	<ul style="list-style-type: none"> <li>B. Pharma</li> <li>M. Pharma</li> <li>Phd in Pharmacology / Pharmaco – Chemistry - Anatomy &amp; Physiology</li> </ul> (Certificate from Odisha Board of Pharmacy / Indian Pharmacy Council.)	Pharmacist in Govt. / PSU / Private Medicals / Dispensaries / Clinic / Nursing Home.	Not below 18 years and above 32 years
02	Jr. Nurse	+2 Science with Diploma in Nursing from an Institute Recognized by H&FW Department, Government of Odisha & approved by O.N.C/ Indian Nursing Council.	<ul style="list-style-type: none"> <li>B.Sc in Nursing</li> <li>M.Sc in Nursing</li> <li>Phd in O&amp;G or Surgery or Pediatric or Medicine.</li> </ul> (Certificate from Odisha Nursing Council / Indian Nursing Council.)	Nurse in Govt. / PSU/ Private Medicals/ Dispensaries / Clinic/ Nursing Home.	Not below 18 years and above 32 years

Sl. No	Name of the posts	Basic Qualification	Additional Qualification (for weightage at the time of shortlisting)	Experience (for weightage at the time of shortlisting)	Age as on 31.12.2016
03	(a) Asst. Teacher (TG).  <u>Science Teacher:</u> B.Sc (PCM) with B.Ed. – 4 posts	Degree in Science with PCM subject & Mathematics as method of teaching in B.Ed	<ul style="list-style-type: none"> <li>• BA or BA with Honours in English or History or Geography or Political Science or Odia or Economics or Mathematics.</li> <li>• MA in English or History or Geography or Political Science or Odia or Economics or Mathematics.</li> <li>• M.Sc</li> <li>• M.Ed</li> <li>• M.Phil</li> <li>• Ph D</li> <li>• D. lit</li> </ul>	Teacher in Govt./PSU/ Private School	Not below 18 years and above 32 years
	(b)Asst. Teacher (TG).  <u>Science Teacher:</u> B.Sc. (CBZ) with B.Ed.- 1 post.	Degree in Science with Science as one of the method of teaching in B.Ed.	<ul style="list-style-type: none"> <li>• BA or BA with Honours in English or History or Geography or Political Science or Odia or Economics or Mathematics.</li> <li>• MA in English or History or Geography or Political Science or Odia or Economics or Mathematics.</li> <li>• M.Sc</li> <li>• M.Ed</li> <li>• M.Phil</li> <li>• Ph D</li> <li>• D. lit</li> </ul>	Teacher in Govt./PSU/ Private School	Not below 18 years and above 32 years
	(c)Asst. Teacher (TG).  <u>English Teacher :</u> BA with English Honours with B.Ed. - 04 posts	Degree in Arts with English Honours & English as one of the method of teaching in B.Ed.	<ul style="list-style-type: none"> <li>• MA</li> <li>• B.Sc</li> <li>• M.Sc</li> <li>• M.Ed</li> <li>• M.Phil</li> <li>• Ph D</li> <li>• D. lit</li> </ul>	Teacher in Govt./PSU/ Private School	Not below 18 years and above 32 years
04	MCT Teacher- II	+2 pass with successful completion of CT training with OTET.	<ul style="list-style-type: none"> <li>• BA</li> <li>• B.Sc.</li> <li>• MA</li> <li>• M.Sc.</li> <li>• B.Ed</li> <li>• M.Ed.</li> </ul>	Teacher in Govt./PSU/ Private School.	Not below 18 years and above 32 years
05	Electrician- III	HSC with ITI in Electrical, lineman/ wireman Trade from recognized institute with valid workman permits "A" certificate issued by the Competent Authority/ HSC with ITI in Lineman-MV (with Learner Permit for Workman-HT) issued by Electrical Licensing Board, Odisha (ELBO).	<ul style="list-style-type: none"> <li>• Diploma in Electrical Engineering from AICTE recognized Institute.</li> <li>• Degree in Electrical Engineering from AICTE recognized Institute.</li> <li>• Endorsement for Mining by ELBO in the Workman Permit</li> <li>• Endorsement for Cable Jointing by ELBO in the Workman permit</li> <li>• Supervisor Certificate of Competency (MV) issued by ELBO.</li> </ul>	Electrician in Govt./PSU/ Private Company.	Not below 18 years and above 32 years

- 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 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 upto 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 may be relaxed upto 10 years and after appointment they will be governed under these Rules.
- Weightage shall be given to the candidates having relevant additional qualification and work experience during screening.
- **Domicile Status of the candidate** – Residents of the state of Odisha (candidates who are native to Odisha) shall only be considered for appointment to 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 %age of reservation							
			SC		ST		SEBC		UR	
			Men/ Women	Women	Men/ Women	Women	Men/ Women	Women	Men/ Women	Women
01	Jr. Pharmacist	14	2	-	2	2	-	-	6	2
02	Jr. Nurse	11	-	2	-	3	-	-	-	6
03	Asst. Teacher (TG)	9	1	1	1	1	-	-	3	2
04	MCT Teacher- II	3	-	-	-	1	-	-	1	1
05	Electrician- III	11	1	1	1	1	1	-	4	2

- 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 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
- Women candidates belonging to SC/ST/SEBC category are required to submit caste certificate by birth showing “daughter of .....”.
- Candidates are required to submit Residential certificate from Competent Authority.

(4)

#### HOW TO APPLY

**Read all the instructions on the application carefully and then fill out your application**

- This 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 the application

- Scan the following documents in (JPG/JPEG/PNG/PDF) format as specified below:
  - ✓ Passport size photo (JPG/JPEG) Max 100 KB
  - ✓ Signature (JPG /JPEG) 100 KB
  - ✓ Certificates/Mark Sheets (JPG/ JPEG/PNG/ PDF) 500 KB
  - ✓ Caste certificate/Reservation Proof (JPG/JPEG) 500 KB
  - ✓ Residential Certificate (JPG/JPEG) 500 KB
- **The scanned image in JPG/JPEG format will only be displayed after uploading. In case of successful upload of other documents, only "Uploaded" will be displayed in the Status.**
- Go to the Odisha Mining Corporation website (<http://omcltd.in>) and click the Recruitment Corner button and then click the "Click here to apply online" link
- Read the instructions below before proceeding further with applying. (Also read the instructions PDF provided on the recruitment page)
- In order to make the online application process convenient for candidates, below is 2 step processes - Registration process and Application Process
- Click on Register button for completing the registration process, creating username and password which can be used for filling the Job Application.
- Registered user can login by clicking on "Candidates Login" and fill up the job application.
- Fill up your Personal details properly as required. If you are OMC employee provide correct employee ID.
- For women candidates, if you belong to General category select "Female" in Gender field for getting relaxation in upper age limit. Please ensure fields with \* (star/asterisk) marks are mandatory & need to be filled up to proceed further and then click Save and Continue.

**Note** –The data/ details filled in by candidate earlier, at the time of registration process, will automatically be filled in the respective fields in the application form and non editable in application filling process.
- In Contact Details section, fill up your permanent address properly with pin code. If your correspondence address is same as permanent address click on the Check Box.
- Please ensure the Mobile Number & email- ID is valid and entered properly (as all future communication from OMC is to be made on this Mobile Number & e-mail ID)

**Note** - Email ID should be unique for every position applied.
- At any point of time (before final submission) if previous section details need to be updated or changed, click on the desired section tab and make the changes.

**Note:** - Candidates can update their application information multiple times, unless they have submitted the application by clicking Submit button on Declaration Page. Once application is submitted and acknowledgement number is generated, application cannot updated/details cannot be changed.
- Fill up your educational details and correct marks on Basic Qualification section as required & click Save and Continue. Qualifications play a major role in selection of candidates, so please make sure to add all your relevant qualifications on Basic Qualification and Additional Qualification sections.

- Fill up your work experience in most recent order on Work Experience Section & click on the Save and Continue.
- On Upload Document Page, upload all the mandatory documents as required. Please ensure the documents should not exceed the specified size. Once all documents are uploaded click Save and continue.
- Please check the declaration "I accept the terms and condition" checkbox and click Submit
- In case any errors displayed, go to relevant sections and make the corrections and then again proceed to Declaration page and click Submit.

**Note:** If user wants to exit from application filling process and come back later point of time to complete the process and then click Logout. Once application is submitted and Acknowledgement

- Number generated user details cannot be updated.
- On submitting, you will get an Application Acknowledgement Number. Please make a note of it because it will help you to know your application status.
- For any clarification regarding online application, the applicants are advised to contact on telephone Number i.e. 0674-2377432 / 2377530 (10.00 AM to 5.00 PM) during official working days.

(5) **IMPORTANT**

- *Online application form shall be available in the website from **30.12.2016 (1.00 AM) to 31.01.2017 till 12 Midnight.***
- *Physical copy of application will not be accepted / entertained.*
- *The short listed candidates shall produce their original certificates / documents for verification prior to written test.*

(6) **METHODOLOGY OF SELECTION**

- The candidates applying for the posts of different grades / cadres shall be shortlisted on the basis of average career marks from HSC/10<sup>th</sup> onwards up to the qualifying examination. However weightage shall be given to the candidates having relevant additional qualification and work experience during screening over and above the basic qualification and post qualification experience indicated against each post.
- Applications received from candidates belonging to other states (not native to Odisha) shall be summarily rejected.
- The shortlisted candidates shall be called for verification of certificates / documents etc as well as Written 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 as well as interview.
- The departmental candidates fulfilling the eligibility criteria prescribed in the terms and conditions of advertisement shall be called for verification of documents as well as Written Test directly.

(7) **EXAMINATION FEE**

- Nil.

(8) **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 claim appointment.
- One candidate shall be allowed to apply once for one post through his/her e-mail ID/telephone number. However, he/she can apply for other post in the same e-mail ID/telephone number.
- The candidate, if employed with any Autonomous/Government or Private Sector shall obtain "NOC" from his/her employer and produce the same at the time of interview.
- The candidate against whom Vigilance/Criminal/Disciplinary proceedings is pending shall not be eligible.
- 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 / in sufficient number of candidates.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials.
- The SC/ST candidates called for interview will be allowed to reimburse journey expenses (to and fro) by 2<sup>nd</sup> class sleeper / Bus by the shortest route on production of tickets& 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.
- Candidates are requested to visit Corporation web site [www.omcltd.in](http://www.omcltd.in) at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- 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](http://www.omcltd.in) )
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.

(9) **CALL LETTER**

- The names of short listed candidates for each post shall be uploaded in OMC website i.e. [www.omcltd.in](http://www.omcltd.in) and these candidates will be intimated accordingly through their e-mail ID as well as post about the date, time and venue of verification of certificates / documents prior to interview.
- They shall bring with them the intimation letter sent by their e-mail or by post and produce the same along with original certificates / documents etc. on the date of verification at the venue.
- After verification of certificates / documents, the short listed candidates for each post shall be intimated about the date, time and venue of the interview through their e-mail ID as well as post to enable them to attend the interview. They shall bring with them the intimation letter sent by their e-mail or by post on the date of interview.

(10) **RESULT**

The result will be published in OMC website [www.omcltd.in](http://www.omcltd.in) and the selected candidates will be issued appointment letter through speed post / registered post for joining the post at respective places of posting.

(11) **IMPORTANT DATES**

Sl. No	Description	Date and Time
01	Opening date of online submission of application	30.12.2016 (1.00 AM)
02	Closing date of online submission of application	31.01.2017 (12 Midnight)

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