

## ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.

**No. 72/ OMC**

**Date: 21.10.2022**

OMC, a Gold category and largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome & bauxite 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.17035 Crores in the FY 2021 -22.

The Corporation invites application from dynamic & competent professionals in different disciplines as follows.

### VACANCY

| Sl. No                                | Name of the Post                          | Scale of Pay (in Rs.)    | Initial Basic Pay (in Rs.) | Total posts       | No. of Posts Reserved for |           |           | Age as on 30.09.2022                |
|---------------------------------------|---|--------------------------|----------------------------|-------------------|---------------------------|-----------|-----------|-------------------------------------|
|                                       |   |                          |                            |                   | UR                        | SEBC      | ST        |                                     |
| <b>GEOLOGY CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
| 1                                     | Addl. General Manager(Geology), E-6 grade | 1,23,100/- to 2,15,900/- | 1,23,100/-                 | 01                | 01                        | -         | -         | Not above 50 years                  |
| 2                                     | Manager (Geology), E-3 grade              | 67,700/- to 2,08,700/-   | 78,500/-                   | 01                | 01                        | -         | -         | Not above 38 years                  |
| 3                                     | Dy. Manager (Geology), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (PwBD-1)       | 03                        | -         | -         | Not below 21 years & above 38 years |
| <b>PERSONNEL CADRE</b>                |   |                          |                            |                   |                           |           |           |                                     |
| 4                                     | Dy. Manager (Personnel), E-2 grade        | 67,700/- to 2,08,700/-   | 67,700/-                   | 06 (W-2) (PwBD-1) | 05 (W-2)                  | 01        | -         | Not below 21 years & above 38 years |
| <b>FINANCE CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
| 5                                     | Dy. Manager (Finance), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 07 (W-1) (PwBD-1) | 05 (W-1)                  | -         | 02        | Not below 21 years & above 38 years |
| <b>MECHANICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
| 6                                     | Dy. Manager (Mechanical), E-2 grade       | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (W-1)          | 01                        | 01 (W-1)  | 01        | Not below 21 years & above 38 years |
| <b>ELECTRICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
| 7                                     | Dy. Manager (Electrical), E-2 grade       | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (W-1)          | -                         | 02 (W-1)  | 01        | Not below 21 years & above 38 years |
| <b>FOREST &amp; ENVIRONMENT CADRE</b> |   |                          |                            |                   |                           |           |           |                                     |
| 8                                     | Dy. Manager (F&E), E-2 grade              | 67,700/- to 2,08,700/-   | 67,700/-                   | 01                | -                         | -         | 01        | Not below 21 years & above 38 years |
| <b>TOTAL</b>                          |   |                          |                            | <b>25</b>         | <b>16</b>                 | <b>04</b> | <b>05</b> |                                     |

Interested eligible candidates are advised 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, 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 **15.11.2022** 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.)    | Initial Basic Pay (in Rs.) | Total posts       | No. of Posts Reserved for |           |           | Age as on 30.09.2022                |
|---------------------------------------|---|--------------------------|----------------------------|-------------------|---------------------------|-----------|-----------|-------------------------------------|
|                                       |   |                          |                            |                   | UR                        | SEBC      | ST        |                                     |
| <b>GEOLOGY CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
| 1                                     | Addl. General Manager(Geology), E-6 grade | 1,23,100/- to 2,15,900/- | 1,23,100/-                 | 01                | 01                        | -         | -         | Not above 50 years                  |
| 2                                     | Manager (Geology), E-3 grade              | 67,700/- to 2,08,700/-   | 78,500/-                   | 01                | 01                        | -         | -         | Not above 38 years                  |
| 3                                     | Dy. Manager (Geology), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (PwBD-1)       | 03                        | -         | -         | Not below 21 years & above 38 years |
| <b>PERSONNEL CADRE</b>                |   |                          |                            |                   |                           |           |           |                                     |
| 4                                     | Dy. Manager (Personnel), E-2 grade        | 67,700/- to 2,08,700/-   | 67,700/-                   | 06 (W-2) (PwBD-1) | 05 (W-2)                  | 01        | -         | Not below 21 years & above 38 years |
| <b>FINANCE CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
| 5                                     | Dy. Manager (Finance), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 07 (W-1) (PwBD-1) | 05 (W-1)                  | -         | 02        | Not below 21 years & above 38 years |
| <b>MECHANICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
| 6                                     | Dy. Manager (Mechanical), E-2 grade       | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (W-1)          | 01                        | 01 (W-1)  | 01        | Not below 21 years & above 38 years |
| <b>ELECTRICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
| 7                                     | Dy. Manager (Electrical), E-2 grade       | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (W-1)          | -                         | 02 (W-1)  | 01        | Not below 21 years & above 38 years |
| <b>FOREST &amp; ENVIRONMENT CADRE</b> |   |                          |                            |                   |                           |           |           |                                     |
| 8                                     | Dy. Manager (F&E), E-2 grade              | 67,700/- to 2,08,700/-   | 67,700/-                   | 01                | -                         | -         | 01        | Not below 21 years & above 38 years |
| <b>TOTAL</b>                          |   |                          |                            | <b>25</b>         | <b>16</b>                 | <b>04</b> | <b>05</b> |                                     |

#### 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.

The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.

- c. The departmental candidates shall be allowed age relaxation as per R&P Rules for Executives, 2012 of OMC.

- d. Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website: <http://omcltd.in>)
- e. Candidates after recruitment can be posted in any establishment of OMC.
- f. The OMC Service is not pensionable.

## 2. ELIGIBILITY CRITERIA

| Sl. No. | Name of the Post                           | Basic Eligibility   |   | Age as on 30.09.2022 |
|---------|--|---|---|----------------------|
|         |  | Qualification   | Experience  |                      |
| 1       | Addl. General Manager (Geology), E-6 grade | M.Sc. Degree in Geology or Applied Geology or B. Tech. in Geology from ISM. | <p>(i) Must have minimum <b>15</b> years of post qualification relevant experience in geological functions pertaining to metalliferous mines in the area of Exploration / Mining / Geological Consultancy.</p> <p>(ii) Within the required minimum experience of 15 years, the candidate must be having <b>8</b> years of working experience in metalliferous mines in the field of Quality Control and he/she must be conversant with the relevant statutes under MMDR/ MCDR/ MEMC etc.</p> <p>(iii) Sound knowledge on ISO standards for sampling &amp; analysis and exposure to application of software/ statistical tools used in excavation, planning, monitoring &amp; grade control shall be an added advantage.</p> | Not above 50 years   |
| 2       | Manager (Geology), E-3 grade               | ISM.  | <p>(i) Must have minimum <b>04</b> years of post qualification relevant experience in geological functions pertaining to metalliferous mines in the area of Exploration / Mining / Geological Consultancy.</p> <p>(ii) Must be having working experience &amp; domain knowledge on preparation of geological reports in line with MEMC templates and mineral resource estimation through software like Surpac/ Data mine /AutoCAD etc.</p> <p>(iii) Sound knowledge on relevant statutes of MMDR/ MCDR/ MEMC etc. shall be an added advantage.</p>  | Not above 38 years   |

| Sl. No. | Name of the Post                    | Basic Eligibility  |            | Age as on 30.09.2022                |
|---------|-------------------------------------|--|------------|-------------------------------------|
|         |                                     | Qualification  | Experience |                                     |
| 3       | Dy. Manager (Geology), E-2 grade    | M.Sc. Degree in Geology or Applied Geology or B. Tech. in Geology from ISM.  | -          | Not below 21 years & above 38 years |
| 4       | Dy. Manager (Personnel), E-2 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. | -          | Not below 21 years & above 38 years |
| 5       | Dy. Manager (Finance), E-2 grade    | Associate/ Fellow member of ICAI/ ICWAI.   | -          | Not below 21 years & above 38 years |
| 6       | Dy. Manager (Mechanical), E-2 grade | BE / B.Tech. in Mechanical Engineering from an AICTE recognized Institute / University.  | -          | Not below 21 years & above 38 years |
| 7       | Dy. Manager (Electrical), E-2 grade | BE / B.Tech. in Electrical Engineering from an AICTE recognized Institute / University.  | -          | Not below 21 years & above 38 years |

| Sl. No. | Name of the Post             | Basic Eligibility   |            | Age as on 30.09.2022                |
|---------|------------------------------|---|------------|-------------------------------------|
|         |                              | Qualification   | Experience |                                     |
| 8       | Dy. Manager (F&E), E-2 grade | B. Tech. in Environmental Engineering from an University / Institute recognized by AICTE. | -          | Not below 21 years & 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

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|---------------------------------------|---|--------------------------|----------------------------|-------------------|---------------------------|-----------|-----------|-------------------------------------|
|                                       |   |                          |                            |                   | UR                        | SEBC      | ST        |                                     |
| <b>GEOLOGY CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
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| 2                                     | Manager (Geology), E-3 grade              | 67,700/- to 2,08,700/-   | 78,500/-                   | 01                | 01                        | -         | -         | Not above 38 years                  |
| 3                                     | Dy. Manager (Geology), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (PwBD-1)       | 03                        | -         | -         | Not below 21 years & above 38 years |
| <b>PERSONNEL CADRE</b>                |   |                          |                            |                   |                           |           |           |                                     |
| 4                                     | Dy. Manager (Personnel), E-2 grade        | 67,700/- to 2,08,700/-   | 67,700/-                   | 06 (W-2) (PwBD-1) | 05 (W-2)                  | 01        | -         | Not below 21 years & above 38 years |
| <b>FINANCE CADRE</b>                  |   |                          |                            |                   |                           |           |           |                                     |
| 5                                     | Dy. Manager (Finance), E-2 grade          | 67,700/- to 2,08,700/-   | 67,700/-                   | 07 (W-1) (PwBD-1) | 05 (W-1)                  | -         | 02        | Not below 21 years & above 38 years |
| <b>MECHANICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
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| <b>ELECTRICAL CADRE</b>               |   |                          |                            |                   |                           |           |           |                                     |
| 7                                     | Dy. Manager (Electrical), E-2 grade       | 67,700/- to 2,08,700/-   | 67,700/-                   | 03 (W-1)          | -                         | 02 (W-1)  | 01        | Not below 21 years & above 38 years |
| <b>FOREST &amp; ENVIRONMENT CADRE</b> |   |                          |                            |                   |                           |           |           |                                     |
| 8                                     | Dy. Manager (F&E), E-2 grade              | 67,700/- to 2,08,700/-   | 67,700/-                   | 01                | -                         | -         | 01        | Not below 21 years & above 38 years |
| <b>TOTAL</b>                          |   |                          |                            | <b>25</b>         | <b>16</b>                 | <b>04</b> | <b>05</b> |                                     |

- Reservation & age relaxation for ST/SEBC, Ex-Servicemen, Persons with Benchmark Disability (PwBD), Sports Person & Women shall be considered as per guidelines of State Government. Departmental candidates shall be given 10 (Ten) years of age relaxation, as per Corporation Rules.

- PwBD Candidates whose disability is 40% or above are required to attach valid disability certificate indicating % of disability and type of disability, issued by the Competent Authority, as per 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.
- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- Candidates belonging to PwBD, Ex-Servicemen, Sports Person & Women category, if shortlisted & selected shall be adjusted against the categories to which they belong.
- Women candidates belonging to ST/SEBC category are required to submit Caste Certificate by birth showing "daughter of .....". Caste Certificates obtained by virtue of marriage (i.e. showing wife of.....") is not acceptable.
- SEBC candidates shall submit the SEBC certificate issued by the Competent Authority on or after **01.10.2019**. OBC certificate in place of SEBC certificate shall not be accepted.

### **TYPE OF DISABILITY**

- The candidates belonging to Persons with Benchmark Disability (PwBD) category if shortlisted & selected shall be adjusted against the category which he/she belongs.

| SI.No | Name of the post                   | Functional Requirements     | Suitable category of Benchmark Disabilities  |
|-------|------------------------------------|-----------------------------|--|
| 1     | Dy. Manager (Geology), E-2 grade   | S, ST, W, BN, MF, SE, H, C  | a) D, HH<br>b) OA, OL, CP, LC, Dw, AAV<br>c) SLD, MI<br>d) MD involving (a) to (c) above                               |
| 2     | Dy. Manager (Personnel), E-2 grade | S, RW, H, MF                | a) B, LV<br>b) D, HH<br>c) OA, OL, BL, OAL, BA, BL, CP, LC, Dw, AAV<br>d) SLD<br>e) MD involving (a) to (d) above      |
| 3     | Dy. Manager (Finance), E-2 grade   | S, ST, BN, MF, RW, SE, H, C | a) B, LV<br>b) D, HH<br>c) OA, BA, OL, BL, OAL, LC, Dw, AAV, MDy<br>d) ASD (M), MI<br>e) MD Involving (a) to (d) above |

### **Classification of Physical & Functional Requirements**

- FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

- CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDy= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)
- As 01 post each is reserved for the Persons with benchmark disability (PwBD) category against the post of Dy. Manager (Geology), E-2 grade, Dy. Manager (Personnel), E-2 grade, Dy. Manager (Finance), E-2 grade, the shortlisting & selection of eligible candidates, if any shall be made specific reference to any of the categories of persons with benchmark disabilities mentioned against each post.

#### 4. HOW TO APPLY

- Application Form at **Annexure-I** shall be downloaded from our website: <http://omcltd.in> 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 / 10<sup>th</sup> onwards towards proof of qualification, age, mark secured, Caste/ Class, PwBD, Experience (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 candidates applied for the post of Dy. Manager (Elect.) in E-2 grade shall submit the Supervisory Certificate, if any.
- 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 are liable to be rejected.

#### 5. 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   |
| <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 above modality of assigning marks for relevant higher qualification & experience shall also be followed for short listing the candidates, who apply for the post of Dy. Manager in E-2 grade.
- The total marks for Personal Interview is 30.
- 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,
  - ii) 1:5 for more than one but less than 10 vacancies,
- 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 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, caste/Class, PwBD, 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 shortlisted candidates called for personal interview may have to undergo a Psychometric Test. However, 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 un-suitability/in sufficient number of candidate (s).

## 6. GENERAL CONDITIONS

- Candidates are required to visit Corporation website <https://omcltd.in> 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 OMC 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 / 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 **15.11.2022** 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**

Affix recent  
colour passport size  
photograph.

1. Post applied for : .....

2. Advertisement No. and date: Advt No 72/OMC dated 21.10.2022

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 (30.09.2022) : .....

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) (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)

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):

| 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 | 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.....

15. Whether appeared for Personal Interview in OMC, if yes, please mention the post appeared for.....

16. 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  $\surd$  mark) :-

- 1) 10<sup>th</sup> Certificate
- 2) 10<sup>th</sup> Mark sheet
- 3) +2/ Intermediate Certificate
- 4) +2/ Intermediate Mark sheet
- 5) Degree Certificate
- 6) Degree Mark sheet
- 7) Post-Graduation Certificate
- 8) Post-Graduation Mark sheet
- 9) Proof of CGPA to Percentage conversion formula
- 10) Relieving/ Continuance Certificate if applicable
- 12) Experience Certificate (s)
- 13) Caste/ Class Certificate
- 14) PwBD Certificate

