



## ODISHA COAL AND POWER LIMITED

(A Government of Odisha Company)

Regd. Office: Zone-A, Ground Floor, Fortune Towers,

Chandrasekharpur, Bhubaneswar – 751023

E-mail : hrd@ocpl.org.in

### Detailed Advertisement

**Advertisement No: OCPL/HR/2022/04**

**Date: 10.08.2022**

Odisha Coal and Power Limited (OCPL) is a joint venture Company of Odisha Power Generation Corporation Limited(OPGC) and Odisha Hydro Power Corporation Limited (OHPC). It is a fully owned Govt. Of Odisha company under the Energy dept, Govt. of Odisha. OCPL is in the field of developing and operating Coal Mines in Odisha. At present, Manoharpur Coal Mine is operational and supplying coal to OPGC & other nearby Industries of Odisha, Chattisgarh, Jharkhand and West Bengal.

OCPL invites online application from the eligible Indian Citizens for the following lateral entry permanent positions, to share various challenging spectrum of responsibilities. All these below mentioned Positions are based at Mines site, Manoharpur.

#### **(A) VACANCY POSITION:**

Sl. No.	Name of the post	Grade	No. of Current Vacancy				
			ST	SC	SEBC	UR	Total
1	Head of Mines	E-8	-	-	-	01	01
2	Dy. General Manager (Land, CSR, R & R)	E-6	-	-	-	01	01
3	Additional General Manager (Production)	E-7	-	-	-	01	01
	Dy. General Manager (Production)	E-6	-	-	-		
4	Sr. Manager (Commercial)	E-5	-	-	-	01	01
5	Manager (Planning & Design)	E-4	-	-	-	01	01
6	Asst. Manager (Mechanical)	E-1	-	01	-	-	01
7	Asst. Manager (Survey)	E-1	01	-	-	-	01
8	Asst. Manager (Chemistry)	E-1	01	-	-	-	01
9	Electrical Supervisor	S-2	-	01	-	-	01
	<b>Total</b>		<b>02</b>	<b>02</b>		<b>05</b>	<b>9</b>

**(ST-Scheduled Tribe, SC-Scheduled Caste, SEBC-Socially and Educationally Backward Classes, UR-Un Reserved).**

**(B) SCALE OF PAY, EXPERIENCE, AGE:**

Sl. No.	Post	Grade	Scale of Pay	Minimum relevant Experience (As on 10.08.2022 in years)	Maximum Age (As on 10.08.2022 in years)
1	Head of Mines	E-8	Negotiable	22	47
2	Dy. General Manager (Land, CSR, R & R)	E-6	Rs.94,900/- to 2,10,500/-	16	50
3	Additional General Manager (Production)	E-7	Rs.1,23,100/- to Rs.2,15,900/-	19	50
	Dy. General Manager (Production)	E-6	Rs.94,900/- to 2,10,500/-	16	50
4	Sr. Manager (Commercial)	E-5	Rs.78,800/- to Rs.2,09,200/-	13	50
5	Manager (Planning & Design)	E-4	Rs.73,300/- to Rs.2,06,100/-)	10	45
6	Asst. Manager (Mechanical)	E-1	Rs.56,100/- to Rs.1,77,500/-)	2	45
7	Asst. Manager (Survey)	E-1	Rs.56,100/- to Rs.1,77,500/-)	2	45
8	Asst. Manager (Chemistry)	E-1	Rs.56,100/- to Rs.1,77,500/-)	2	45
9	Electrical Supervisor	S-2	Rs.35,400/- to Rs.1,12,400/-)	1	35

Note-Competent authority may relax the maximum age limit for meritorious candidates.

**(C) ALLOWANCES AND SERVICE BENEFITS:**

Besides Basic Pay, the selected candidates will get other allowances/ benefits like Dearness Allowance, Conveyance Expenses, House Rent Allowance, Medical Facilities for self & dependent family members, Gratuity, CMPF, etc. as per Rules of the Company.

**(D) ESSENTIAL QUALIFICATION:**

<b>Sl No</b>	<b>Name of the Post</b>	<b>Qualification</b>	<b>Experience</b>
1	Head of Mines	The candidate must have Bachelor's Degree/Engineering Degree in Mining with First Class Mine Manager's Certificate of Coal. Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	Should have minimum 22 yrs. of post qualification work experience in Central / State PSU or leading private organizations in Coal Mining out of which minimum 5 years should be in leadership positions in Coal Mines and must have worked for at least 10 years in middle management level role in coal mines like, Mine Agent/Mine Manager or any other Statutory Positions.  Must have the knowledge of Coal Mine Planning & scheduling, coal Mine Project implementation, Operation & Maintenance of large opencast Coal Mine & Mine economics, Land & Revenue, Environment, General Management etc.
2	Dy. General Manager (Land, CSR, R & R)	Graduate with at least 2 years full time PG Degree/ PG Diploma/ PG Programme in Rural Management/ Rural development or MBA (Rural Management) or MSW from recognized University/ Institute. Candidates having First Class throughout of the academics and having Higher qualifications will be preferred.	Should have minimum 16 yrs. of post qualification work experience in Central / State PSU or leading private organizations in CSR department. Must have experience/ working knowledge in followings areas: <ul style="list-style-type: none"><li>• Experience of handing matters related to land acquisition under LA/CBA and handling R&amp;R activities in coal mining shall be added advantage.</li><li>• Budget utilization as per CSR policy and strategy in light with legislation, governance, compliance &amp; business requirements.</li><li>• Planning, conceptualizing &amp; end-to-end execution of new initiatives &amp; programs. This will include assigning budgets, tracking progress with periodic reviews, plan risk mitigation and have governance, audits &amp; checks in place</li><li>• Delivery of existing initiatives. Manage and co-ordinate the delivery of the planned initiatives</li><li>• Building strong relationships with business stakeholders and with external partners</li></ul>

			<p>(NGO's, Foundations, Government, Customers &amp; etc.) to drive CSR strategy of OCPL.</p> <ul style="list-style-type: none"> <li>• Identifying programs with NGO partners that align with CSR mandate, building capacity for Corporates/ funders, garnering corporate volunteers &amp; also engaging them for delivery</li> <li>• Monitoring of external partners (Financial, Governance &amp; Program)</li> <li>• Compilation of Quarterly &amp; Financial reports on various projects</li> <li>• CSR reporting, interface with Board of Directors, CSR committee</li> <li>• Co-ordination of all CSR related media interactions</li> <li>• Creation/conceptualization and design CSR content for Website and other social media handles</li> <li>• Gauge adherence to financial risk assessment &amp; prepare mitigation standards</li> <li>• Exploration of new upcoming CSR initiatives undertaken by corporate and government agencies.</li> </ul>
3	Additional/ Dy. General Manager (Production)	<p>The candidate must have Bachelor's Degree/Engineering Degree in Mining with First Class Mine Manager's Certificate of Coal. Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.</p>	<p>Should have minimum 19/16 yrs. of post qualification work experience in Central / State PSU or leading private organizations in Production department in open cast mine. Must have experience/ working knowledge in followings areas:</p> <ul style="list-style-type: none"> <li>• Designing and planning the mining activity will in advance to achieve the Monthly/ Annual target.</li> <li>• Timely dispatches coal to respective Buyers/ Beneficiation Plant.</li> </ul>
4	Sr. Manager (Commercial)	<p>Bachelor Degree in Engineering with from recognized Indian University/ Institute with post graduate Diploma in Materials Management.</p> <p>Candidate having First Class Career throughout academics and having Higher qualification and experience including work experience in Coal mining sector will be preferred.</p>	<p>Should have minimum 13 yrs. of post qualification work experience in Central / State PSU or leading private organizations in Contracts/ Procurement /Materials Management /Supply Chain.</p> <p>Must possesses good acumen in drafting Contracts, Purchase orders, procurement of spares and have knowledge in Auditing.</p>
5	Manager (Planning & Design)	<p>1. Degree in Mining Engineering from a recognised Institute. 2. Second Class Mine Manager's Certificate of Competency(Coal)</p>	<p>Should have 10 years of working experience in Mine Planning, designing &amp; scheduling of large opencast coal Mines. Must have expertise in use of Minex Software.</p>

		under the Coal Mines Regulations, 2017 issued by DGMS.	
6	Asst. Manager (Mechanical)	The candidate must have Bachelor's Degree/Engineering Degree in Mechanical. Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	Should have minimum 2 yrs. of post qualification work experience in Central / State PSU or leading private organizations in open cast mine or large process plant.  Must possess adequate knowledge and working experience on design of mechanical equipment, plant optimization and people management.  Experience in handling large size material/ coal handling plant/Process Plant is desired.
7	Asst. Manager (Survey)	The candidate must have Diploma in Mines Survey/ Mining Engineering from a AICTE recognized Institute with Survey Certificate of Competency in Mining Survey from DGMS. Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	Should have minimum 2 yrs. of post qualification work experience in Central / State PSU or leading private organizations in open cast mine.  Must possess adequate knowledge and working experience in followings areas: <ul style="list-style-type: none"> <li>• Detailed mappings and mathematical measurements for multiple aspects of mining operations</li> <li>• Maintain and regularly calibrate surveying instruments and equipment</li> <li>• Design emergency maps for open cast mine.</li> </ul>
8	Asst. Manager (Chemistry)	The candidate must have M.Sc. (Chemistry) from a recognized institute of repute.  Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	Should have minimum 2 yrs. of post qualification work experience in Central / State PSU or leading private organizations. Must have experience/working knowledge in followings areas: <ul style="list-style-type: none"> <li>• Understanding of NABL procedures, ISO 9001 procedures</li> <li>• Knowledge of Coal sampling, Testing, GCV Analysis of Coal etc.</li> <li>• Adherence to QA Standards and continuous process of quality control in coal mining.</li> </ul>
9	Electrical Supervisor	The candidate must have Diploma in Electrical Engineering for a recognized institute of repute.  Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	Should have minimum 1 year of post qualification work experience in Central / State PSU or leading private organizations. Must have experience/working knowledge in followings areas: <ul style="list-style-type: none"> <li>• Must have knowledge of statutory obligations of electrical as per Mines provisions.</li> <li>• Construction and maintenance of the mining operation</li> <li>• Compliance of health and safety and environmental regulations and policies.</li> <li>• Repairing and doing preventative maintenance by following job procedures and using accepted industry practices.</li> </ul>

			<ul style="list-style-type: none"> <li>• Planning jobs in the most efficient and cost-effective manner.</li> </ul>
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- In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by that institute is also required to be an approved Degree/Diploma.
- The qualifications possessed by candidates must be qualifications acquired through regular full time courses by attending colleges/institutes and not part-time course, distance learning programs or correspondence courses.
- Weightage shall be given to the candidates having relevant additional qualification and work experience during screening.

**(E) KEY SKILLS:**

The Applicant will demonstrate characteristics of a leader who is determined, articulate, achievement & results oriented and persuasive. He/ She should be able to build a high performance team & work culture. Besides, he/she should exhibit ability to lead, inspire and mentor his/her team to achieve significant results. He/ She should possess high professional ethics, good judgement and ability to take decisive action. Good communication (verbal and written) and interpersonal skills are highly required for the above positions.

**(F) AGE:**

- Candidates must not be under 21 (Twenty-One) years as on 10.08.2022.
- The Upper age limit shall be calculated as on 10.08.2022, relaxable by 05 (Five) years in case of SC, ST and SEBC Candidates. Candidates having additional higher qualifications & experience will also be considered for age relaxation.
- In case of an Ex-Serviceman, who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age & if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment shall be deemed to satisfy the conditions regarding age limit.
- Provided that a person who comes under more than one category mentioned above, shall be eligible for only one benefit of upper age relaxation, which shall be considered most beneficial to him / her.
- The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.

**(E) SELECTION PROCESS:**

- The Assessment of short-listed candidates applied against any post will be made through Personal Interview only. Mere qualifying as per the qualification criteria described above does not give a right for shortlisting for the interview.
- Based on the performance in personal interview, organizational requirement, vacancies to be operated, the candidates will be selected.
- In the event of number of short-listing candidates being large, the management reserves the right to raise the minimum eligibility standards/criteria by taking into account the qualification and/or experience to restrict the number of candidates for assessment.
- OCPL has right to select the candidate and assign the position one rank below or above the advertised

position and grade depending upon the merit and experience of the candidate.

- Candidates are to fill up the Online application form carefully. All the documents, job experience etc. will be verified strictly as per the job application at the time of joining. Any violation/mismatch of job application with the original documents will disqualify the candidate.

**(G) MEDICAL FITNESS:**

- The final placement of the candidate is subject to their medical fitness as per Company's standard and other joining formalities.
- The selected candidate needs to be medically fit as per medical rules of the Company. No relaxation in health standards as indicated in the medical rule of the Company is allowed.

**(H) PLACEMENT:**

- The selected candidates will be taken under probation for a period of minimum one year. After successful completion of the probation period, the candidates shall be absorbed in the respective grades.
- All the positions are based at Manoharpur, Sundergarh. During the probation period and/or after absorption, selected candidates will be posted in the OCPL's establishments anywhere in Odisha & is transferable as per the organizational requirement. The selected candidates may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company.

**(I) HOW TO APPLY:**

- The candidates need to apply online in the career section of OCPL website ([www.ocpl.org.in](http://www.ocpl.org.in)) from 10AM of 10.08.2022 to 5PM of 09-09-2022. Candidates should click on the online application link, read the instructions carefully and fill-in the online application form giving accurate information. If the online application is not successfully completed, candidate is required to register again. Applications received through any other mode would not be accepted and summarily rejected.
- No request with respect to change in any data entered by the candidate will be entertained once the online application is submitted successfully. While applying online, candidate needs to upload the scanned copy of their recent passport size colour photograph & signature. In case the candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents as mentioned in the on-line application form.
- Recent colour passport size photograph and signature in prescribed format (.jpg/.jpeg).

	File Size	Dimension
Photograph	25 KB to 50 KB	3.5 cm X 4.5 cm
Signature	25 KB to 35 KB	3.5 cm X 1.5 cm

**Note: Candidates should ensure that the same passport size color photograph is used throughout this recruitment process.**

- The downloaded application with self-attested photocopies of all the documents in support of the information given by the candidate in their on-line application should reach **Dy Manager (HR)**, Odisha



Coal and Power Limited, Zone - A, Ground floor, Fortune Towers, Chandrasekharapur, Bhubaneswar - 751023, Odisha by speed post/registered Post immediately after submission of online application. Name of the post applied for should be super-scribed on the envelop used for sending the hard copy of the application. No application will be received by hand. No manual / paper application will be entertained directly unless registered and applied online. The application must reach the address along with self-attested copy of all documents in support of their age, qualification, experience, payscale/monthly emoluments/CTC, etc. by 5PM of 26.09.2022.

- It may be noted that a candidate's application only in soft copy will not be entertained and will be rejected summarily if the hard copy of the application form along with other requisite self-attested photocopies of the relevant documents is not received on or before 26.09.2022.
- OCPL will not be responsible for any candidate for not being able to submit their online application or the print copies by speed post/registered post within the last date on account of system error or for any other reason whatsoever.
- Internal Candidates or candidates from the holding companies are required to apply through proper channel
- Only Indian Nationals are eligible to apply.

**(J) INSTRUCTION TO THE CANDIDATES:**

- The candidate should ensure that he/she fulfills the eligibility criteria and other conditions as mentioned in this advertisement. Mere submission of application or meeting the advertised specification does not entitle the candidates' eligibility for the post. In case it is detected at any stage of recruitment/selection/even after appointment that the candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.
- The e-mail id mentioned in the application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. OCPL will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.
- Candidates working in PSUs/Govt. should generally apply through proper channel or produce "No Objection Certificate" along with the application form. However, in case of failing in this regard, the candidate would only be allowed to join, if selected, after formal release order from his present organization and in the initial grade of the position for which he/she has been selected.
- Candidates will be reimbursed to and from Two Tier AC/Three Tier AC/Chair car AC Rail/Bus fare from their communication address mentioned in the on-line application for attending the personal interview, on production of the original tickets.
- Application No change in communication address will be entertained at a later stage for the purpose of reimbursement of TA.
- OCPL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill up or not to fill up the above position without assigning any reason whatsoever. OCPL also reserves the right to cancel/restrict/modify/alter the recruitment process and also reserves the right to increase the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- Canvassing by a candidate in any form or means shall disqualify his/her candidature.
- All the certificates, job experience etc. will be verified strictly as per the submitted online job application



at the time of joining. Any violation/mismatch of job application with the original documents will disqualify the candidate and make him/her ineligible for joining in the selected position.

- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

**IMPORTANT DATES:**

<b>Activity</b>	<b>Date</b>
Opening of online submission of application	10AM of 10.08.2022
Last date of submission of online application	5PM of 09.09.2022
Last date for receipt of hard copy of application along with requisite documents	5PM of 26.09.2022

**Note:**

1. All the important notification & updates regarding this recruitment shall be hosted in the OCPL website in the Career Section and accordingly all applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. OCPL will not be responsible for network problems or any other problem in submission of online Application.

**(K) FACILITATION SUPPORT:**

For any guidance on filling up the On-line Application and information regarding advertisement & recruitment, the candidate may contact the **OCPL Help Desk Telephone Number 0674-2354859 in all working days between 10AM to 5PM** and / or can also **e-mail at hrd@ocpl.org.in**

**General Manager (C&CA)**

**Odisha Coal and Power Limited**

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