



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/2023/02

Date: 08.11.2023

Odisha Coal and Power Limited (OCPL) 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. The Manoharpur and Dip-Side of Manoharpur Coal Blocks in Sundargarh district are allotted to OCPL. At present, Manoharpur Coal Mine is operational and supplying coal to Odisha Power Generation Corporation (OPGC) and other nearby Industries.

OCPL invites online application from eligible, bright and academically good Indian Citizens for the following Contractual Positions (On Fixed tenure basis) to share various challenging spectrum of responsibilities:

(A) VACANCY POSITION:

Contractual Position (On Fixed tenure basis)

Sl.No.	Name of the post	Grade	No of vacancy
1	Sr. Manager/Manager (Finance)	E5/E4	1
2	Dy. Manager (Admin.)	E-3	1
3	Dy. Manager (Mech)	E-3	1
4	Medical Officer	E-2	1
5	Nurse- Male	S-0	1
6	Nurse- Female	S-0	1
7	Lab Technician	S-0	1
Total			7

(B) SCALE OF PAY, EXPERIENCE, AGE:

Sl. No.	Post	Grade	Scale of Pay	Minimum relevant Experience (As on 08.11.2023 in years)	Max Age (As on 08.11.2023)
1	Sr. Manager/Manager (Finance)	E-5/E-4	Negotiable	13/10 years	50/45 Years
2	Dy. Manager (Admin.)	E-3	Negotiable	07 years	45 Years
3	Dy. Manager (Mech)	E-3	Negotiable	07 years	45 Years

4	Medical Officer	E-2	Negotiable	02 years	45 Years
5	Nurse- Male	S-0	Negotiable	05 years	45 Years
6	Nurse- Female	S-0	Negotiable	05 years	45 Years
7	Lab Technician	S-0	Negotiable	05 years	45 Years

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

(C) ALLOWANCES AND SERVICE BENEFITS:

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

(D) ESSENTIAL QUALIFICATION:

Sl No	Name of the Post	Qualification	Experience
1.	Sr. Manager/ Manager (Finance)	Associate / Fellow member of ICAI / ICWAI	<p>Essential: Must have minimum 13 (Thirteen) years post qualification experience for Sr. Manager & 10 (Ten) years of post-qualification work experience for Manager Position in Accounting, Auditing, Taxation, Financial closure, Budgeting etc. in any Govt./ State PSUs/ Central PSUs/ Corporate Houses of repute.</p> <p>Desirable: Experience in Coal Mining / Energy sector /Any large manufacturing sector will be preferred.</p>
2.	Dy. Manager (Administration)	2 years fulltime Post Graduate in IR&PM/ PM&IR/ HRM, MBA with specialization in HR or 4 years B.Tech from a recognized Institute/University with relevant experience. Candidates having First Class throughout of the academics and having Higher qualifications will be preferred.	<p>Should have minimum 7 (Seven) yrs. of post qualification work experience in Central / State PSU or leading private organizations in HR/Administration department. Must have experience/working knowledge in functions such as</p> <ul style="list-style-type: none"> •Industrial Relations, Employee Relations, Public/Government Relations, Labour Laws, •Liaising with government authorities, Licenses department etc. for smooth and seamless compliance with required statutory and legal requirements. •To make arrangements for annual events, conferences, seminars and other functions of the company organized from time to time. •IR Act, laws and rules applicable for Mines, Employee Welfare, •Contract Labour Management, Statutory Compliances, •Dealing with CSR activities and strategy in light with legislation, governance, compliance & business requirements and end-to-end execution of CSR projects.

			Candidates having Working Knowledge & experience in Mining or Energy sector will be preferred.
3.	Dy. 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 7 (Seven) 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 various mechanical equipments, plant optimization and people management. Experience in handling large size material/ coal handling plant, construction project work and post commissioning operational activities.
4.	Medical Officer	The candidate must have 4.5 years Full time MBBS from Medical Council of India recognized Institute of repute. Candidate having First Class Career and having MD/ Specialization will be preferred.	01. Should have minimum 2 years of post-qualification work experience in reputed Hospital. 02. Internship training period shall not be counted as experience.
5.	Nursing Staff (Male)	B.Sc. (Nursing) from an institution recognized by Nursing Council of India or 10+2/Intermediate in science with Diploma of minimum 3 years duration in General Nursing and Midwifery from a Govt. recognized Institution with valid registration in Nursing Council of India/States and with 5 years of post qualification clinical experience in a hospital.	Candidate must have minimum 5 Years post qualification experience in Govt. or Private sector Hospital.
6.	Nursing Staff (Female)	B.Sc. (Nursing) from an institution recognized by Nursing Council of India or 10+2/Intermediate in science with Diploma of minimum 3 years duration in General Nursing and Midwifery from a Govt. recognized Institution with valid registration in Nursing Council of India/States and with 5 years of post qualification clinical experience in a hospital.	Candidate must have minimum 5 Years post qualification experience in Govt. or Private sector Hospital.
7.	Lab. Technician	10+2/Intermediate in science with Diploma or Bachelor in Medical Laboratory Technology of minimum 2 or 3 years duration from a Govt, recognized Institution with valid registration and with 5 years post qualification clinical	Candidate must have minimum 5 Years post qualification experience in Govt. or Private Hospital Lab or accredited labs.

		experience in a hospital or accredited Lab.	
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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.
- Retired Officers / employees of other PSU or firm below 63 years with requisite qualifications and experience may apply for the position of Sr. Manager/Manager (Finance) with contractual role with a total maximum period of 3 years or attaining 63 years of age whichever is earlier.

(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 08.11.2023.
- The date of birth entered in the High School Certificate Examination or equivalent Certificate issued by the concerned Board / Council will only be accepted.
- Reservation & age relaxation for SC, ST, Ex-Servicemen, PWD, Sports Person & Women shall be considered as per guidelines of State Government. PWD Candidates whose disability is 40% or above are required to attach disability certificate indicating % of disability and type of disability, issued by the concerned Medical Board for consideration as per Rules. 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.
- Candidates belonging to PWD, Ex-Servicemen, Sports Person & Women category shall be adjusted against the categories to which they belong. Exchange of candidates belonging to SC and ST will not be considered.
- Women candidates belonging to SC and ST 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.

(G) 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 management may 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 and as per the requirement of the company.
- OCPL management reserves the right to moderate eligibility criteria for deserving candidates and also to assign roles & responsibility at its discretion post selection.

(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 & PERIOD OF ENGAGEMENT:

- The Contract period would be initially for a period of three years, which may be extendable from time to time based on the satisfactory performance of the candidates and requirement of OCPL.
- Selected candidates for the above all positions except Manager- Finance, will be posted at Manoharpur Coal Mines, Sundargarh, Odisha as per the requirement of OCPL. After absorption, the 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.
- Candidates are required to fill-up the online job application form carefully. The detailed data provided by the applicant in the online job application form will be verified along with the original credential documents before joining of the candidate. If at any stage of the employment, if it is found that the candidate has submitted false/incorrect details or suppressed any data, the services of the candidate will be terminated without assigning any reason and without giving any notice period to the candidate.

(I) HOW TO APPLY:

- The candidates need to apply online in the career section of OCPL website (www.ocpl.org.in) from 10AM of 08.11.2023 to 5PM of 29-11-2023. 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 through out 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. General Manager (HR)**, Odisha Coal and Power Limited, Zone - A, Ground floor, Fortune Towers, Chandrasekharpur, Bhubaneswar - 751023, Odisha by 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 08.12.2023.
- 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 08.12.2023 by speed post/registered post only.
- OCPL will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reason/any delay due to postal service.
- 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" at the time of interview. 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.
- Candidates will be reimbursed to and fro fare as mentioned below from their communication address

mentioned in the on-line application for attending the personal interview.

Grade	Eligibility conveyance mode
E-2 to E-5	2 nd AC train / bus fare
S-0	2 nd Class train / bus fare

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

(K) IMPORTANT DATES:

Activity	Date
Opening of online submission of application	08.11.2023(10:00 AM)
Last date of submission of online application	29.11.2023 (5:00 PM)
Last date for receipt of hard copy of application along with requisite documents	08.12.2023 (5:00 PM)

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.

(L) SUPPORT:

For any guidance on filling up the On-line Application and information regarding advertisement & recruitment, the candidate may send e-mail to hrd@ocpl.org.in.

Dy. General Manager (HR)
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