

**ODISHA COAL AND POWER LIMITED**

(A Government of Odisha Company)

Regd. Office: Zone-A, 4<sup>th</sup> Floor, Fortune Towers,

Chandrasekharpur, Bhubaneswar – 751023

E-mail: hrd@ocpl.org.in

**Detailed Advertisement**

**Advertisement No: OCPL/HR/2024/01**

**Date: 26.06.2024**

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).

OCPL invites online application from the eligible, bright and academically good Indian Citizens for the following lateral entry permanent positions, to share various challenging spectrum of responsibilities.

**(A) VACANCY POSITION:**

Sl.No.	Name of the post	Grade	Nos. of Current Vacancy				
			ST	SC	SEBC	UR	Total
1	General Manager (Finance)	E8 in MBS				1	1
2	General Manager (Mines)	E-8 in MBS				1	1
3	Dy. General Manager (Electrical)	E6				1	1
4	Sr. Manager (Civil)	E-5				1	1
5	Manager (Survey)	E-4				1	1
6	Manager (Mine Planning)	E-4				1	1
7	Dy. Manager (Security & Traffic)	E-3				1	1
8	Sr. Asst. Manager (CSR)	E-2				1	1
9	Asst. Manager (Mining)	E-1	1	1		1	3
10	Asst. Manager (Chemistry)	E-1				1	1
11	Asst. Manager (Survey)	E-1		1		1	2
12	Asst. Manager (Mechanical)	E-1				1	1
13	Asst. Manager (Administration)	E-1				1	1
14	Asst. Manager (Forest & Environment)	E-1				1	1
15	Asst. Manager (Civil)	E-1				1	1
16	Overman	S2	1	1		2	4
	<b>Total</b>		<b>2</b>	<b>3</b>	<b>-</b>	<b>17</b>	<b>22</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 26.06.2024 in years )	Max Age (As on 26.06.2024 in years )
1	General Manager (Finance)	E8 in MBS Grade	Negotiable	22 years	52 Years
2	General Manager (Mines)	E8 in MBS Grade	Negotiable	22 years	52 Years
3	Dy. General Manager (Electrical)	E6	(Rs.94,900/- to 2,10,500/-)	16 years	50 Years
4	Sr. Manager (Civil)	E-5	(Rs.78,800/- to 2,09,200/-)	13 years	50 Years
5	Manager (Survey)	E-4	(Rs.73,300/- to Rs.2,06,100/-)	10 years	45 years
6	Manager (Mine Planning)	E-4	(Rs.73,300/- to Rs.2,06,100/-)	10 years	45 years
7	Dy. Manager (Security & Traffic)	E-3	(Rs.67,700/- to Rs.2,08,700/-)	7 years	45 years
8	Sr. Asst. Manager (CSR)	E-2	(Rs.67,700/- to Rs.2,08,700/-)	5 years	45 years
9	Asst. Manager (Mining)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
10	Asst. Manager (Chemistry)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
11	Asst. Manager (Survey)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
12	Asst. Manager (Mechanical)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
13	Asst. Manager (Administration)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
14	Asst. Manager (Forest & Environment)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
15	Asst. Manager (Civil)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
16	Overman	S2	(Rs.35,400/- to Rs.1,12,400/-)	1 year	35 years

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

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

**(D) ESSENTIAL QUALIFICATION:**

SL. NO.	Name of the Post	Qualification	Experience
1	General Manager (Finance)	Associate / Fellow member of ICAI / ICWAI  Candidate having First Class Career throughout academics will be preferred.	01. Should have minimum 22 (Twenty-Two) years of post-qualification work experience in Central / State PSU or leading large private organizations in Finance department desirably in the advertised position or position with one rank below for a minimum period of 5 (Five) years. 02. Must be in the same or one rank below the advertised Grade/Position. 03. Must have experience/ working knowledge in managing Finance department as a whole. 04. Must have expertise in overseeing audit mechanism, budget control, Taxation, Financial closure etc.  <b>Desirable:</b> Experience in Coal Mining / Energy sector /Any large manufacturing sector will be preferred.
2	General Manager (Mines)	The candidate must have 4 years Full time B.E./B.TECH Engineering Degree from a UGC & AICTE recognized Institute in Mining Engineering with First Class Mines Manager Certificate in Coal. Candidates having AMIE degree will also be considered as per the Govt. Rules.  Candidate having First Class Career throughout academics will be preferred.	01. Should have minimum 22 (Twenty-Two) years of post qualification experience in Central / State PSU or leading private organizations in Coal Mining Business out of which minimum 5 years should be in leadership positions in Coal Mines. 02. Must be in the same or one rank below the advertised Grade/Position. 03. Must have 1st Class Mines Manager certificate and must have worked as Mine Manager/Agent in a Mechanized Open Cast Coal Mine. 04. Must have the working knowledge of Large open cast Coal Mine Planning & scheduling, coal Mine Project development, implementation, Operation & Maintenance, Mine economics, Land & Revenue, Environment, General Management etc.
3	Dy. General Manager (Electrical)	The candidate must have 4 years Full time B.E./B.TECH Engineering Degree from a UGC & AICTE recognized Institute in Electrical Engineering. Candidates having AMIE degree will also be considered as per the Govt. Rules.	01. Should have 16 (Sixteen) years of experience to take up statutory responsibilities as per CEA regulation chapter-IX, Indian Electricity Act & Indian Electricity Rules. 02. Should have working knowledge on operation and maintenance of 33KV and above transmission lines, substations, exposure to ensure the electrical worthiness of all electrical installations in connection to

		Candidate having First Class Career throughout academics will be preferred.	Coal Mine. 03. Should have working knowledge in CHP maintenance. 04. Should have exposure in Project Management. 05. Candidates from coal mining sector will be preferred.
4	Sr. Manager (Civil)	B.E. / B. Tech. / or Equivalent Degree in Civil Engineering from a University recognized by UGC / Institute approved by AICTE.  Candidate having First Class Career throughout academics will be preferred	01. Should have 13 (Thirteen) years of post qualification experience in construction of Buildings, roads, Bridges, Large foundations for equipment and their maintenance.  02. Candidates from mining sector will be preferred.
5	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.	01. Should have 10 (Ten) years of post qualification experience in Mine development Survey, preparation of plan, and sections for Mine plan, ML area demarcation, Quantity survey etc and must possess working experience in the following areas: 02. Exploration: Survey of the concession area, preparation of plans & sections in co-ordination with the drilling agency. 03. Mine Operation: Measurement and quantity calculation, Preparation of RA bills, reconciliation survey etc. 04. Statutory: Preparing, updating, up keeping & maintaining survey instruments, Records, Registers, Plans, Sections, Maps as required under statute or otherwise. 05. Mining software: Well versed with Minex software. Candidates from coal mining sector will be preferred.
6	Manager (Mine Planning)	Degree in Mining Engineering from a recognised Institute. First Class Mine Manager's Certificate of Competency (Coal) under the Coal Mines Regulations issued by DGMS.	01. Should have minimum 10 years of working experience in Mine planning, designing & scheduling of large opencast coal mines. 02. Must have expertise in use of Minex software.
7	Dy. Manager (Security & Traffic)	Essential: Graduation in any Discipline Candidates having Post Graduate Degree/Post- Graduate Diploma in Security Management or Industrial Security will have added advantage.	01. Should have minimum 7 years' service working as Officer/ Executive Cadre with either Armed Forces or Central or Odisha Police Organization. 02. Should have minimum One year experience as security in-charge in a large organization set up.
8	Sr. Asst. Manager (CSR)	Graduate with at least 2 years full time PG Degree/ PG Diploma/ PG Programme in Rural	01. Should have minimum 5 yrs. of post qualification work experience in Central / State PSU or leading private organizations in

		<p>Management/ Rural development or MBA (Rural Management) or MSW with at least 60% marks from recognized University/ Institute.</p> <p>Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.</p>	<p>CSR department. Must have experience/ working knowledge in base line survey and Impact assessment.</p> <p>Must have knowledge in the following area:</p> <p>02. 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.</p> <p>03. Delivery of existing initiatives, Manage and co-ordinate the delivery of the planned initiatives</p> <p>04. Building strong relationships with stakeholders, Government Authorities, etc.</p> <p>05. Exposure in handing matters related to land acquisition under LA/CBA and handling R&amp;R activities in coal mining.</p>
9	Asst. Manager (Mining)	<p>B.E. / B. Tech. / or Equivalent Degree in Mining Engineering from a University recognized by UGC / Institute approved by AICTE.</p> <p>Must possess Second class Mine Manager's Certificate of Competency (Coal) under the Coal Mines Regulations issued by DGMS.</p>	<p>01. Should have minimum 2 (Two) years of post-qualification working experience in Large Coal Mine.</p> <p>02. Must be conversant with all operations of Opencast Coal Mines and applicable statutory rules.</p> <p>03. Should have knowledge in maintenance of records as per MVTR, 1966 and guidelines issued by DGMS.</p>
10	Asst. Manager (Chemistry)	<p>The candidate must have BSC/MSC in (Chemistry).</p> <p>Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.</p>	<p>01. Should have minimum 2 (Two) years of post-qualification work experience in Central / State PSU or leading private organizations.</p> <p>02. Should have Working knowledge on BIS standards for Coal sample testing</p> <p>03. Should possess Knowledge on QA Standards and continuous process of quality control in coal mining.</p> <p>Candidates from coal mining sector/ large testing laboratory will be preferred.</p>
11	Asst. Manager (Survey)	<p>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.</p> <p>Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.</p>	<p>01. Should have minimum 2 (Two) years of post qualification experience in Mine development Survey &amp; preparation of plans &amp; sections for Mine, area demarcation, field positioning of infrastructures etc.</p> <p>Must possess working knowledge in the following areas:</p> <p>02. Exploration: Survey of the concession area, preparation of plans &amp; sections in co-</p>

			<p>ordination with the drilling agency.</p> <p>03. Statutory: Preparing, updating, up keeping &amp; maintaining survey instruments, Records, Registers, Plans, Sections, Maps as required under statute or otherwise.</p> <p>04. Mining software: Well versed with Minex software.</p> <p>Candidates from coal mining sector will be preferred</p>
12	Asst. Manager (Mechanical)	<p>Full time Degree in Mechanical Engineering from an Institute approved &amp; recognized by UGC / approved by AICTE.</p> <p>Candidates possessing First division through out will be preferred.</p>	<p>01. Should have minimum 2 (Two) year of post qualification experience in Central / State PSU or leading private organizations in manufacturing sector.</p> <p>02. Must possess good working knowledge on functioning of mechanical equipment, hydraulics including the standards.</p> <p>03. Candidates having experience in working in a large size material/ coal handling plant will be preferred.</p>
13	Asst. Manager (Administration)	<p>2(Two) years fulltime Graduate qualification.</p> <p>Candidates having post graduate qualifications and MBA with specialization in HR from a recognized Institute/University will be preferred.</p>	<p>01. Should have minimum 2 (Two) yrs. of post qualification work experience in Central / State PSU or leading private organizations in Administration/HR department.</p> <p>02. Must have experience/working knowledge in functions such as 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.</p> <p>03. Must have working experience in arrangements for annual events, conferences, seminars and other functions of the company organized from time to time.</p> <p>04. Should have exposure in IR Act, laws and rules applicable for Mines, Employee Welfare, Contract Labour Management, Statutory Compliances and other Acts as applicable.</p> <p>Candidates having Working Knowledge &amp; experience in Mining or Energy sector will be preferred.</p>
14	Asst. Manager (Forest & Environment)	<p>The candidate must have a Bachelor Degree in Forestry/ Degree in Environmental Engineering from a AICTE recognized Institute.</p>	<p>Should have minimum 2 (Two) years of post-qualification experience in following areas:</p> <p>01. Assists in the planning, implementation, and coordination of various land use programs.</p> <p>02. Liasoning with Govt. Authorities for various activities i.e. Forest Clearance, Environment clearance etc.</p> <p>03. Knowledge of wildlife management.</p> <p>04. Statutory: Preparing, updating, up keeping &amp;</p>



			maintaining records and documents. Candidates from coal mining sector will be preferred.
15	Asst. Manager (Civil)	B.E. / B. Tech. / or Equivalent Degree in Civil Engineering from a University recognized by UGC / Institute approved by AICTE .	Should have 02 (Two) years of post qualification experience in construction of Buildings, roads, Bridges, Large foundations for equipment and their maintenance.  Candidates from mining sector will be preferred.
16	Overman	Diploma in Mining with Overman's Certificate of Competency.	01. Should have minimum 1 year of experience of working in shifts & take charge of a working section in a coal mine. 02. Should be well conversant with opencast coalmine operation & statutory responsibilities pertaining to overman position as stipulated under the Coal Mines Regulations, 2017.  Candidates from coal mining sector will be preferred.

- 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 basic 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. AMIE degree will be allowed as basic qualification as per Govt. norms, wherever applicable.
- Weightage shall be given to the candidates having relevant additional qualification and work experience during screening.
- Age relaxation will be given to the internal candidates as per the rule.

**(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 **26.06.2024**.
- 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.
- Relaxation in age will be given to the internal candidates as per the Company policy/rule.

#### **(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 of any applicant 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.

#### **(H) 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.

#### **(I) 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.
- Selected candidates for the above all positions will be posted at Manoharpur Coal Mines, Sundargarh, Odisha as per the requirement of OCPL. 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.
- 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.

#### **(J) 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 **26.06.2024** to 5PM of **16.07.2024**. 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. General Manager (HR)**, Odisha Coal and Power Limited, Zone - A, 4<sup>th</sup> floor, Fortune Towers, Chandrasekharpur, 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 or courier. 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, pay scale/monthly emoluments/CTC, etc. by 5PM of **26.07.2024 by speed post/Registered Post only**.
- 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 are not received on or before **26.07.2024 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.

#### **(K) 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 for the salary protection. However, in case of failing in this regard, the candidate will only be allowed to join, if selected in the initial pay band as per the advertised grade.
- 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-8	Economy class air / 1 <sup>st</sup> AC train / bus fare
E-1	2 <sup>nd</sup> AC train / bus fare
S-2	2 <sup>nd</sup> AC 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.

#### IMPORTANT DATES:

Activity	Date
Opening of online submission of application	<b>26.06.2024</b> (10:00 AM)
Last date of submission of online application	<b>16.07.2024</b> (5:00 PM)
Last date for receipt of hard copy of application along with requisite documents by speed post/Registered Post.	<b>26.07.2024</b> (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)**  
**Odisha Coal and Power Limited**  
Zone-A, 4<sup>th</sup> floor, Fortune Towers,  
Chandrasekharpur, Bhubaneswar,  
Odisha - 751023