



## ODISHA COAL AND POWER LIMITED

(A Government of Odisha Company)

Regd. Office: Zone-A, Ground Floor, Fortune Towers,  
Chandrasekharpur, Bhubaneswar - 751023

### Detailed Advertisement for Recruitment of Executives & Non-Executives

Advertisement No : OCPL/HR/2019/01

Date: 04-01-2019

Odisha Coal and Power Limited (OCPL), a Government of Odisha company incorporated under the Companies Act 2013, India. OCPL was formed as a joint venture Company of Odisha Power Generation Corporation Limited (OPGC) and Odisha Hydro Power Corporation Limited (OHPC), with a shareholding ratio of 51% and 49% respectively. The Manoharpur and Dip-Side of Manoharpur coal blocks were allotted to OCPL in Aug - 2015. At present OCPL has commenced the mine operations at Manoharpur coal mine since Nov., 2018.

OCPL invites online applications from the eligible Indian Citizens for the following posts to share these challenging spectrum of responsibilities.

#### (A) VACANCY POSITION:

Sl. No.	Name of the post	Grade	No. of Current Vacancies				
			ST	SC	SEBC	UR	Total
01	Senior Manager (Finance)	E-5	--	--	--	01	01
02	Assistant Manager (Finance)	E-1	--	--	--	01	01
03	Senior Assistant Manager (Commercial & Contracts)	E-2	--	--	--	01	01
04	Medical Officer	E-3	--	--	--	01	01
05	Senior Assistant Manager (Blasting)	E-2	--	--	--	01	01
06	Senior Assistant Manager (Mines)	E-2	01	--	--	02	03
07	Senior Assistant Manager	E-2	--	--	--	01	01

	(Geology)						
08	Senior Assistant Manager (Environment)	E-2	--	--	--	01	01
09	Assistant Manager (Electrical)	E-1	--	--	--	01	01
10	Assistant Manager (IT)	E-1	--	--	--	01	01
11	Technical Assistant to CEO	E-1	--	--	--	01	01
12	Junior Foreman (Electrical)	S-2	--	--	--	01	01
13	Junior Overman	S-2	03	02	01	06	12
14	Junior Foreman (Mechanical)	S-2	--	--	--	01	01
15	Junior Male Nurse	W-3	--	--	--	01	01
	Total		04	02	01	21	28

(SC-Scheduled Caste, ST-Scheduled Tribe, 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 01.01.2019, in years)	Max Age (As on 01.01.2019)
1	Senior Manager	E-5	Rs. 78,800/- to Rs. 2,09,200/-	13	50
2	Medical Officer	E-3	Rs. 67,700/- to Rs. 2,08,700/-	7	45
3	Senior Assistant Manager	E-2	Rs. 56,100/- to Rs. 1,77,500/-	5	
4	Assistant Manager / Technical Assistant	E-1	Rs. 35,400/- to Rs. 1,12,400/-	2	
5	Jr. Overman/ Jr. Foreman	S-2	Rs. 26,400/- to Rs. 83,600/-	1	35
6	Jr. Male Nurse	W-3		1	

**(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:**

Sl. No.	Name of the post	Qualification	Experience
01	Senior Manager (Finance)	Degree in any discipline with Associate / Fellow Member of ICAI or CMA.	Should have work experience in relevant field as an Executive / Officer in Govt. or PSUs or reputed / leading organizations. Knowledge in accounting, treasury, fund management & investment proposal, negotiation / discount of bills, costing, project accounting, MIS & analytics, budgetary control, compilation of annual accounts and audit thereof, direct & indirect taxation, tender procedures, computerized accounts, risk management, accounting standards, Companies Act and taxation is desirable. Work experience in ERP environment and from coal mining sector will be preferred.
02	Assistant Manager (Finance)		
03	Medical Officer	MBBS. Candidates possessing PG Degree or Diploma in Hospital Administration/PG Certificate Course in Industrial Health Approved by DGFASLI would be preferred.	Should have work experience as a doctor in Govt. or PSUs or reputed/ leading hospital/ organizations. Candidates from mining sector will be preferred.
04	Senior Assistant Manager (Commercial &	Degree in Mechanical/ Electrical/ Mining/ ETC/ Civil with MBA in	Should have experience in, • Preparation and finalization of tender documents/ tender evaluation and award

	Contracts)	Finance from a recognized institute.	<p>of contracts, drafting of EPC contracts, ensuring the successful monitoring and execution of contracts according to agreed commercial obligations, financial and qualitative targets.</p> <ul style="list-style-type: none"> <li>• Should have dealt with bidders/ internal departments for the tendering related work &amp; evaluate residual risks in the contracts, monitor and mitigate the risks.</li> <li>• Should have exposure to ensure all costs recorded in detail to provide transparent feedback in order to improve the tender and budget preparation of future contracts &amp; look after the day-to-day administration over contractual issues.</li> <li>• Must have expertise in e-tendering, reverse auction</li> <li>• Must have experience in audit compliances</li> <li>• Must possess leadership qualities so as to handle various bidders/ internal departments for the tendering related work &amp; risk management.</li> </ul> <p>Work experience in coal mining sector will be preferred.</p>
05	Senior Assistant Manager (Blasting)	<p>1. Degree/ Diploma in Mining Engineering from a recognised Institute.</p> <p>2. Second Class Mine Manager's Certificate of Competency (Coal) under the Coal Mines Regulations, 1957 issued by DGMS.</p>	<p>Should be conversant in Controlled Blasting techniques with Bulk explosive (Site Mixed Slurry, SMS). Should frame and follow suitable code of practices with Drilling and Blasting. Regular upkeep and monitoring of records related with Blasting. Regular monitoring of Vibration and recording within the danger zone i.e 100m, 300m and 500m. Regular online submission and Quarterly submission of explosive consumption in the</p>

			website of PESO.
06	Senior Assistant Manager (Mines)		Should be conversant with all operations of Opencast Coal Mines. Should train and maintain the records as per MVTR, 1966 and guidelines issued by DGMS.
07	Senior Assistant Manager (Geology)	M. Sc. (Geology) or any equivalent degree from a recognised Institute.	Should have experience in, <ul style="list-style-type: none"> <li>• Project Management, Geological Mapping, exploration planning, budgeting, execution of exploration program, reserve estimation. Analyze and interpret geological, geochemical, and geophysical information. Experience in estimating the feasibility of new concessions and carrying out Regional / Detailed exploration of Coal and metallic deposits independently.</li> <li>• Experience in core logging, sampling, study and analyze data and preparation of Geological modelling by software like MINEX, SURPAC, VOLCANO, DATAMINE etc.</li> </ul> Candidates from coal mining sector will be preferred.
08	Senior Assistant Manager (Environment)	Degree in Environment Engineering or any Engineering graduate with 2 years P.G. in Environment Science.	Should have experience in Forest & Environment related issues pertaining to the Coal Mining Project broadly like complying the requirements of the permits & clearances obtained from MoEF & CC, SPCB and other statutory bodies in Forest Clearance, Environment Clearance, Consent to Establish, Consent to Operate, etc. Should have experience in liaisoning with State Forest Deptt., OSPCB & MoEF & CC. Should have experience in Forest land diversion & Environment Clearance for coal

			<p>blocks and biological reclamation of the project as per approved plan.</p> <p>Candidates from coal mining sector will be preferred.</p>
09	Assistant Manager (Electrical)	<p>1. Degree in Electrical Engineering from a recognised Institute.</p> <p>2. Supervisor Certificate of Competency (SCC) HT license from ELBO covering mining installations.</p>	<p>Should have experience to take up statutory responsibilities as per CEA regulation chapter-IX, Indian Electricity Act &amp; Indian Electricity Rules.</p> <p>Should have exposure to ensure the electrical worthiness of all electrical installations in connection to Coal Mine. Candidates from coal mining sector will be preferred.</p>
10	Assistant Manager (IT)	<p>Degree in IT / CS / ETC Engineering from a recognised Institute.</p>	<p>The candidate should have experience in installation, operation &amp; maintenance of LAN networks, IT hardware, software and other related systems &amp; equipment, data acquisition &amp; storage, process improvement systems etc.</p> <p>Should have experience in implementation, administration and troubleshooting of network devices, firewalls, routers, switches, and controllers, CCTV, Video conferencing system, VHF system, mobile telecommunication, solar power plants and control and instrumentation for plant automation system. Candidates from mining sector shall be preferred.</p>
11	Technical Assistant to CEO	<p>Degree in Mechanical/ Electrical/ Mining/ ETC/ Civil Engineering from a recognised Institute.</p>	<p>The candidate should have experience as a Technical Assistant to Head of the Organisation or Unit Head.</p> <p>Should have knowledge on Statutory Compliances in respect of Coal mine development and operations.</p> <p>Exposure in dealing with Statutory authorities and senior officials of relevant &amp; connected</p>

			<p>organization of a coal mine company.</p> <p>Should able to prepare quick power point presentations, draft letters on behalf of the Head of the organization.</p> <p>Arranging meetings/appointments for the reporting uthority.</p> <p>Should have knowledge of notifications/ circulars of Ministry of Coal/ Nominated Authority/Ministry of Power/ Coal India Ltd/ CEA/ other departments of Central Govt. &amp; State Govt. related to Coal mines.</p> <p>Candidates from coal mining sector will be preferred.</p>
12	Junior Foreman (Electrical)	<ol style="list-style-type: none"> <li>1. Diploma in Electrical Engineering from a recognised Institute.</li> <li>2. Supervisor Certificate of Competency (SCC) HT license from ELBO covering mining installations.</li> </ol>	<p>Should have experience to take up statutory responsibilities as per CEA regulation chapter-IX, Indian Electricity Act &amp; Indian Electricity Rules.</p> <p>Should have exposure to ensure the electrical worthiness of all electrical installations in connection to Coal Mine. Candidates from coal mining sector will be preferred.</p>
13	Junior Overman	<ol style="list-style-type: none"> <li>1. Diploma in Mining Engineering from a recognised Institute.</li> <li>2. Overman's Certificate of Competency (Coal) under the Coal Mines Regulations, 1957 issued by DGMS.</li> </ol>	<p>Should have experience of working in shifts &amp; take charge of a working section in a coal mine.</p> <p>Should be well conversant with opencast coalmine operation &amp; statutory responsibilities pertaining to overman position as stipulated under the Coal Mines Regulations, 2017. Candidates from coal mining sector will be preferred.</p>
14	Junior Foreman	Diploma in	Should be capable to handle and supervise

	(Mechanical)	Mechanical Engineering from a recognised Institute.	<p>machineries in Open Cast Mines. Having Knowledge about Machinery and circulars issued from DGMS time to time. Maintain Document as per the requirements of D.G.M.S rules. Should have experience to ensure, Periodical &amp; Preventive maintenance of equipment's in schedule time. Repair and Maintenance of all Vehicle &amp; Machineries of the Project. Experience in maintenance &amp; trouble shooting of open cast coal mining equipment like</p> <p>a). Surface Miner (WIRTGEN, L&amp;T etc)  b). Articulated Dump Trucks (upto 100 Ton Capacity)-Make Cat/Terex/Hitachi/Volvo, etc  c). Excavator from 3-10 cum capacity (Make: Volvo/Hitachi etc)  d). Dozer (Make: CAT, Komatsu, etc).  e) Water tanker, Grader, etc.</p> <p>Candidates from coal mining sector will be preferred.</p>
15	Junior Nurse Male	Degree in any discipline with Nursing or General nursing certificate from a reputed institute.	Should have work experience as a Male Nurse in Govt. or PSUs or reputed/ leading hospital/ organizations. 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 qualifications possessed by candidates must be qualifications acquired through regular full time courses by attending colleges/institutes and not part-time course, distance learning programmes or correspondence courses.



- Candidates must have already passed the qualifying examination as on the last date of submission of application. Candidates who have appeared for the qualifying examination but whose results are not declared by the last date for submitting the application, are not eligible.
- For all the above posts, candidates to be proficient in working with computers and have exposure in handling software packages like Windows, MS Office, etc.
- Weightage shall be given to the candidates having relevant additional qualification and work experience during screening.

**(E) AGE:**

- Candidates must not be under 21 (Twenty One) years as on 01-01-2019.
- The Upper age limit is relaxable by 05 (Five) years in case of SC, ST and SEBC Candidates.
- 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.

**(F) RESERVATION:**

- Reservation of posts will be as per the Odisha Reservation of Vacancies in Posts and Services and other applicable Acts and Rules of Government of Odisha.
- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- Concession meant for SC, ST and SEBC by birth are admissible to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes of **Odisha State only**.
- The competent authorities to issue the caste certificate are District Magistrate / Collector or Additional District Magistrate or Sub-divisional Magistrate / Subcollectors or Executive Magistrate or Revenue Officers, not below the rank of Tahasildar / Additional Tahasildar of Government of Odisha.
- Candidates belonging to PWD, Ex-Serviceman & Sports person shall be adjusted against the

categories to which they belong.

- Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- Candidates belonging to SEBC category shall submit their SEBC certificate validated / renewed by the competent authority on or after 01.01.2018, failing which they shall be treated as Un-reserved category candidates.
- Certificate by birth showing "daughter of .....". Caste Certificate obtained by virtue of marriage (i.e. showing "wife of.....") is not acceptable.
- **OBC Certificates will not be accepted in lieu of SEBC Certificate.**
- Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.

**(G) SELECTION PROCESS:**

- The Assessment of short-listed candidates applied against any post will be made through Personal Interview only.
- 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.
- Ratio for calling candidates for personal interview shall be 1:6.

**(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.
- During the probation period and/or after absorption, selected candidates will be posted in the OCPL establishments anywhere in India & 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.

**(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 10 AM of 07-01-2019 to 5PM of 27-01-2019. 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 colour 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 Manager (HR), Odisha Coal and Power Limited, Zone - A, Ground floor, Fortune Towers, Chandrasekharapur, 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, pay scale/monthly emoluments/CTC, etc. by 5PM of 02-02-2019.
- 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 02-02-2019.

- 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 reasons.
- A candidate can apply for one post only. Candidates applying for more than one post will be considered for the lower grade/post.
- 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. 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 interview.

<b>Grade</b>	<b>Eligibility conveyance mode</b>
E-5, E-3 & E-2	Economy class air / 2 <sup>nd</sup> AC train / bus fare
E-1 & S-2	2 <sup>nd</sup> AC train / bus fare
W-3	Sleeper 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 any of the above positions 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/decrease the post advertised, if need arises without issuing any further notice or assigning any reason whatsoever.
- Canvassing by a candidate in any form shall disqualify his/her candidature.
- Any dispute with regard to the said recruitment will be settled within the jurisdiction of Bhubaneswar only.

**(L) IMPORTANT DATES:**

<b>Activity</b>	<b>Date</b>
Opening of online submission of application	07-01-2019
Last date of submission of online application	27-01-2019
Last date for receipt of hard copy of application along with requisite documents	02-02-2019

**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.

**(M) 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 [webmaster@ocpl.org.in](mailto:webmaster@ocpl.org.in).

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