

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/2023/01

Date: 12.04.2023

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).

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	Addl. General Manager (Production)/ Dy. General Manager (Production)	E-7/ E-6				1	1
2	AGM (Mining)/ DGM (Mining)	E7/E-6				2	2
3	Dy. General Manager (Land, CSR, R & R)	E-6				1	1
4	Manager(Electrical)	E-4				1	1
5	Manager (HR)	E-4				1	1
6	Sr. Asst. Manager(Legal)	E-2				1	1
7	Asst. Manager (Survey)	E-1				1	1
8	Asst. Manager (Chemistry)	E-1	1			-	1
9	Asst. Manager (Electrical)	E-1				1	1
10	Asst. Manager (Instrumentation)	E-1				1	1
11	Asst. Manager (Civil)	E-1				1	1
12	Asst. Manager (Mining)	E-1		1		1	2
13	Jr. Manager (Mech.)	S2				1	1
14	Lab Assistant	S2	1			1	2
15	Office Assistant(HR & Admin)	S2				1	1
	Total		2	1	-	15	18

(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 05.04.2023 in years)	Max Age (As on 05.04.2023 in years)
1	AGM/DGM (Production)	E7/E-6	(Rs.1,23,100/- to Rs.2,15,900/-) / (Rs.94,900/- to 2,10,500/-)	19/16 years	50 Years
2	AGM (Mining)/ DGM (Mining)	E-7/E6	(Rs.1,23,100/- to Rs.2,15,900/-) / Rs.94,900/- to 2,10,500/-)	19/ 16 years	50 Years
3	Asst. Manager (Mining)	E-1	(Rs.56,100/-to Rs.1,77,500/-)	2 years	45 years
4	Dy. General Manager (Land, CSR, R& R)	E-6	(Rs.94,900/- to 2,10,500/-)	16 years	50 Years
5	Manager(Electrical)	E-4	(Rs.73,300/- to Rs.2,06,100/-)	10 years	45 years
6	Manager (HR)	E-4	(Rs.73,300/- to Rs.2,06,100/-)	10 years	45 years
7	Sr. Asst. Manager(Legal)	E-2	(Rs.67,700/- to Rs.2,08,700/-)	5 years	45 years
8	Asst. Manager (Survey)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
9	Asst. Manager (Chemistry)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
10	Asst. Manager (Electrical)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
11	Asst. Manager (Instrumentation)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
12	Asst. Manager (Civil)	E-1	(Rs.56,100/- to Rs.1,77,500/-)	2 years	45 years
13	Jr. Manager (Mech.)	S2	(Rs.35,400/- to Rs.1,12,400/-)	2 year	35 years
14	Lab Assistant	S2	(Rs.35,400/- to Rs.1,12,400/-)	2 year	35 years
15	Office Assistant(HR & Admin.)	S2	(Rs.35,400/- to Rs.1,12,400/-)	2 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	Addl. General Manager/ Dy. General Manager (Production)	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. Candidate having First Class Career throughout academics will be preferred.	01. Should have minimum 19 (Nineteen) years / 16 (Sixteen) years of post-qualification work experience in Central / State PSU or leading private organizations in Production department in open cast Coal mine out of which desirably in the role of Mines Manager/Agent for 05 (Five) years. 02. Must be in the same or one rank below the advertised Grade/Position. 03. Must have experience/ working knowledge in followings areas: <ul style="list-style-type: none"> • Designing and planning the mining activity well in advance to achieve the Monthly/ Annual target. • Timely dispatches coal to respective Buyers.
2	AGM / DGM (Mining)	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. Candidate having First Class Career throughout academics will be preferred.	01. At least 19 (Nineteen) years / 16 (Sixteen) years of post qualification experience in managing and operating Coal Mines. 02. Must be in the same or one rank below the advertised Grade/Position 03. Must have Minimum 07 (Seven) years' /05 (Five) years working experience as a 1st Class Mines Manager in a Mechanized Open Cast Coal Mine. 04. Should have Experience in coal mine planning, development & operation of mechanized open-cast coal mines and up to date knowledge of mining rules & regulations.
3	Asst. Manager (Mining)	B.E. / B. Tech. / or Equivalent Degree in Mining Engineering from a University recognized by UGC / Institute approved by AICTE	01. Should have 2 (Two) years of post qualification experience in Coal Mining Must be conversant with all operations of Opencast Coal Mines. Should have knowledge in maintenance of records as per MVTR, 1966 and guidelines issued by DGMS.
4	Dy. General Manager (Land, CSR, R & R)	Graduate with 2 years full time PG Degree/ PG Diploma 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.	01. Should have minimum 16 (Sixteen) years of post qualification experience in Central / State PSU or leading private organizations in CSR department in the lead role. 02. Must be in the same or one rank below the advertised Grade/Position 03. Must have experience/ working knowledge in followings areas: <ul style="list-style-type: none"> • Experience of handing matters related to land acquisition under LA/CBA and handling R&R activities in coal mining shall be added advantage.

			<ul style="list-style-type: none"> • CSR planning, framing CSR strategy in light with legislation, governance, compliance & business requirements. • Planning, conceptualizing & end-to-end execution of new initiatives & programs. This will include assigning budgets, tracking progress with periodic reviews, plan risk mitigation and have governance, audits & checks in place • Delivery of existing initiatives. Manage and co-ordinate the delivery of the planned initiatives • Building strong relationships with business stakeholders and with external partners, Government, Customers & etc.) • Monitoring of external partners (Financial, Governance & Program) • Compilation of Quarterly & Financial reports on various projects <p>04. CSR reporting, interface with Board of Directors, CSR committee</p> <p>05. Co-ordination of all CSR related media interactions</p>
5	Manager (Electrical)	Full Time 4 years B.E. / B. Tech. degree in Electrical Engineering from a University recognized by UGC / Institute approved by AICTE. Candidates with First class career throughout will be preferred.	<p>01. Should have 10(Ten) years of post qualification experience to take up statutory responsibilities as per CEA regulation chapter-IX, Indian Electricity Act & Indian Electricity Rules.</p> <p>02. Must have working experience in Transmission lines, maintenance of Sub-stations, Electrical motors & Drives.</p> <p>03. Should have exposure to ensure the electrical worthiness of all electrical installations in connection to Coal Mine.</p>
6	Manager (HR)	2 years fulltime Post Graduate in IR&PM/ PM&IR/ HRM or MBA with specialization in HR from a recognized Institute/University. Candidates having First Class throughout of the academics will be preferred.	<p>01. Should have minimum 10 (Ten) years of post-qualification experience in HR function in Central / State PSU or leading private organizations in HR department out of which minimum 02 (Two) years should be in the similar position or one rank below.</p> <p>02. Must have experience/working knowledge in functions such as Recruitment, performance appraisal, Workforce Planning, Promotions and Separations, Industrial Relations, Employee Relations, Public / Government</p>

			Relations, Labour Laws, Disciplinary Proceedings, Performance Management, IR Act, laws and rules applicable for Mines, Employee Welfare, Contract Labour Management, Statutory Compliances, etc. 03. Candidates having Working Knowledge & experience in Energy/ Mining sector will be preferred.
7	Sr. Asst. Manager (Legal)	Full Time BA LLB (3 years) from a University recognized by UGC.	01. Should have 05(Five) years of post qualification Experience in relevant field. 02. Candidates having Working Knowledge & experience in Contracts vetting, Arbitration and Litigations handling will be preferred.
8	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.	01. Should have 2 (Two) years of post qualification experience in following: <ul style="list-style-type: none"> • Mine development: Survey & preparation of plans & sections for Mine plan, ML area demarcation, field positioning of infrastructures, liaisoning with legal & statutory bodies. • Exploration: Survey of the concession area, preparation of plans & sections in co-ordination with the drilling agency. • Mine Operation: Measurement and quantity calculation, Preparation of RA bills, reconciliation survey etc. • Statutory: Preparing, updating, up keeping & maintaining survey instruments, Records, Registers, Plans, Sections, Maps as required under statute or otherwise. • Mining software: Well versed with Minex software. 02. Candidates from coal mining sector will be preferred.
9	Asst. Manager (Chemistry)	The candidate must have M.Sc. (Chemistry) Candidate having First Class Career throughout academics and having Higher qualifications in relevant field will be preferred.	01. Should have minimum 2 (Two) years of post-qualification work experience in Central / State PSU or leading private organizations. 02. Experience/ working knowledge in followings areas: <ul style="list-style-type: none"> • Working knowledge on BIS standards for Coal sample testing • Knowledge on QA Standards and continuous process of quality control in coal mining. • Candidates from coal mining sector will be preferred.
10	Asst. Manager (Electrical)	B.E. / B. Tech. / or Equivalent Degree in Electrical Engineering from a University recognized by UGC / Institute approved by AICTE .	01. Should have 2 (Two) years of post qualification experience in maintenance of Transmission lines, maintenance of Sub-stations, Electrical motors & Drives. 02. Should have exposure to ensure the electrical worthiness of all electrical installations in connection to Coal Mine 03. Candidates from coal mining / Energy sector will be preferred.

11	Asst. Manager (Instrumentation)	B.E. / B. Tech. / or Equivalent Degree in Instrumentation / Electronics/E&I Engineering from a University recognized by UGC / Institute approved by AICTE .	<p>01. Should have 2 (Two) years of post qualification experience in Field Instrumentation work.</p> <p>02. Working knowledge on PLC is mandatorily required for this position.</p> <p>03. Can Prepare functional analysis (control, ESD, F&G).</p> <p>04. Implements instrument detail design on P&ID's.</p> <p>05. Candidates from coal mining / Energy sector will be preferred.</p>
12	Asst. Manager (Civil)	B.E. / B. Tech. / or Equivalent Degree in Civil Engineering from a University recognized by UGC / Institute approved by AICTE .	<p>01. Should have 2 (Two) years of post qualification experience in:</p> <p>02. construction and maintenance of urban roads AND</p> <p>03. Construction and maintenance of both institutional and residential buildings. Additional experience in construction of bridges shall be preferred.</p> <p>04. Candidates from coal mining sector will be preferred.</p>
13	Jr. Manager (Mech.)	Full time Diploma in Mechanical Engineering from an Institute approved recognized by UGC / Institute approved by AICTE with First division (60% mark or equivalent CPGPA).	<p>01. Should have minimum 1 (One) year of post qualification experience in Central / State PSU or leading private organizations.</p> <p>02. Must possess adequate knowledge and working experience on functioning of mechanical equipment including various standards.</p> <p>03. Experience in handling large size material/ coal handling plant construction project work and testing and operational activities is required.</p>
14	Laboratory Assistant	Bachelor's Degree in Science (Chemistry) from a recognized University or Institution/ Diploma in Chemical Engg. From an Institute approved recognized by UGC / Institute approved by AICTE.	<p>01. Should have 1 (One) year of post qualification experience in preparation of Coal/rock/ ore/ mineral samples, collection and drawing of samples and beneficiation studies or chemical analysis in a well-equipped laboratory or pilot plant.</p> <p>02. Candidates from coal mining/Chemical sector will be preferred.</p>
15	Office Assistant (HR & Admin.)	Graduate in any discipline from a University recognized by UGC/Institute Approved by AICTE.	<p>01. Should have 2 (Two) year of working experience including minimum 1 year of post qualification experience in HR & Admin dept. of any PSU/Large manufacturing plant.</p> <p>02. Must have knowledge on labor laws.</p> <p>03. Candidates from coal mining /Energy sector will be preferred.</p>

- 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 **12.04.2023**.
- 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 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 except Manager- HR, 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) from 10AM of **12.04.2023** to 5PM of **03.05.2023**. 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 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, Ground 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. 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 **11.05.2023 by speed post/Registered Post.**
- 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 **11.05.2023 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.

(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-7	Economy class air / 1 st AC train / bus fare
E-1	2 nd AC train / bus fare
S2	2 nd 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	12.04.2023 (10:00 AM)
Last date of submission of online application	03.05.2023 (5:00 PM)
Last date for receipt of hard copy of application along with requisite documents by speed post/Registered Post.	11.05.2023 (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)

Odisha Coal and Power Limited

Zone-A, Ground floor, Fortune Towers,
Chandrasekharpur, Bhubaneswar,
Odisha - 751023