



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 Manager (HR)

Advertisement No: OCPL/HR/2021/02

Date: 30-06-2021

Odisha Coal and Power Limited (OCPL), a Government of Odisha company, incorporated under the Companies Act 2013. OCPL is a joint venture Company of Odisha Power Generation Corporation Limited (OPGC) and Odisha Hydro Power Corporation Limited (OHPC). The Manoharpur and Dip-Side of Manoharpur coal blocks were allotted to OCPL in August 2015. At present OCPL has commenced the mine operations and Coal is being supplied to OPGC and Mahanadi Coal Fields Limited (MCL).

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

(A) VACANCY POSITION:

Sl.No.	Name of the post	Grade	No. of Current Vacancy				
			ST	SC	SEBC	UR	Total
01	Manager (HR)	E-4	--	--	--	01	01
	Total						01

(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 01-07-2021, in years)	Max Age (As on 30-06-2021)
1	Manager (HR)	E-4	Rs. 73,300/- to Rs. 2,06,100/-	10	45

(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	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 and having Higher qualifications will be preferred.	Should have minimum 10 yrs. of post qualification work experience in Central / State PSU or leading private organizations in HR department out of which minimum 2 years should be in the similar position or one rank below. Must have experience/working knowledge in functions such as Recruitment, performance appraisal, Workforce Planning, Promotions and Separations, Industrial Relations, Employee Relations, Public / Government Relations, Labour Laws, Disciplinary Proceedings, Performance Management, IR Act, laws and rules applicable for Mines, Employee Welfare, Contract Labour Management, Statutory Compliances, etc. Candidates having Working Knowledge & experience in Mining or Energy 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.
- 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 30-06-2021.
- 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 / Sub collectors 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 01.01.2020, 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.
- OCPL has right to select the candidate and assign the position one rank below or above the advertised position and grade depending upon the merit and experience of the candidate.

(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 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.

(J) HOW TO APPLY:

- The candidates need to apply online in the career section of OCPL website (www.ocpl.org.in) from 10AM of 30-06-2021 to 5PM of 22-07-2021. 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 Company Secretary, 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, payscale/monthly emoluments/CTC, etc. by 5PM of 30-07-2021.

- 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 30-07-2021.
- 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 whatsoever.
- 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 from fare as mentioned below from their communication address mentioned in the on-line application for attending the personal interview.

Grade	Eligibility conveyance mode
E-4	Economy class air / 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 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:

Activity	Date
Opening of online submission of application	30-06-2021
Last date of submission of online application	22-07-2021 (5:00 PM)
Last date for receipt of hard copy of application along with requisite documents	30-07-2021 (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.

(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.

AGM (C&CA)**Odisha Coal and Power Limited**

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