

**ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMECL**

**No. 12 /OMECL**

**Date: 06.05.2022**

Odisha Mineral Exploration Corporation Limited (OMECL), a State PSU undertakes exploration and mining activities as approved by Govt. of Odisha. The Corporation planned to operationalise the allotted Iron Ore Mine within a short span of time and has envisioned to emerge as a leading Exploration and Mining Corporation in the State.

The Corporation intends to recruit dynamic and competent professionals in the relevant field as under for exploration and mining activities in respect of metalliferous sector.

**VACANCY:-**

Sl. No	Name of the Post	Total posts	Scale of Pay (in ₹)	Initial Basic Pay (in ₹)	No. of Posts Reserved for				Age as on 30.04.2022
					SC	ST	SEBC	UR	
<b>MINING</b>									
1	General Manager (Min.), E-7 grade	2	₹ 1,27,100/- to 2,16,300/-	₹ 1,38,800/-	-	-	-	2	Not above 55 years.
2	Manager (Min.), E-3 grade	2	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	1	1	-	-	Not above 36 years.
3	Dy. Manager (Min.), E-2 grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-	Not below 21 years and not above 38 Years
<b>GEOLOGY</b>									
4	Sr. Manager (Geo), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	1	-	-	-	Not above 40 years.
5	Manager (Geo), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-	Not above 36 years.
6	Dy. Manager (Geo), E-2 Grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-	Not below 21 years and not above 38 Years
<b>FINANCE</b>									
7	Sr. Manager (Fin), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	1	-	-	Not above 40 years.
<b>PERSONNEL</b>									
8	Sr. Manager (Personnel), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	-	1	-	Not above 40 years.
9	Manager (Personnel), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-	Not above 36 years.
<b>FOREST &amp; ENVIRONMENT</b>									
10	Manager (F& E), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	-	-	1	Not above 36 years.

Interested eligible candidates are requested to download the application format from **OMECL** website: <http://omecl.in> and submit the same duly filled in & signed along with attested copies of Certificates / Testimonials, experience certificate etc. in support of their eligibility by **Speed Post /Courier** in a cover superscribed "APPLICATION FOR THE POST OF \_\_\_\_\_ AGAINST ADVERTISEMENT NO.12/OMECL DATED 06.05.2022 " so as to reach **General Manager, Odisha Mineral Exploration Corporation Ltd., 3<sup>rd</sup> Floor, Bayan Bhawan, Unit-3, Pandit Jawaharlal Nehru Marg, Bhubaneswar-751001** by **06.06.2022 positively**. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

**OMECL** Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Sd/-  
**GENERAL MANAGER, OMECL**

## **TERMS AND CONDITIONS OF RECRUITMENT IN OMECL**

### **1. VACANCY**

Sl. No	Name of the Post	Total posts	Scale of Pay (in ₹)	Initial Basic Pay (in ₹)	No. of Posts Reserved for				Age as on 30.04.2022
					SC	ST	SEBC	UR	
<b>MINING</b>									
1	General Manager (Min.), E-7 grade	2	₹ 1,27,100/- to 2,16,300/-	₹ 1,38,800/-	-	-	-	2	Not above 55 years.
2	Manager (Min.), E-3 grade	2	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	1	1	-	-	Not above 36 years.
3	Dy. Manager (Min.), E-2 grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-	Not below 21 years and not above 38 Years
<b>GEOLOGY</b>									
4	Sr. Manager (Geo), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	1	-	-	-	Not above 40 years.
5	Manager (Geo), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-	Not above 36 years.
6	Dy. Manager (Geo), E-2 Grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-	Not below 21 years and not above 38 Years
<b>FINANCE</b>									
7	Sr. Manager (Fin), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	1	-	-	Not above 40 years.
<b>PERSONNEL</b>									
8	Sr. Manager (Personnel), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	-	1	-	Not above 40 years.
9	Manager (Personnel), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-	Not above 36 years.
<b>FOREST &amp; ENVIRONMENT</b>									
10	Manager (F& E), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	-	-	1	Not above 36 years.

### **NOTE**

- a. The recruitment of executives in OMECL shall be guided by the provisions of Recruitment & Promotion Rules for Executives, 2012 of OMC and the pay scales & Basic pay applicable to various grades of Executive posts in OMC shall be applicable to OMECL for recruitment of Executives in OMECL in the corresponding grades.
- b. Besides Basic Pay, the selected candidates will get other benefits like Dearness Allowance, Attendant Allowance, Conveyance Expenses, Corporation quarters for accommodation or House Rent Allowance in lieu of that, LTC, Medical facilities for self & dependent family members, Liveries etc. as per Rules of the Corporation.
- c. After appointment, the Executives shall be kept under probation for a period of one year. This period will be counted towards normal increment, leave & seniority. On successful completion of probation, the Executives shall be confirmed in their respective grade as indicated above. The probation period can be extended for a further period of six months, if necessary.

However, in case of fresh Degree Mining Engineers, the probation period shall be three years or till acquisition of 2<sup>nd</sup> Class MMCC within three years of probation period. In no case, the probation period shall be less than one year.

- d. The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- e. Scope for promotion: The promotion of executives of OMECL shall be guided by the existing OMC R & P Rules for Executives-2012 till implementation of Recruitment and Promotion Rules of OMECL.
- f. Candidates after recruitment can be posted in any establishment of OMECL.
- g. The **OMECL** Service is not pensionable.

## 2. **ELIGIBILITY CRITERIA**

Sl No.	Name of the Post	Basic Qualification	Minimum Post Qualification Experience (Years)	Initial Basic Pay	Maximum age as on 30.04.2022
1.	<b>General Manager (Min.), E-7 grade</b>	BE/B. Tech in Mining Engg. with 1 <sup>st</sup> Class MMCC.	(i) <b>20</b> years of post-Degree (BE/B. Tech.) relevant experience in highly mechanized open cast / underground metalliferous mines out of which should have <b>15</b> years of relevant experience after acquiring 1 <sup>st</sup> Class MMCC. (ii) Preference will be given to the candidates having exposure in IT/ software enabled mine planning, design & development.	Rs.1,27,100/- to 2,16,300/-  Initial Pay- Rs. 1,38,800/- (Cell 4, Level 16 of Pay Matrix)	Not above <b>55</b> years.
2.	<b>Manager (Min.), E-3 grade</b>	BE/B. Tech in Mining Engg. with 1 <sup>st</sup> Class MMCC under the MMR,1961	(i) <b>04</b> years of post-Degree (BE/ B. Tech.) experience in highly mechanized open cast / underground <b>metalliferous</b> mines. (ii) Preference will be given to the candidates having exposure in IT/ software enabled mine planning, design & development. (iii) Preference shall be given to the candidates having unrestricted 1 <sup>st</sup> class MMCC.	₹ 67,700/- to 2,08,700/-  Initial Pay- ₹ 78,500/- (Cell 6, Level 13 of Pay Matrix))	Not above <b>36</b> years.
3	<b>Dy. Manager (Min.), E-2 grade</b>	BE/B. Tech in Mining Engg. With/ without 2 <sup>nd</sup> Class MMCC under the MMR,1961or Diploma in Mining Engg. With 1 <sup>st</sup> Class MMCC.	NIL	₹ 67,700/- to 2,08,700/-  Initial Pay- ₹ 67,700/- (Level 13 of Pay Matrix)	Not below <b>21</b> years and not above <b>38</b> years.
4.	<b>Sr. Manager (Geo), E-4 grade</b>	M.Sc. Degree in Geology or Applied Geology or M.Sc. Applied Geology (5 years Integrated	<b>Role:</b> (i) Execute resource definition and exploration drill programmes in line with project timelines. (ii) Provide technical input into the resource estimation for the deposits including geological logging, interpretation and modelling.	₹ 67,700/- to 2,08,700/-  Initial Pay ₹ 91,100/- (Cell 11, Level 13 of Pay Matrix)	Not above <b>40</b> years

		Programme) from recognized University	<p>(iii) Generate new exploration projects at different levels of UNFC for different mineral commodities.</p> <p>(iv) Ensure drill programmes are run in a cost effective manner.</p> <p>(v) Report on progress of drill campaigns against physical budgets and technical goals.</p> <p><b>Experience</b></p> <p>(i) Should have at least <b>08</b> years of post-qualification experience in Greenfield / brown field Exploration planning, supervision and management of exploration projects,</p> <p>(ii) Should have worked at least 4 years in Metaliferrous Mines &amp; acquainted with Mine Planning (long/short term), Grade Control, Preparation of Mine Plan for IBM. Candidates having experience in Iron Ore mines will be preferred.</p> <p>(iii) Conversant with resource estimation at UNFC standards for different minerals</p> <p>(iv) Should be well acquainted with geological data interpretation, exploratory drill hole planning, supervision, QAQC -sampling &amp; project supervision &amp; technical report writing</p> <p>(v) Sufficient working knowledge on Modelling software</p>		
5.	<b>Manager (Geo), E-3 grade</b>	M.Sc. Degree in Geology or Applied Geology or M.Sc. Applied Geology (5 years Integrated Programme) from recognized University	<p><b>Role :</b></p> <p>(i) Management of relevant field work programmes, which will include drilling, sampling, mapping etc.</p> <p>(ii) Interpretation and analysis of geological, drilling, geophysical and geochemical datasets.</p> <p>(iii) Assay and geological data management, internal QAQC, data collection/validation.</p> <p>(iv) Preparing accurate technical reports for internal and external purposes.</p> <p>(v) Assist in mineral resource estimation and development of geological model at designated prospects.</p> <p>(vi) Desktop studies – review and analysis.</p> <p><b>Experience</b></p> <p>(i) Should have at least <b>04</b> years of post-qualification experience on supervision and management of exploration projects, mapping,</p>	<p>₹ 67,700/- to 2,08,700/-</p> <p>Initial Pay ₹ 78,500/- (Cell 6, Level 13 of Pay Matrix)</p>	Not above <b>36</b> years

			<p>reserve estimation etc.</p> <p>(ii) Should have worked at least 3 years in Metaliferrous Mines &amp; acquainted with Grade Control &amp; Preparation of Mine Plan for IBM.</p> <p>(iii) Should be well acquainted with geological data interpretation, exploratory drill hole planning, supervision &amp; sampling.</p> <p>(iv) Conversant with software packages (ARCGIS, SURPAC etc)</p>		
6.	<b>Dy. Manager (Geo.), E-2 grade</b>	M.Sc. Degree in Geology or Applied Geology or M.Sc. Applied Geology (5 years Integrated Programme) from recognized University	NIL	Rs. 67,700/- to 2,08,700/- Initial Pay- Rs.67,700/-	Not below 21 years and not above <b>38</b> years.
7.	<b>Sr. Manager (Fin), E-4 grade</b>	Associate/ Fellow Member of ICAI / ICWAI	<p>i) Should have <b>08</b> years of relevant post qualification experience in Accounting/ Auditing/Taxation in any Govt. / State PSU/ Central PSU/ Other Corporate house of repute.</p> <p>ii) Knowledge &amp; experience in SAP-FICO Module will be an added advantage.</p>	<p>₹ 67,700/- to 2,08,700/-</p> <p>Initial Pay – ₹ 91,100/- (Cell 11, Level 13 of Pay Matrix)</p>	Not above <b>40</b> years
8.	<b>Sr. Manager (Personnel), E-4 grade</b>	MBA / PGDM in Personnel / HR / Industrial relation from recognized Institute approved by AICTE or Master's / Post Graduation in Social Welfare / Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized university / institute approved by AICTE.	<p>i) Should have at least <b>08</b> Years' post qualification relevant Industry experience in Personnel Functions such as Recruitment, Promotion, Establishment matters, Employee Welfare, Contract Labour Management, Statutory Compliance, Learning &amp; Development, Performance Management matters in any Govt./ State PSU/ Central PSU/ Other large &amp; reputed Organizations.</p> <p>ii) Knowledge &amp; experience in SAP &amp; implementation of SAP HR Modules will be an added advantage.</p>	<p>₹ 67,700/- to 2,08,700/-</p> <p>Initial Pay- ₹ 91,100/- (Cell 11, Level 13 of Pay Matrix)</p>	Not above <b>40</b> years.

9.	<b>Manager (Personnel), E-3 grade</b>	MBA / PGDM in Personnel / HR / Industrial relation from recognized Institute approved by AICTE or Master's / Post Graduation in Social Welfare /Labour Welfare / Industrial Relations / Personnel Management or equivalent from a recognized university / institute approved by AICTE.	i)Should have at least <b>04</b> Years' post qualification relevant Industry experience in Personnel Functions such as Recruitment, Promotion, Establishment matters, Employee Welfare, Contract Labour Management, Statutory Compliance, Learning & Development, Performance Management matters in any Govt./ State PSU/ Central PSU/ Other large & reputed Organizations. ii) Knowledge & experience in SAP & implementation of SAP HR Modules will be an added advantage.	₹ 67,700/- to 2,08,700/-  Initial Pay ₹ 78500/- (Cell 6, Level 13 of Pay Matrix)	Not above <b>36</b> years.
10.	<b>Manager (F &amp;E), E-3 grade</b>	BE/ B.Tech in Environmental Engineering or equivalent or PGDM in Ecology & Environment from an University/ Institute recognized by AICTE.	(i) Should have minimum 4 years of post-qualification experience in processing of environmental and forest clearances, obtaining consents from SPCB, monitoring of related statutory compliance, liasoning with Govt. bodies (State and Center) and knowledge in forest and environment legislations. (ii) Experience and exposures in obtaining permission for drawl of surface water/ ground water, waste management and related statutory compliance in wildlife management.	₹ 67,700/- to 2,08,700/-  Initial Pay ₹ 78500/- (Cell 6, Level 13 of Pay Matrix)	Not above <b>36</b> years

**Note:-**

- The qualifications prescribed for all the above posts must have been obtained through regular course. Equivalent Qualification, Qualification obtained through Correspondence Courses shall not be considered.
- Trainee period will not be considered for calculation towards experience.
- Post qualification experience will be counted from the date of passing of essential qualification.

### 3. RESERVATION

SI No.	Name of the Posts	Total Posts	Scale of Pay	Initial Basic Pay (In ₹)	No of Posts Reserved for			
					SC	ST	SEBC	UR
<b>MINING</b>								
1	General Manager (Min.), E-7 grade	2	₹ 1,27,100/- to 2,16,300/-	₹ 1,38,800/-	-	-	-	2
2	Manager (Min.), E-3 grade	2	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	1	1	-	-
3	Dy. Manager (Min.), E-2 grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-
<b>GEOLOGY</b>								
4	Sr. Manager (Geo), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	1	-	-	-
5	Manager (Geo), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-
6	Dy. Manager (Geo), E-2 Grade	1	₹ 67,700/- to 2,08,700/-	₹ 67,700/-	-	1	-	-
<b>FINANCE</b>								
7	Sr. Manager (Fin), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	1	-	-
<b>PERSONNEL</b>								
8	Sr. Manager (Personnel), E-4 grade	1	₹ 67,700/- to 2,08,700/-	₹ 91,100/-	-	-	1	-
9	Manager (Personnel), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	1	-	-
<b>FOREST &amp; ENVIRONMENT</b>								
10	Manager (F & E), E-3 grade	1	₹ 67,700/- to 2,08,700/-	₹ 78,500/-	-	-	-	1

- Reservation for Scheduled Caste, Scheduled Tribe, SEBC, Ex-Servicemen, PWD, Sports Persons and Women shall be made as per the instructions/ guidelines of State Government.

Departmental candidates shall be given 10 (ten) years of age relaxation, as per OMC Rules.

- If the vacancies reserved for women categories remain unfulfilled due to non-availability or availability of insufficient of eligible women candidates belonging to the relevant category, the unfulfilled vacancies shall be filled up by male candidates of the same category.
- PWD Candidates whose disability is 40% or above required to attach disability certificate indicating % of disability and type of disability issued by the concerned Medical Board for consideration as per Rules.
- Ex-Servicemen are required to attach copy of Discharge Certificate issued by the Competent Authority.
- Candidates belonging to PWD, Ex-Servicemen, Sports Person and Women 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/ 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.
- SEBC Candidates shall submit the valid SEBC Certificate issued by the Competent Authority.

#### 4. **HOW TO APPLY**

- Application form at **Annexure-I** shall be downloaded from our website: <http://omecl.in> to be filled up by the candidate after carefully reading the eligibility criteria prescribed for the post.
- The applicant should affix recent colour passport size photograph at top right side of the application form.
- The applicant **must attach** self-attested copy of mark sheets / certificates/documents from HSC / 10<sup>th</sup> onwards towards proof of qualification, age, mark secured, caste, experience etc. along with the application form. Non-submission of copy any of aforesaid documents, the candidate will not be considered for the post. In case a degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including the final mark sheet of the final semester. Further, in support of any qualification if the marking is CGPA based, then, the candidate needs to submit the proof of CGPA to Percentage conversion formula against the qualification.

For ascertaining the tenure of experience in any organization, the applicant must attach the documents indicating the date of joining in and date of relieve from the organization. The tenure of experience shall be considered excluding the training period.

- For past experience the candidates must attach offer of appointment, appointment order, promotion order, relieve order, experience certificate, pay slip of last month of each and every company where he had worked.
- For present employment the candidate must attach offer of appointment, appointment order, promotion order, pay slip of last 3 months, experience certificates etc.
- ICAI / ICWAI qualified candidates must submit Membership Certificate towards proof of Associate/ Fellow member of ICAI / ICWAI in addition to certificates and mark sheets (both Inter & Final) in support of their qualification as indicated above.
- The Candidates already employed in Govt./Semi-Govt./Central PSU/State PSU shall submit '**NO OBJECTION CERTIFICATE**' issued by their present employer at the time of Personal Interview.
- The application in the prescribed form shall be accompanied with a one page write up on "**WHY I CONSIDER MYSELF SUITABLE FOR THE ROLE**" along with statement of purpose and detailed CV.
- Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect shall be rejected

#### 5. **SELECTION METHODOLOGY**

- Out of total 100 marks, 70 marks assigned for shortlisting eligible candidates in the following manner: -  
Base career-50 marks, Higher Education -10 marks, Experience -10 marks.  
02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks.  
02(two) marks shall be given for every year of additional relevant experience over and above the required experience subject to a maximum of 10 (ten)marks.



- The above modality of assigning marks for relevant higher education and experience shall also be followed for shortlisting candidates, who apply for the post of Deputy Manager (Mining) & Deputy Manager (Geology) in E-2 grade.

**Weightage shall be given for shortlisting the candidates having higher relevant qualification and/or relevant industry experience as per the above criteria.**

- Total marks for Personal Interview is 30.
- Eligible candidates will be short-listed and called for personal interview as per the following ratio fixed by the Management.
  - i) 1:7 for single vacancy,
  - ii) 1:5 for more than one but less than 10 vacancies,
- The eligible employees of State PSU/ Central PSU may apply through proper channel.
- All the departmental candidates fulfilling the eligibility criteria will be shortlisted beyond the above ratio.
- The shortlisted candidates will be called for to produce original certificates towards proof of age, qualification and marks from HSC / 10<sup>th</sup> onwards, experience, Caste/SEBC, etc. for the purpose of verification prior to personal interview.
- The final selection will be made on the basis of scores secured in base career, higher education, additional experience and in the personal interview and the posts shall be filled up considering the vacancies, post based percentage of reservation as well as requirement.
- Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates & no claim will arise for appointment, if vacancies are not filled due to unsuitability/ insufficient number of candidates.

## **6. GENERAL CONDITIONS**

- Candidates are requested to visit the website <http://omecl.in> at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- At any stage of recruitment process if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.
- Canvassing in any form will be viewed adversely & may lead to disqualification.
- Finally selected candidates shall have to produce the required documents at the time of joining at respective places of posting as per the provisions of OMC R & P Rules for Executives-2012 till framing and implementation of Recruitment & Promotion Rules of OMECL.
- The decision of **OMECL** Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application /candidature, selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.
- Any dispute arising in this connection will be subject to jurisdiction of Hon'ble High Court of Odisha.

Interested eligible candidates are requested to fill up the application format & submit the same duly filled in **by 06.06.2022** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

**Sd/-**  
**GENERAL MANAGER**  
**Odisha Mineral Exploration Corporation Ltd**  
3<sup>rd</sup> Floor, Bayan Bhawan, Unit -3,  
Pandit Jawaharlal Nehru Marg,  
Bhubaneswar -751001

**ODISHA MINERAL EXPLORATION CORPORATION LTD**  
**APPLICATION FORMAT FOR RECRUITMENT**

1. Post applied for : .....
2. Advt. No & Date : .....
3. Full Name (In capital) : .....
4. Father's /Husband's Name : .....
5. Date of birth : .....  
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
6. Age as on **30.04.2022** .....
7. Sex:.....
8. Category : .....
9. Marital status: (Married/Un-married) .....
10. Address (with PIN code):  

<u>Present Address</u>	<u>Permanent Address</u>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
11. Contact details:           (a) Phone .....  
   (b) e - mail .....
12. Qualification: (10<sup>th</sup> onwards) (Attach copy of certificates).

Affix recent coloured passport size photograph.

Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/ No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/C GPA*

(\*In case of CGPA/grades, please indicate equivalent percentage as per norms adopted by the University/ Institute & attach a copy of such norm fixed by the concerned University/Institute)

13. Post Qualification Experience (Attach copy of certificates):

Sl. No.	Name & address of Organizations worked	Post held	Scale of pay	Basic pay	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed. If required, separate sheet may be attached.
					From	To		

14. Whether applied earlier in OMECL , if yes, please mention the posts applied for.....

15. No. of months /days required to join, if selected : .....

DECLARATION

I .....Son/Daughter / Wife of....., do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/ terminated without any notice to me.

(SIGNATURE IN FULL)

PLACE: .....

NAME: .....

DATE: .....

Documents/Certificates Attached (Please put √ mark) :-

- 1) 10<sup>th</sup> Certificate
- 2) 10<sup>th</sup> Mark sheet
- 3) +2/ Intermediate Certificate
- 4) +2/ Intermediate Mark sheet
- 5) Degree Certificate
- 6) Degree Mark sheet
- 7) PG Degree / Diploma Certificate
- 8) PG degree / Diploma Mark sheet
- 9) Caste/ SEBC Certificate, if applicable
- 10) Proof of CGPA to Percentage conversion formula
- 11) Experience Certificate, appointment order, promotion order, relieve order, pay slip etc.
- 12) Any other relevant certificate