

**TERMS AND CONDITIONS OF ENGAGEMENT OF MANAGER-CORPORATE AFFAIRS**  
**(WALK-IN-INTERVIEW)**

<b>POST</b>	<b>DATE &amp; TIME</b>	<b>VENUE FOR WALK-IN- INTERVIEW</b>
MANAGER-CORPORATE AFFAIRS	02.06.2018 10.00 AM	Odisha Niwas, 4-Bardolai Marg, Chankya Puri, New Delhi, 110021

**A) ELIGIBILITY CRITERIA**

- MBA- Marketing from a reputed Institution.
- Should have at least 15 years experience in Marketing and Relationship building with reputed Organizations.
- Should have proficiency in Hindi & English.
- Knowledge in EC and FC is preferable.
- Not more than **50** years of age as on **31.05.2018**.

**B) GENERAL CONDITIONS**

- Officers against whom departmental proceedings or criminal cases contemplated / pending or who have been penalized for misconduct during preceding five years of service period shall not be considered.

**C) TERMS OF ENGAGEMENT**

- The engagement will be on part time contract basis. The Manager-Corporate Affairs is required to hold the Office at New Delhi and take up assignments as per the scope of work.
- The above engagement is purely temporary and can be terminated by either side by giving one month's prior notice.
- He/She shall abide by the Rules and Regulations of the Corporation.

**D) SCOPE OF WORK**

- To co-ordinate with Forest, Environment, Mines Ministry at New Delhi to get the proposals approved.
- To report to Executive Director (F&E), OMC, Head Office on day to day progress of the work.
- To interact & liaise with Senior Officers at various Government bodies for processing of different Forest and Environment matters of OMC.
- Should have good communication and presentation skill, negotiation skills with ability to interact with people at various levels of the organization.
- Any other related works to be assigned from time to time.

**E) MONTHLY CONSOLIDATED REMUNERATION AND OTHER BENEFITS:**

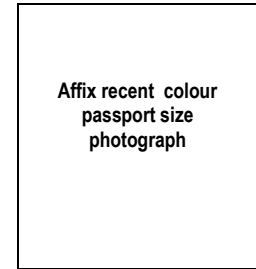
- The monthly consolidated remuneration is negotiable.
- During the above engagement, no accommodation / house rent allowance will be admissible.
- Besides the monthly consolidated remuneration, no other financial benefits will be given. However, while on official tour, he/she shall be paid TA/DA as admissible to the Executives in the rank of **Manger** in OMC.
- The monthly consolidated remuneration shall be drawn on pro rata basis.
- The monthly consolidated remuneration shall be drawn on voucher basis and no PF or other contribution shall be deducted / deposited except applicable income tax.
- He /she will not get the benefits of bonus, gift, incentive, liveries etc or any other benefit at par with the regular employees of OMC.
- Interested eligible candidates are required to download the bio-data format from OMC website [www.omcltd.in](http://www.omcltd.in) and submit the same duly filled in and signed together with self attested supporting documents at the time of Walk-In interview.

**General Manager (P&A)**  
**The Odisha Mining Corporation Ltd.**  
**Post Box No-34, OMC House**  
**Bhubaneswar – 751001**

**THE ODISHA MINING CORPORATION LTD**  
**APPLICATION FORMAT FOR ENGAGEMENT OF MANAGER-CORPORATE AFFAIRS ON PART TIME**  
**CONTRACT BASIS**

**(WALK-IN-INTERVIEW)**

1. Full Name (In capital): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_  
 (As recorded in HSC or equivalent exam) (Attach copy of self attested Certificate)
4. Age as on 31.05.2018: \_\_\_\_\_
5. Marital Status: (Married/Un-Married) : \_\_\_\_\_



6. Address (with PIN code):

Present Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permanent Address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. State of Domicile/Residence: \_\_\_\_\_
8. Contact details: (a) Phone: \_\_\_\_\_  
 (b) E-mail: \_\_\_\_\_

9. Qualification:  
 (HSC or equivalent onwards) (Attach self attested copy of certificates).

Sl. No.	Exam passed / Discipline	Name of the Board / University / Institute	Duration of course	Year & month of Passing	Maximum marks	Marks obtained	% of Marks

(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)

10. Experience Particulars:  
(Attach self attested copy of experience 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. (Attach separate sheet)
					From	To		

11. Self declaration indicating any Criminal Case or Vigilance Inquiry or Departmental Proceeding initiated or pending which led to conviction/imposition of punishment or pending for finalization: (details to be indicated)
12. Brief summary out lining the experience/achievement during the Service period justifying his suitability for the job : (To be furnished in separate one page note)

**DECLARATION**

I \_\_\_\_\_ Son 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.

PLACE:  
DATE:

(SIGNATURE IN FULL)  
NAME: