

**THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED**  
**AG-104, 2<sup>ND</sup> Floor, Sourav Abasan, Salt Lake, Kolkata 700091**

The Orissa Minerals Development Company Limited (OMDC), a PSU under the Ministry of Steel (Govt. of India) and subsidiary of Eastern Investments Limited under Rashtriya Ispat Nigam Limited, and a listed company, is looking for eligible Indian citizens to fill up the following post as per the details below. The place of posting may be at Company Headquarters in Kolkata or any place as decided by the Company.

Sl. No.	Name of Post & Grade	No. of Post	Qualification*	Age	Post qualification experience	Pay Scale
1	Deputy Manager & Company Secretary (E-01 grade)	01 (UR)	Degree in any discipline from a recognized University and possessing the qualification of Company Secretary from the Institute of Company Secretaries of India (ICSI). Ability to work with computer is a must.	Maximum 32 years as on 1 <sup>st</sup> August 2015. Age relaxation for candidates belonging to reserved categories will be extended as per applicable rules / directives.	Minimum 3 years in an organization of repute with responsibility related to Company Affairs and compliance of Companies Act & Stock Exchange regulations.	8600-250-14600 (E-01-DPE-1997)

**Information to Applicants**

- Eligible applicants are to apply in the given format to be downloaded from the website [birdgroup.gov.in](http://birdgroup.gov.in) and send the same to GM(Personnel)-OMDC, Head Office, AG-104, 2<sup>ND</sup> Floor, Sourav Abasan, Salt Lake, Kolkata 700091 by post. The cover should be superscribed with the name of the post applied for.
- Self attested copies of all testimonials are to be attached with the application. The testimonials will be subject to verification at the time of interview.
- Two recent passport size photographs (in colour) signed by the candidates in the reverse side should be attached with the application.
- Submission of wrong documents/willful suppression of information may lead to cancellation of interview/appointment at any time even after joining the service.
- Applicants working in Govt. /PSU need to submit "No Objection Certificate (NOC)" at the time of interview.
- The Company reserves the right to accept or reject any application.
- Applicants will not have the claim of interview/appointment by merely submitting application.
- The place of posting can be changed as per the requirements of the Company.
- Applications in the prescribed format available for download in the company website at [www.birdgroup.gov.in](http://www.birdgroup.gov.in) are to reach the GM(Personnel)-OMDC, Head Office, AG-104, 2<sup>ND</sup> Floor, Sourav Abasan, Salt Lake, Kolkata 700091 on or before 30 days of publication of the advertisement in 'Employment News'. Any application received after the due date will not be considered and will be rejected. The Company will not be responsible for any postal delay/non-receipt of application sent by any candidate.
- The Company reserves the right to cancel this recruitment notice without assigning any reason.

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General Manager(Personnel)  
OMDC