

No. 9751/OMC/Persnl./2021

Date: 06/07/2021

### OFFICE ORDER

In pursuance of Advt. No. 46/ OMC dtd. 26.02.2020 & Computer Based Test (CBT), Computer Proficiency Test (CPT) & Document Verification, the following candidates are hereby appointed as Jr. Executive Assistant (Class- III Grade) in the Pay Level-8 (Rs. 29200-92300/-) with usual allowances as admissible as per Corporation Rule under ORSP Rules, 2017 & posted to the units mentioned against each.

SL. NO.	NAME OF CANDIDATE & ADDRESS	GENDER	DOB (DD/MM/YY)	CATEGORY & SUB CATEGORY TO WHICH BELONGS	SELECTED UNDER WHICH CATEGORY	FATHER'S NAME	PLACE OF POSTING
1	BISWAJEET ROUT AT-BALIPADA PO-DADHA PS-NANDANKANAN DIST- KHORDHA PIN- 754005	Male	01/06/1996	UR	UR	BICHITRANANDA ROUT	REGIONAL OFFICE, JK ROAD IN THE DISTRICT OF JAJPUR
2	BIRAL KUMAR MAHAPATRA AT- ROURKELA HEAD POST OFFICE BESIDE RING ROAD, ROURKELA DIST- SUNDARGARH(SUNDA RGARH) PIN- 769001	Male	23/05/1997	UR	UR	PRABHAKAR MAHAPATRA	KURMITAR IRON ORE MINES IN THE DISTRICT OF SUNDERGARH
3	PABITRA KUMAR BISWAL AT- EB-788, BADAGADA BRIT COLONY, DIST- KHORDHA PIN-751018	Male	12/03/1996	UR	UR	PANCHANAN BISWAL	KURMITAR IRON ORE MINES IN THE DISTRICT OF SUNDERGARH
4	ABINASH BISOI AT- CHAHATA NAGAR LANE 5, NEAR BIDANASI SQUARE, AVINAB BIDANASI, DIST- CUTTACK PIN- 753014	Male	15/06/1992	UR	UR	TRAILOKYANATH BISOI	GANDHAMARDAN IRON ORE MINES IN THE DISTRICT OF KEONJHAR
5	IPSITA BISWAL AT- RAGHUNATHPUR, RANPUR DIST- NAYAGARH PIN- 752026	Female	26/06/1998	UR	UR (W)	LAXMIDHAR BISWAL	DAITARI IRON ORE MINES IN THE DISTRICT OF KEONJHAR



6	SUNANDA BEHERA AT- K-84, RBI COLONY, UNIT-4 BHUBANESWAR, DIST- KHORDA PIN- 751001	Female	18/11/1988	UR	UR (W)	TOBIAS BEHERA	KURMITAR IRON ORE MINES IN THE DISTRICT OF SUNDERGARH
7	MANISHA DASH AT- NRUSINGHA NAGAR PO- GOPINATHPUR DIST- PURI PIN- 752002	Female	03/02/1993	UR	UR (W)	CHOUDHURY SARAT KUMAR DASH	UCHHABALI IRON ORE MINES IN THE DISTRICT OF KEONJHAR
8	SUDHANSHU KUMAR SAHOO VPO - BENIPUR VIA - CHARINANGAL DIST- KENDRAPARA PIN- 754292	Male	14/05/1987	SEBC (ESM)	UR	DUSASAN SAHOO	KURMITAR IRON ORE MINES IN THE DISTRICT OF SUNDERGARH
9	SUBHAM KUMAR TARAI AT/PO-DAHAPADA PS-SAHADEVKHUNTA DIST- BALASORE(BALESWAR) PIN- 756003	Male	04/11/1994	SC	SC	SARAT KUMAR TARAI	GANDHAMARDAN IRON ORE MINES IN THE DISTRICT OF KEONJHAR
10	TIKESWAR BAGH AT- R P LINE, SANKARA DIST- SUNDARGARH(SUNDA RGARH) PIN- 770020	Male	20/01/1997	ST	ST	RAJENDRA BAGH	BANGUR CHROMITE MINES IN THE DISTRICT OF KEONJHAR
11	BHANUPRIYA AIND AT-GENGUTIPALI, PO-DHANKAUDA PS-SADAR DIST- SAMBALPUR PIN- 768006	Female	11/10/1994	ST	ST (W)	BIMAL AIND	GUALI IRON ORE MINES IN THE DISTRICT OF KEONJHAR

**The appointment of each candidate as above is subject to the following terms & conditions.**

- 1.) The appointment shall be governed under OMC R&P Rule for Non-executives-2012.
- 2.) The candidate shall be kept as **Jr. Executive Assistant Trainee** for a period of 01 year with stipend of Rs. 29200/- per month. The Training period can be extended for another 01 year.
- 3.) On successful completion of his/ her Training Period in accordance with the Training Policy, his/ her services shall be treated as regular & he/ she shall be allowed the regular Pay Level-8 (Rs. 29200-92300/-) with starting pay of Rs. 29200/- per month in Cell-1 & other allowances as admissible mentioned above.



- 4.) During the Training Period, the Trainee shall not be allowed any kind of leave except Casual Leave & Compensatory Leave (if posted to field office). The Training Period shall not be counted for calculation of leave allowed under the OMC Leave Rules, 1976 & sanction of increments. The Trainee shall not be allowed any kind of allowances and loan except House Rent Allowance. During the Training Period as well as regular service, he/ she shall be provided Corporation Quarters on availability & eligibility. In lieu of Corporation Quarter, the Trainee shall be allowed House Rent Allowance. The starting Pay+ Grade Pay in the corresponding pre-revised scale of pay (ORSP Rules 2008) of the concerned post shall constitute the basis for sanction of House Rent Allowance. The basis for sanction of House Rent Allowance may vary on approval of the Board of Directors of OMC.
- 5.) The appointee shall be kept on probation for a period of one year from the date of his/her completion of the training, during which his/her services can be terminated by the Appointing Authority by giving one month's notice. The probation period can be extended for a further period of one year if he/ she does not complete within one year.
- 6.) His/ her services will be confirmed on successful completion of the probation. After confirmation, his/her services can be terminated at any time by a month's notice or in lieu thereof, on payment of one month's pay by either side viz. the appointee or the appointing authority & without assigning any reason. The training period and employment can also be terminated by either the Management or the trainee by giving one month's notice or notice pay in lieu thereof.
- 7.) The appointee shall avail Medical Facilities for self & dependant family members as per provisions of OMC MA Rules, 1976 (Amended).
- 8.) He/ She shall carry out the work assigned to him/her by the higher authorities/ management.
- 9.) The appointment carries the liability of transfer to any place where the Corporation has its Office/Mines.
- 10.) During the tenure of employment in the Corporation, he/she shall be subject to the existing rules & regulations of the Corporation & subsequent amendments thereof from time to time. He/ She shall also be subject to the provisions of the Corporation's Standing orders if these are applicable by operation of law or by extension of these provisions by the decision of the management.
- 11.) During the service under the OMC Ltd. he/she shall devote exclusively to the duty assigned to him/her from time to time. He/ She shall personally attend thereto at all times during the usual working hours and other hours also as the exigencies of work require and the law in force permits.

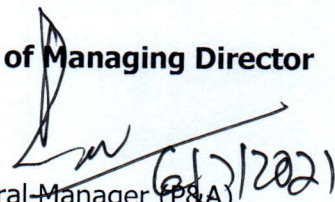


- 12.) The appointee shall furnish the following documents at the time of joining which will form part of his/ her service record.
- Bio-data form duly filled in (in duplicate) as per the enclosed format.
  - Attested photocopy of certificates in support of academic qualification, age etc. with dated signature of the employee concerned.
  - Caste certificate/ SEBC certificate, if any, issued by the competent authority.
  - Medical fitness certificate from a competent medical authority not below the rank of Asst. Surgeon of a State/ Central Govt./ OMC.
  - Three recent passport size photographs duly signed by the candidate.
  - Two Character Certificates issued by Gazetted Officer of State/Central Govt.
  - An affidavit declared by self (from Executive Magistrate/ Notary Public) to the effect that he/she is not involved in any criminal misconduct.
  - Residential certificate from the competent authority.
  - Declaration that he/she does not have more than one spouse living.
  - Property Statement (movable & immovable).
- 13.) He/ She shall be required to contribute to the Contributory Provident Fund in accordance with the rules of the Corporation in force & its subsequent amendments from time to time.
- 14.) No T.A will be admissible for joining the post.
- 15.) He/ She shall draw the stipend from the date he/she joins the post of **Jr. Executive Assistant Trainee**.
- 16.) If any declaration given or information / certificates furnished by the candidate in connection with his/her candidature for the post is found to be false or found to have willfully suppressed any information, he/she shall liable to be removed from service & also for such other action as the Corporation may consider necessary to be taken against him/her. If any change takes place in the information furnished by him/her subsequently, he/she shall promptly notify the same to the Corporation.

If the appointee accepts the offer on the above terms & conditions, he/ she should report for duty to the respective **Regional Manager/ Mines Manager/ Unit Heads of OMC** where he/ she has been posted on before **05.08.2021** positively and shall submit his/ her joining report along with required Certificates/ documents as specified above. In case the appointee does not report for duty to the aforesaid Officer by the above specified date, this offer of appointment shall be automatically treated as cancelled.

Encl: As above.

**By order of Managing Director**

  
General Manager (P&A)  
Odisha Mining Corporation Ltd.  
Bhubaneswar



Memo. No. 9752/OMC/Persnl./2021

Date. 06 / 07 /2021

Copy to persons concerned (**by speed post**) for information & necessary action.

Copy to all Functional Directors/ all Executive Directors/ all Sectional Heads of Head Office/ GM (IT)/ Dy. General Manager (Persnl.), CCR/ Secretary (CPF & GFT)/ Sr. Manager (Persnl.), Bio-data/ Manager (Persnl.), HO establishment/ HR Pay Roll Key User, OMC Head Office for information.

Copy to Regional Manager, JK Road/ Koira/ Gandhamardan/ Daitari/ Barbil/ Bangur for information & necessary action.

Copy to Manager (Fin.), JK Road/ Koira/ Gandhamardan/ Daitari/ Barbil/ Bangur for information & necessary action.

Copy to Mines Manager, Kurmitar/ Uchhabali/ Guali/ Gandhamardan/ Bangur/ Daitari for information & necessary action.

Copy to PS to Chairman for kind information of Chairman.

Copy to PS- I to Managing Director for kind information of Managing Director.

General Manager (P&A)  
Odisha Mining Corporation Ltd.  
Bhubaneswar

6/7/2021