



**ODISHA COAL AND POWER LIMITED**  
(A Government of Odisha Company)  
Regd. Office: Zone-A, Ground Floor, Fortune Towers,  
Chandrasekharapur, Bhubaneswar – 751023  
E-mail: hrd@ocpl.org.in

**Detailed Advertisement for Recruitment in Various Positions in Permanent Role**

**Advertisement No: OCPL/HR/2021/05**

**Date: 10-10-2021**

Odisha Coal and Power Limited (OCPL) is a joint venture Company of Odisha Power Generation Corporation Limited(OPGC) and Odisha Hydro Power Corporation Limited (OHPC). It is a fully owned Govt. Of Odisha company under the Energy Dept., Govt. of Odisha. OCPL is in the field of developing and operating Coal Mines in Odisha. The Manoharpur and Dip-Side of Manoharpur Coal Blocks in Sundargarh district are allotted to OCPL. At present Manoharpur Coal Mine is operational and supplying coal to OPGC & Mahanadi Coal Fields Limited (MCL) as per allotment agreement with Govt. of India.

OCPL invites online application from the eligible Indian Citizens for the following permanent positions, to share various challenging spectrum of responsibilities.

**(A) VACANCY POSITION:**

Sl No.	Name of the post	Grade	No. of Current Vacancy				
			ST	SC	SEBC	UR	Total
01	Company Secretary Cum Senior Manager Legal	E-5	--	--	--	01	01
02	Assistant Manager (Finance)	E-1	--	01	--	01	02
03	Assistant Manager (Purchase)	E-1	--	--	--	01	01
04	Assistant Manager (Stores)	E-1	--	--	--	01	01
05	Assistant Manager (Corporate Affairs)	E-1	--	--	--	01	01
06	Office Assistant (Finance)	W-3	--	--	--	02	02
<b>Total</b>			--	<b>01</b>	--	<b>07</b>	<b>08</b>

- (ST-Scheduled Tribe, SC-Scheduled Caste, SEBC-Socially and Educationally Backward Classes, UR-Un Reserved)
- Sl no.1,5 and 6 are for Corporate office at Bhubaneswar. For Sl no2 (the reserved position is for Corporate office at Bhubaneswar and rest is for Manoharpur office. Sl 3and 4 are for Manoharpur office.

**(B) SCALE OF PAY, EXPERIENCE, AGE:**

Sl. No.	Post	Grade	Scale of Pay	Minimum relevant Experience (As on 10-10-2021) in years	Max Age (As on 10-10-2021) in years
01	Company Secretary Cum Senior Manager Legal	E-5	(78,800/- to 2,09,200/-)	13+	50 years
02	Assistant Manager (Finance)	E-1	(56,100/- to 1,77,500/-)	2+	45 years
03	Assistant Manager (Purchase)	E-1	(56,100/- to 1,77,500/-)	2+	45 years
04	Assistant Manager (Stores)	E-1	(56,100/- to 1,77,500/-)	2+	45 years
05	Assistant Manager (Corporate Affairs)	E-1	(56,100/- to 1,77,500/-)	2+	45 years
06	Office Assistant (Finance)	W-3	(26,400 - to 83,600/-)	1+	35 years

**(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 & EXPERIENCE:**

Sl No	Name of the Post	Qualification	Post Qualification Experience
01	Company Secretary cum senior Manager Legal	Fellow/Associate Member of Institute of Company Secretaries of India (ICSI), and have a degree in Law )	Must have more than 13 (Thirteen) years post qualification work experience out which three years must have worked as Company Secretary in lead position. Must have thorough knowledge in Company Laws, corporate laws and its application including Secretarial Standards.  Must have good grasp of applicable laws to a Company so as to report to BoD periodically.

			<p>Must possess very good communication capability especially in drafting with power to grasp and express the content succinctly.</p> <p>Up-to-date knowledge on new developments in the areas of work of a CS.</p> <p>Candidates having Public sector experience will be preferred.</p>
02	Assistant Manager (Finance)	Associate / Fellow member of ICAI / ICWAI	<p>Must have more than 02 (Two) years post qualification work experience in Accounting, Auditing, Taxation in any Govt./ State PSUs/ Central PSUs/Large Corporate Houses of repute.</p> <p>Candidates having work experience in Coal Mining / Energy sector will be preferred.</p>
03	Assistant Manager (Purchase)	Bachelor's Degree in Electrical/ Mechanical/ Electronics/Civil/ Mining with MBA or equivalent from a recognised Institute.	<p>Must have more than 02 (Two) years post qualification working experience in the following areas:</p> <ul style="list-style-type: none"> <li>• Preparation and finalization of tender documents following CVC or Govt. of Odisha Guidelines/ tender evaluation and award of contracts, drafting of EPC contracts, ensuring the successful monitoring and execution of contracts according to agreed commercial obligations, financial and qualitative targets.</li> </ul> <p>Candidates having work experience in contract management in Coal Mining / Energy sector will be preferred.</p>

04	Assistant Manager (Stores)	<p>Bachelors Degree and MBA / PGDM (Finance) from a recognised university/ Institute.</p> <p>Candidates having Post Graduate Diploma in Materials Management from a recognised university/ Institute shall be preferred.</p>	<p>Must have more than 02 (Two) years post qualification work experience in large project stores. Must have worked in greenfield project. Must possess knowledge on SAP, Stores inventory management, &amp; stores Audits.</p> <p>Candidates having work experience in Coal Mining / Energy sector will be preferred.</p>
05	Assistant Manager (Corporate Affairs)	<p>Bachelor Degree or above from a recognised university.</p>	<p>Must have more than 02 (Two) years post qualification work experience in Public Relations, Govt. Relations, Corporate Relations in Govt. Sector or large corporate houses of repute, implementation of PR Strategies, Laisioning with media and documentation work. Must have good writing and speaking skills in Odia language. Proven experience in leveraging social media technology for corporate image building and visibility will be an added advantage.</p> <p>Candidates having work experience in Coal Mining Sector/ Govt, of Odisha in relevant area will be preferred.</p>
06	Office Assistant (Finance)	<p>Bachelor Degree from a recognised university.</p>	<p>Should have more than 01 (One) years post qualification work experience in</p> <ul style="list-style-type: none"> <li>• Maintaining day to day books of accounts in accounting Package (Tally ERP9/ Tally Prime/SAP).</li> </ul>

			<ul style="list-style-type: none"> <li>• Preparation of BRS, General ledger, Trial Balance and other statutory records relevant to financial statement.</li> <li>• Filing of monthly &amp; annual GST returns, quarterly TDS (Income Tax) returns and maintenance of various records for Tax Audit, Statutory &amp; CAG Audits.</li> <li>• Correspondence and liaison with Bank's, FI's &amp; other statutory bodies.</li> </ul>
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- 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 programs or correspondence courses.
- Weightage shall be given to the candidates having relevant additional qualification and work experience in Coal Mining and Energy sector.
- Candidates possessing less than 06 (Six) months of work experience in any an organization shall not be taken into account while considering total years of experience. The post qualification experience will be considered in the relevant field of the job for which advertisement has been published.

**(E) KEY SKILLS:**

The Applicant will demonstrate characteristics of a leader who is determined, articulate, achievement & results oriented and persuasive. He/She should be able to build a high performance team & work culture. Besides, he/she should exhibit ability to lead, inspire and mentor his/her team to achieve significant results. He/She should possess high professional ethics, good judgement and ability to take decisive action. Good communication (verbal and written) and interpersonal skills are highly required for the above positions.

**(F) AGE:**

- Candidates must not be under 21 (Twenty-One) years as on 10-10-2021.
- The Upper age limit shall be as per the details given in Table-B above and as on 10-10-2021, relaxable by 05 (Five) years in case of SC, ST and SEBC Candidates. Candidates having additional higher qualifications & experience in the Coal and Energy Sector will also be considered for age relaxation.
- 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.

#### **(G) SELECTION PROCESS:**

- The Assessment of short-listed candidates applied against any post will be made through Personal Interview only. Mere qualifying as per the qualification criteria described above does not give a right for shortlisting for the interview.
- 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.
- 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, higher relevant qualification and experience of the candidate.

#### **(H) MEDICAL FITNESS:**

- The final placement of the candidate is subject to their medical fitness as per Company's as well as DGMS prescribed 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.
- Selected candidates may be positioned at Corporate Office, Bhubaneswar and Manoharpur Coal Mines, Sundargarh, Odisha as per the requirement of OCPL. 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](http://www.ocpl.org.in)) from 10AM of 10-10-2021 to 5PM of 01-11-2021. 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).

	<b>File Size</b>	<b>Dimension</b>
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 color 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 **Head (HR)**, Odisha Coal and Power Limited, Zone - A, Ground Floor, Fortune Towers, Chandrasekharapur, Bhubaneswar - 751023, Odisha by speed 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, pay scale/monthly emoluments/CTC, etc. by 5PM of 08-11-2021.
- 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 08-11-2021.
- 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.
- Internal Candidates or candidates from the holding companies are required to apply through proper channel
- 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 apply through proper channel or produce “No Objection Certificate” at the time of interview for being eligible for salary protection. 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 per company’s policy from their communication address mentioned in the on-line application for attending the personal interview. For interview conducted through online mode, no reimbursement of fare shall be made.
- 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 or means 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	10-10-2021
Last date of submission of online application	01-11-2021 (5:00 PM)
Last date for receipt of hard copy of application along with requisite documents	08-11-2021 (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 [hrd@ocpl.org.in](mailto:hrd@ocpl.org.in)

**Head (HR)**

**Odisha Coal and Power Limited**

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