

**The Odisha Mining Corporation Ltd.**

(A Gold Category State PSU)

Registered Office : OMC House, Bhubaneswar-751001, India  
Tel: 0674-2377400/2377401, Fax: 0674-2396889, 2391629, www.omcltd.in  
**CIN : U13100OR1956SGC000313**

## **TERMS AND CONDITIONS FOR ENGAGEMENT OF CSR CONSULTANTS ON CONTRACT BASIS IN OMC LTD.**

### **A) ELIGIBILITY CRITERIA**

Name of the Post	No of Posts to be filled up	Age as on 31.07.2017	Essential qualification	Experience
CSR Consultant	06 (six)	40 Years	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/Rural Development / Development Studies/ Social Work from reputed universities / institutes(*) with not less than 55% marks in aggregate.	Five years relevant post qualification work experience in undertaking/ dealing / implementing / supervising the R & R or CSR related activities in Rural /Tribal areas under Govt./PSU/Private Sectors /NGOs of repute.

(\*) The qualifications must be from recognized Govt. Universities/ Institutions, UGC recognized Universities and Institutes/UGC recognized Indian Deemed Universities or AICTE approved courses from autonomous Institutes / concerned Statutory Council (wherever applicable).

### **B) SKILL-SET:**

- The candidates should have excellent inter-personal, communication, negotiation, writing and presentation skills. Preference shall be given to the candidates having competency and domain knowledge in the developmental sectors.

### **C) MONTHLY CONSOLIDATED REMUNERATION & OTHER BENEFITS**

- The selected candidates for CSR Consultant will be paid monthly consolidated remuneration of Rs. 40,000/- (forty thousand) per month and 10% hike every year basing on satisfactory performance.
- Accommodation may be provided subject to availability.
- The CSR Consultants will be provided with Corporation conveyance during tour at par with Manager Rank official and while on tour accommodation will be provided in the guest house of OMC.
- The monthly consolidated remuneration shall be drawn on voucher basis and no PF or other contribution shall be deducted / deposited except applicable income tax.
- They will not get the benefit of bonus, gift, incentive, liveries etc. or any other benefit at par with the regular employees of OMC.
- If a consultant is absent without intimation to his/her reporting officer for more than 10 days at a stretch, it will be deemed that the consultant has vacated his/her position.

## **D. SCOPE OF WORK**

- The consultant will report to the Regional Manager/ Reporting Officer and work in close coordination with other officers of OMC Ltd.
- Responsible for all CSR & allied activities which includes assessment, designing, planning, implementing, monitoring and documenting the Projects undertaken by the OMC / Society /Trust which will take-up OMC CSR and allied activities in future and will also play a supportive role to the Reporting Officer.
- Ensure timely implementation of activities and fund disbursement under CSR and allied activities.
- Facilitate for review and other meetings to assess project progress and performance.
- Facilitate for organizing regular Regional CSR Committee meeting to assess project progress and performance and approval of new projects following due procedures.
- Make all necessary liaison with concerned Department on overall CSR programme for convergence.
- Undertake regular field visits (minimum 2 weeks in every month) and work closely with implementing agency to monitor progress as per plan and submit required reports.
- Maintain necessary data base and prepare reports as per the requirement.
- Any other assignments assigned by the Regional Manager and HO from time to time.
- The CSR consultants will work with a team of OMC Executives/Non Executives who will provide required support to the consultants.
- Office space and stationery will be provided by the OMC.
- The Vehicle will be provided by the OMC for field visit of consultants.

## **E. GENERAL CONDITIONS OF ENGAGEMENT**

- The contractual engagement shall be valid for a period of one year subject to further extension basing on satisfactory performance /requirement of the Corporation.
- The engagement is purely temporary and can be terminated by either side by giving one month's prior notice.
- They shall abide by the Rules and Regulations of the Corporation and administrative orders as applicable that may be in force from time to time.
- The Candidate 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.
- The Candidate, if employed with any Autonomous Bodies/ Government/ Private Sector/ NGO may bring "No Objection Certificate" from their employer at the time of interview.
- Engagement of CSR Consultant is solely at the discretion of the Management based on suitability of the candidate and no claim will arise for the engagement if position is not filled due to un-suitability of candidates.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials.
- The decision of the Management will be final and binding on all the candidates on all matters relating to eligibility, acceptance or rejection of the candidature, selection of candidates, cancellation of the recruitment process etc. No enquiry/correspondence will be entertained in this regard.
- At any stage of recruitment process if it is found that the candidate has furnished false or incorrect information then the candidature / engagement of the candidate is liable to be cancelled.
- Canvassing in any form will be viewed adversely and may lead to dis-qualification

#### **F.METHOD OF SELECTION**

- The eligible candidates will be shortlisted on the basis of prescribed qualification & relevant work experience
- The selection will be made on the basis of personal interview of eligible shortlisted candidates.
- No TA/DA to be paid to the candidates for personal interview.
- The selected candidate shall have to produce the required documents as specified in the engagement order.
- 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. OMC 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.
- However, the management reserves the right to raise the minimum eligibility standards/criteria and/or to restrict the number of candidates in the personal interview, if so required.
- Any dispute arise in this connection will be subject to jurisdiction of appropriate Court of Odisha.

#### **G. SUBMISSION OF APPLICATION**

- Interested candidates fulfilling the eligibility criteria as specified under “A” above may download the **application format (Annexure-1)** from OMC **website <http://www.omcltd.in>** and submit the same dully filled in along with self attested copies of certificate /testimonials in support of date of birth , Qualification , Mark obtained, relevant work experience, amount of last salary and one page note in 1000 words justifying their suitability for the job etc. in hard copy to the **General Manager (P & A), The Odisha Mining Corporation Ltd. Post Box No-34, OMC House, Bhubaneswar – 751001** on or before **15<sup>th</sup> November 2017** by **Registered Post /Speed Post** positively.

**Sd/- Director (Personnel)**  
**Odisha Mining Corporation Ltd.**  
**Post Box No-34, OMC House,**  
**Bhubaneswar – 751001.**

**APPLICATION FORMAT FOR ENGAGEMENT OF CSR CONSULTANT ON CONTRACT BASIS IN OMC**

1. Post applied for : \_\_\_\_\_

Affix recent colour  
passport size  
photograph

2. Full Name (In Capital): \_\_\_\_\_

2. Father's /Husband's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

(As recorded in HSC or equivalent exam) (Attach copy of self attested Certificate)

4. Age as on 31.07.2017: \_\_\_\_\_

5. Marital Status: (Married/Un-Married) : \_\_\_\_\_

6. Address (with PIN code):

Present Address\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Permanent Address\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. State of Domicile/Residence: \_\_\_\_\_

8. Contact details: (a) Residence and

Office Phone (with STD code) \_\_\_\_\_

(b) Mobile No. \_\_\_\_\_

(b) E-mail: \_\_\_\_\_

9. Computer Literacy:

10. **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)*

**11. Employment Records**

(Attach self-attested copy of experience certificates):

Sl. No.	Name & address of Organizations worked	Post held	Total Emoluments & other allowances if any.	Duration of Experience (DD/MM/YYYY)		Type of assignment handled/specific nature of work / duty performed. (Attach separate sheet)	Reason of leaving if any
				From	To		

12. Years of experience in Government \_\_\_\_\_

13. Relevant Training :

Subject	Organization	Details of training programme attended	Duration

**14. Medical History****15. Language proficiency:**

Language	Ability to converse	Ability to Read	Ability to Write
<b>English</b>			
<b>Hindi</b>			
<b>Odia</b>			

16. 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 for last 05 years)

17. Brief summary out lining the experience/achievement during the Service period justifying his /her suitability for the job : (To be furnished in separate one page note)

**DECLARATION**

I \_\_\_\_\_ Son/Daughter 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:

**List of Enclosures:**

(1)

(4)

(2)

(5)

(3)

(6)