

HOW TO APPLY:

The applicants are advised to read all the instructions carefully before filling up the online application.

- The application can be best viewed in Internet Explorer 9 or above, Mozilla Firefox & Google Chrome.

Note –Do not open the application on multiple browsers while filling up the application.

- Scan the following **original documents** in (JPG/JPEG/PNG/PDF) format as specified below before filling up the online application.
 - (ii) Passport size photo (JPG/JPEG) maximum 100 KB
 - (v) Signature (JPG /JPEG) maximum 100 KB
 - (vi) Certificates, Mark Sheets & CGPA formula proof (JPG/ JPEG/PNG/ PDF) maximum 500 KB ([single scan file](#))
 - (vii) Caste Certificate/Reservation Proof (JPG/JPEG) maximum 500 KB
 - (viii) Residence Certificate (JPG/JPEG) maximum 500 KB
- The scanned image of Photograph and Signature in JPG/JPEG format will be displayed after uploading. For successful upload of other documents, only "**Uploaded**" will be displayed in the Status.
- *Note - Scanned image should be legible. Illegible scan image will render the applicant not eligible.*
- Go to the **Odisha Mining Corporation** website (www.omcltd.in) and click the **Recruitment section** and then click the **Online Application** button.
- Read the Advertisement, eligibility criteria and instructions carefully and note the mandatory documents required for the post.

Get prepared with scanned images of all mandatory educational mark sheets, certificates and documents.

REGISTRATION:

- Click on Registration button.
- Fill up your Full Name in upper case in the **Candidate Name** field.
- Fill up your E-mail id correctly in the **E-mail Address** field.
- Similarly fill up your valid mobile number in the **Mobile Number** field.
- Select appropriate category i.e. UR/SC/ST/SEBC as applicable from the dropdown list in the **Category** field.
- Select the appropriate sub-category like Ex-Serviceman, Sportsman, PwD, OMC Employee if applicable by clicking the checkbox.
- Under Odisha domicile, radio button **Yes** has been defaulted (These posts are meant for candidates of Odisha domicile). Selecting No, the candidate will not be eligible.
- Select appropriate gender Male/Female as applicable by clicking the radio button.
- Select your date of birth correctly from the pop up calendar under **Date of Birth** field. (First select the Year, then Month, then Date)
- Verify correctness of your data and click on **Submit** button.
- The candidate will receive a SMS in the registered mobile phone after successful registration and an e-mail containing **Username** and **Password** to login and apply in the online system.

Note: - After clicking Submit button, the candidate will not be able to modify data already filled up during registration.

APPLY ONLINE:

- If the applicant is ready with the scanned documents, log in with User name and Password and click on "I want to apply" button under "I agree to all terms and conditions and methodology of selection stated above and in the Advt. & I want to Apply" otherwise click on "I don't want to Apply" button and exit to complete the application later once all documents are ready.

- Click on **Apply** button and login to apply online using the User name and Password sent through E-mail.
- Fill up the **Personal Details** properly as required. If the applicant is an OMC employee ensure correct employee number is provided.

Please note that fields with ***(star/asterisk) marks are mandatory** and need to be filled up to proceed further. Click on **Save and Continue** button to go to next section.

- In **Contact Details** section, fill up the permanent address properly with pin code. If the correspondence address is same as permanent address click on the **Check Box and click on Save and Continue** button to go to next section.
- Please ensure the Mobile number & E-mail Id is correct, valid and entered properly (as all future communication from OMC is to be made on this Mobile number and e-mail Id) and click on the **Save and Continue** button to go to next section.

Note - Mobile number and e-mail Id should be unique for every application form.

- Fill up the **Educational Details** and correct marks on **Basic Qualification** Section as required & click on **Save and Continue** button to go to next section.

Note- 10th and onwards qualifications are mandatory. Qualifications play a major role in shortlisting of candidates. So please make sure to add all the relevant qualifications on Basic Qualification.

- At any point of time if previous section details need to be updated or changed, click on corresponding tab and make the changes.
- On **Upload Certificates** Section, upload all the mandatory documents as required. Browse your desired documents, select it and then click on **Upload** button. After uploading scanned photograph and signature, the same will be displayed against the relevant rows. For successful uploading of other documents system will display **Uploaded**. Once all documents are successfully uploaded, click on **Submit** button.

Note-

(iii) Please ensure that the scanned documents should not exceed the specified size and must be legible.

(iv) Pass Certificate, mark sheet & CGPA formula of 10th class should be scanned in a single file. Similarly for other qualification pass certificate, mark sheet and CGPA formula to be scanned in a single file.

- Click on **Preview** button to review and validate all the details. If a candidate wants to modify any data in the application form, go to relevant section, edit data and then click on **Save and continue** button.
- Click on the check box below the **Declaration** page and then click on the **Submit** button to confirm submission.
- Once you click the **Submit** button, you will not be able to edit any data.
- On submission of the online application, applicant will get an **Acknowledgement Number** in the registered **E-mail Id**.
- For any technical clarification regarding online application, the applicants are advised to contact on telephone Number i.e. 0674-2377530 in official working days (11.00 AM to 1.30 PM & 2.00 PM to 5.00 PM).