

**ADVERTISEMENT FOR RECRUITMENT OF EXECUTIVES IN OMC LTD.**

**No. 86 / OMC**

**Date: 28.12.2023**

OMC, a Gold category and one of the largest State PSUs in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome, bauxite & limestone ores. Inspired by the vision to emerge as the market leader and to play a catalytic role in the growth of industrialization, OMC caters to the requirements of mineral based industries. The Corporation has achieved an annual turnover of Rs.14,449.57 crores in the FY 2022 -23.

The Corporation invites application from dynamic & competent professionals in different disciplines as follows:

**VACANCY**

Sl. No	Name of the Posts	Scale of Pay (in Rs.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 30.11.2023
					SC	ST	SEBC	UR	
1.	Addl. General Manager (Sales & Marketing), E-6 grade	1,23,100/- to 2,15,900/- (Level-15)	1,23,100/- (Cell-1)	01	-	-	-	01	Not above 50 years
2.	Dy. General Manager (Sales & Marketing), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 44 years
3.	Sr. Manager (Sales & Marketing), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	02	-	-	-	02	Not above 40 years
4.	Manager (Sales & Marketing), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	09 (W-2)	01	02 (W-1)	01	05 (W-1)	Not above 38 years
5.	Sr. Manager (CSR), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	04 (W-2)	-	-	-	04 (W-2)	Not above 40 years
6.	Manager (CSR), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
7.	Manager (Geology), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	06 (W-1)	01	01 (W-1)	01	03	Not above 38 years
<b>TOTAL</b>				<b>28</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>18</b>	

Interested eligible candidates are advised to download the application format from OMC website: <https://omcltd.in>People>Career>Employment Opportunities> and submit the same duly filled in & signed along with attested copies of Certificates, Mark sheets, Experience Certificates etc. in support of their eligibility by **Speed Post/Courier** in a cover superscribed "APPLICATION FOR THE POST OF....." so as to reach the **General Manager (P&A)**, Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **29.01.2024** positively. Applications received after the last date due to delay in **postal/courier** or any other reason shall not be entertained and will be rejected.

OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

**Sd/-**  
**General Manager (P&A)**  
ODISHA MINING CORPORATION LTD.  
(A GOLD CATEGORY STATE PSU)

## TERMS AND CONDITIONS OF RECRUITMENT OF EXECUTIVES IN OMC LTD

### 1. VACANCY

Sl. No	Name of the Posts	Scale of Pay (in Rs.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 30.11.2023
					SC	ST	SEBC	UR	
1.	Addl. General Manager (Sales & Marketing), E-6 grade	1,23,100/- to 2,15,900/- (Level-15)	1,23,100/- (Cell-1)	01	-	-	-	01	Not above 50 years
2.	Dy. General Manager (Sales & Marketing), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 44 years
3.	Sr. Manager (Sales & Marketing), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	02	-	-	-	02	Not above 40 years
4.	Manager (Sales & Marketing), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	09 (W-2)	01	02 (W-1)	01	05 (W-1)	Not above 38 years
5.	Sr. Manager (CSR), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	04 (W-2)	-	-	-	04 (W-2)	Not above 40 years
6.	Manager (CSR), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
7.	Manager (Geology), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	06 (W-1)	01	01 (W-1)	01	03	Not above 38 years
<b>TOTAL</b>				<b>28</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>18</b>	

- Besides Basic Pay, the selected candidate will get other benefits like Dearness Allowance, Attendant Allowance, Conveyance Expenses, Corporation quarters for accommodation or House Rent Allowance in lieu of that, LTC, Medical facilities for self & dependent family members, Liveries, Scholarship for meritorious children etc. as per Rules of the Corporation.
- After appointment, the Executive shall be kept under probation for a period of one year. This period will be counted towards normal increment, leave & seniority. On successful completion of probation, the Executives shall be confirmed in their respective grade as indicated above. The probation period can be extended for a further period of six months, if necessary.
- The number of vacancies shown above are indicative in nature and may either increase or decrease at the discretion of Management.
- Scope for promotion: As per R&P Rules for Executives, 2012 of OMC (visit OMC website <https://omcltd.in>People>Employee corner>Rules> HR>).
- Candidate after recruitment can be posted in any establishment of OMC.
- The OMC Service is not pensionable.

### 2. ELIGIBILITY CRITERIA

Sl No.	Name of the posts	Qualification	Experience	Age as on 30.11.2023
1.	Addl. General Manager (Sales & Marketing), E-6 grade	<b>Essential:</b> B Tech. / BE in Mining/ Mechanical/Electrical/ Mineral Engg./ Metallurgical Engg. or M. Tech in Geology/Applied	<b>Essential</b> Must have at least 15 years of industry experience in Mining & Metal Sector out of which minimum 07 years of	Not above 50 years

		<p>Geology <b>Desirable:</b> MBA/PGDM with specialization in Marketing/Logistics &amp; Supply Chain Management from an University / Institute recognized by AICTE.</p>	<p>experience in Sales &amp; Marketing of Iron Ore/Pellets/ Chrome/Bauxite/ Manganese Minerals/Limestone/Bulk Raw materials in any reputed organization (s). <b>Desirable:</b> (i)Experience in market assessment, market forecast, formulation &amp; implementation of marketing schemes, sales strategy, sales distribution, Supply chain, logistics and customer related legal matters shall be an added advantage. (ii)Candidates having knowledge of SD Module in SAP shall have an added advantage.</p>	
2.	Dy. General Manager (Sales & Marketing), E-5 grade	<p><b>Essential:</b> B Tech. / BE in Mining/ Mechanical/Electrical/ Mineral Engg./ Metallurgical Engg. or M. Tech in Geology/Applied Geology <b>Desirable:</b> MBA/PGDM with specialization in Marketing/Logistics &amp; Supply Chain Management from an University / Institute recognized by AICTE.</p>	<p><b>Essential</b> Must have at least 12 years of industry experience in Mining &amp; Metal Sector out of which minimum 05 years of experience in Sales &amp; Marketing of Iron Ore/Pellets/ Chrome/Bauxite/ Manganese Minerals/Limestone/Bulk Raw materials in any reputed organization (s). <b>Desirable:</b> (i)Experience in market assessment, market forecast, formulation &amp; implementation of marketing schemes, sales strategy, sales distribution, Supply chain, logistics and customer related legal matters shall be an added advantage. (ii)Candidates having knowledge of SD Module in SAP shall have an added advantage.</p>	Not above 44 years
3.	Sr. Manager (Sales & Marketing), E-4 grade	<p><b>Essential:</b> B Tech. / BE in Mining/ Mechanical/Electrical/ Mineral Engg./ Metallurgical Engg. or M. Tech in Geology/Applied Geology <b>Desirable:</b> MBA/PGDM with specialization in Marketing/Logistics &amp; Supply Chain Management from an University / Institute recognized by AICTE.</p>	<p><b>Essential</b> Must have at least 08 years of industry experience in Mining &amp; Metal Sector out of which minimum 03 years of experience in Sales &amp; Marketing of Iron Ore/Pellets/ Chrome/Bauxite/ Manganese Minerals/Limestone/Bulk Raw materials in any reputed organization (s). <b>Desirable:</b> (i)Experience in market assessment, market forecast, formulation &amp; implementation of marketing schemes, sales strategy, sales distribution, Supply chain, logistics and customer related</p>	Not above 40 years

			<p>legal matters shall be an added advantage.</p> <p>(ii)Candidates having knowledge of SD Module in SAP shall have an added advantage.</p>	
4.	Manager (Sales & Marketing), E-3 grade	<p><b>Essential:</b> B Tech. / BE in Mining/ Mechanical/Electrical/ Mineral Engg./ Metallurgical Engg. or M. Tech in Geology/Applied Geology</p> <p><b>Desirable:</b> MBA/PGDM with specialization in Marketing/Logistics &amp; Supply Chain Management from an University / Institute recognized by AICTE.</p>	<p><b>Essential</b></p> <p>Must have at least 04 years of industry experience in Mining &amp; Metal Sector out of which minimum 02 years of experience in Sales &amp; Marketing of Iron Ore/Pellets/ Chrome/Bauxite/ Manganese Minerals/Limestone/Bulk Raw materials in any reputed organization (s).</p> <p><b>Desirable:</b></p> <p>(i)Experience in market assessment, market forecast, formulation &amp; implementation of marketing schemes, sales strategy, sales distribution, Supply chain, logistics and customer related legal matters shall be an added advantage.</p> <p>(ii)Candidates having knowledge of SD Module in SAP shall have an added advantage.</p>	Not above 38 years
5.	Sr. Manager (CSR), E-4 grade	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/ Rural Development/ Development Studies/ Social Work from reputed universities/institutes.	<p><b>Essential</b></p> <p>Minimum 08 (Eight) years of post-qualification relevant work experience in Formulation of CSR Strategies, Planning &amp; budgeting of CSR projects, Baseline CSR Survey, Execution, Monitoring &amp; Implementation of CSR projects, Impact Assessment of Projects, Community/Stakeholder engagement, report generation &amp; MIS, Tender documents &amp; award of contracts for CSR projects, collaborating with External partners/Agencies for CSR projects, Liaisoning with Govt Authorities for implementation of CSR projects etc. in Rural / Tribal areas under Govt./ PSU / Private Organisations, out of which 04(Four) years must be in Mining/Manufacturing Industries.</p> <p><b>Desirable</b></p> <p>(i)Candidates, having sound knowledge &amp; understanding of related provisions of Company's Act, SDF Framework, Sustainability Reporting, SA 8000 and other statutory mandates/legal frame work, shall have added advantage.</p> <p>(ii)Candidates, having excellent</p>	Not above 40 years

			<p>communication skill in aligning &amp; engaging all connected stakeholders in the CSR Plan, Strategies, projects etc. shall have an added advantage.</p> <p>(iii) Candidates should have working knowledge of MS Office (Word, Excel &amp; Power Point).</p>	
6.	Manager (CSR), E-3 grade	Full time regular course in Post-Graduation Degree/ Diploma in Rural Management/ Rural Development/ Development Studies/ Social Work from reputed universities/institutes.	<p><b><u>Essential</u></b></p> <p>Minimum 04 (Four) years of post-qualification relevant work experience in Formulation of CSR Strategies, Planning &amp; budgeting of CSR projects, Baseline CSR Survey, Execution, Monitoring &amp; Implementation of CSR projects, Impact Assessment of Projects, Community/Stakeholder engagement, report generation &amp; MIS, Tender documents &amp; award of contracts for CSR projects, collaborating with External partners/Agencies for CSR projects, Liaisoning with Govt. Authorities for implementation of CSR projects etc. in Rural / Tribal areas under Govt./ PSU / Private Organisations, out of which 02(two) years must be in Mining/Manufacturing Industries.</p> <p><b><u>Desirable</u></b></p> <p>(i) Candidates, having sound knowledge &amp; understanding of related provisions of Company's Act, SDF Framework, Sustainability Reporting, SA 8000 and other statutory mandates/legal frame work, shall have added advantage.</p> <p>(ii) Candidates, having excellent communication skill in aligning &amp; engaging all connected stakeholders in the CSR Plan, Strategies, projects etc. shall have an added advantage.</p> <p>(iii) Candidates should have working knowledge of MS Office (Word, Excel &amp; Power Point).</p>	Not above 38 years
7.	Manager (Geology), E-3 grade	M.Sc. Degree in Geology/ Applied Geology or M. Sc Tech. in Geology / Applied Geology or M. Tech. in Geology / Applied Geology from recognized University/ Institute approved by AICTE	<p><b><u>Essential</u></b></p> <p>(i) Must have minimum 04 Years' post qualification relevant experience in metalliferous exploration blocks in Geological mapping, Geological map preparation, bore hole planning, drill hole supervision, logging, sampling, QA/QC, Section correlation, resource/reserve estimation etc. and</p>	Not above 38 years

			<p>Geological Report preparation as per MEMC/NMET and must be familiar with UNFC guidelines.</p> <p>(ii) Must be conversant with use of modern gadgets in explorations.</p> <p><b>Desirable</b></p> <p>(i) Exposure to software such as AutoCAD/Arc GIS and knowledge on relevant statutes under MMDR/ MCDR etc. will be added advantage.</p>
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### Note

- The qualifications prescribed for all the above posts must have been obtained through regular mode/ full-time course. Equivalent Qualification, Qualification obtained through Correspondence Courses shall not be considered subject to the condition that the departmental candidates, who are already in OMC regular service as on 01.10.2012, acquiring AMIE (A&B) and other qualifications in correspondence courses from the recognized University/ Institute approved by AICTE can apply for the respective posts.

### 3. RESERVATION

Sl. No	Name of the Post	Scale of Pay (in Rs.) (Level)	Initial Basic Pay (in Rs.) (Cell)	Total posts	No. of Posts Reserved for				Age as on 30.11.2023
					SC	ST	SEBC	UR	
1.	Addl. General Manager (Sales & Marketing), E-6 grade	1,23,100/- to 2,15,900/- (Level-15)	1,23,100/- (Cell-1)	01	-	-	-	01	Not above 50 years
2.	Dy. General Manager (Sales & Marketing), E-5 grade	78,800/- to 2,09,200/- (Level-14)	1,05,900/- (Cell-11)	01	-	-	-	01	Not above 44 years
3.	Sr. Manager (Sales & Marketing), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	02	-	-	-	02	Not above 40 years
4.	Manager (Sales & Marketing), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	09 (W-2)	01	02 (W-1)	01	05 (W-1)	Not above 38 years
5.	Sr. Manager (CSR), E-4 grade	67,700/- to 2,08,700/- (Level-13)	91,100/- (Cell-11)	04 (W-2)	-	-	-	04 (W-2)	Not above 40 years
6.	Manager (CSR), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	05 (W-1)	01	01	01	02 (W-1)	Not above 38 years
7.	Manager (Geology), E-3 grade	67,700/- to 2,08,700/- (Level-13)	78,500/- (Cell-6)	06 (W-1)	01	01 (W-1)	01	03	Not above 38 years
<b>TOTAL</b>				<b>28</b>	<b>03</b>	<b>04</b>	<b>03</b>	<b>18</b>	

- Age relaxation for SC/ST/SEBC & Women shall be considered as per guidelines of State Government. Departmental candidates shall be given 10 (Ten) years of age relaxation, as per Corporation Rules.
- In case of non-availability of eligible/ suitable woman candidate (s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible & suitable male candidate (s) of the same category.

- Women candidates belonging to SC/ST/SEBC category are required to submit Caste Certificate by birth showing “daughter of .....”. Caste Certificates obtained by virtue of marriage (i.e. showing wife of.....”) is not acceptable.
- SEBC candidates shall submit the SEBC certificate issued by the Competent Authority on or after **30.11.2020**. OBC certificate in place of SEBC certificate shall not be accepted.
- SC/ST candidates belonging to the domicile of Odisha shall submit the SC/ ST certificate issued by the Competent Authority.

#### 4. **HOW TO APPLY**

- Application Form at **Annexure-I** shall be downloaded from our website: **https://omcltd.in>People>Career>Employment Opportunities** to be filled- up by the candidate after carefully reading the eligibility criteria prescribed for the post.
- The applicant must affix recent colour passport size photograph at top right side of the application form.
- The applicant must attach self-attested copy of all the mark sheets, certificates/ testimonials/documents from HSC / 10<sup>th</sup> onwards towards proof of qualification, age, mark secured, Caste/ Class, PwBD, Experience (having clear mention of date of joining & date of leaving/ continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly) etc. along with the application form. In case a Degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including the final mark sheet of final semester. Further, in support of any qualification, if the marking is CGPA based, then the candidate needs to submit the proof of CGPA to Percentage conversion formula against the qualification.
- The application in the prescribed form shall be accompanied with a one page write up on **“Why I consider myself suitable for the Role”** along with statement of purpose.
- Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect are liable to be rejected.

#### 5. **SELECTION METHODOLOGY**

Out of Total marks of 100, 70 marks will be assigned for short-listing the eligible candidates in the following manner

<b>Base Career</b>	50 Marks	10 <sup>th</sup> / HSC onwards
<b>Higher relevant Education</b>	10 Marks	02 (two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (ten) marks.
<b>Relevant Experience</b>	10 Marks	02 (two) marks shall be given for every year of additional relevant experience over & above the required experience subject to a maximum of 10 (ten) marks.

- The total marks for Personal Interview is 30.
- Eligible candidates will be shortlisted and called for personal interview in the ratio of 1:10 for each vacancy.
- The departmental candidates of OMC shall apply through proper channel.
- All the departmental candidates belonging to same cadre and fulfilling the eligibility criteria will be shortlisted beyond the above ratio.

- The shortlisted candidates will be called for to produce original mark sheets, certificates & testimonials/documents towards proof of age, qualification and marks from HSC / 10<sup>th</sup> onwards, Experience certificate (Having clear mention of date of joining & date of leaving/continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly) along with photo copies thereof, for the purpose of verification prior to personal interview. Failing to produce the required documents shall lead to disqualification of candidature.
- The final Selection shall be made on the basis of the scores secured in base career, higher education, additional experience and Personal Interview.
- Filling-up of vacancies is solely at the discretion of the Management based on suitability of candidates & no claim will arise for appointment, if vacancy is not filled due to un-suitability/in sufficient number of candidate (s).

## **6. GENERAL CONDITIONS**

- Candidates are required to visit Corporation website [https://omcltd.in>People>Career>Employment Opportunities](https://omcltd.in>People>Career>Employment_Opportunities) at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.
- Canvassing in any form will be viewed adversely & may lead to disqualification.
- Finally selected candidates shall have to produce the required documents at the time of joining as per the provisions of OMC R&P Rules for Executives, 2012.
- The decision of OMC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application / candidature, selection of candidate, cancellation of the recruitment process, etc. No enquiry/correspondence will be entertained in this regard.
- Any dispute arising in this connection will be subject to jurisdiction of appropriate courts of Odisha.
- OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **29.01.2024** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

Sd/-

**General Manager (P&A)**  
**Odisha Mining Corporation Ltd.**  
**Post Box No-34, OMC House,**  
**Bhubaneswar – 751001**



**Annexure-I**

**ODISHA MINING CORPORATION LTD**  
**APPLICATION FORMAT FOR RECRUITMENT**

Affix recent colour  
pass port size  
photograph.

1. Post applied for : .....
2. Advertisement No. and date: Advt. No. 86 /OMC dated 28.12.2023
3. Full Name (In capital):.....
4. Father's /Husband's Name:.....
5. Date of birth :.....  
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
6. Age as on (30.11.2023) :.....
7. Sex :.....
8. Category :.....
9. Marital status: (Married/Un-married) .....
10. Address (with PIN code):

Present Address

Permanent Address

11. Contact details: (a) Phone .....
- (b) e-mail .....

12. Qualification: (10<sup>th</sup> onwards) & addl. Qualification, if any(Attach copy of certificates& mark sheets).{ *Candidates may use separate sheet, if required*}

Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/ CGPA*

(\*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)

13. Post Qualification Experience (By clearly mentioning the date of joining & date of leaving/ continuance in the organization(s) worked/working. Further, the positions held by the candidate in each organization worked/working to be specified clearly & experience certificates to be enclosed along with application accordingly) {Candidates may use separate sheet, if required}:

Sl. No.	Name & address of Organizations worked	Post held	Scale of Pay and Basic Pay	Cost to Company (CTC)	Duration of Experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed	Period of experience in Sales & Marketing Functions* (From....To... .Total Yr...mth....)
					Date of Joining	Date of leaving/continuance			
A	B	C	D	E	F	G	H	I	J

\* Applicable only for the candidates who apply for AGM(S&M), DGM(S&M), Sr.Manager (S&M) & Manager(S&M) Posts. Candidates applying for CSR & Geology posts shall fill upto Column 'I' of above table.

**Note: Copy of the experience certificate (s) as per the above particulars must be attached.**

14. Whether applied earlier in OMC, if yes, please mention the posts applied for..... & Whether appeared for Personal Interview in OMC, if yes, please mention the post appeared for.....

15. No. of days/months required to join, if selected:.....

**DECLARATION**

I.....Son/Daughter/Wife 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: .....  
DATE: .....

NAME: .....

**NB: Documents/ Certificates to be attached (Please put√ mark):-**

Sl. No	Name of Documents	Put √ mark	Page No.	
			From	To
1	10 <sup>th</sup> Certificate			
2	10 <sup>th</sup> MarkSheet			
3	+2/Intermediate Certificate			
4	+2/Intermediate Mark sheet			
5	Degree Certificate			
6	Degree Mark sheet			
7	Post-Graduation Certificate, if any			
8	Post-Graduation Mark sheet, if any			
9	Proof of CGPA to Percentage conversion formula			
10	Relieving/ Continuance Certificate (or latest pay slip) if applicable			
11	Experience Certificate(s)			
12	Why I consider myself suitable for the Role			
13	Others, if any:1			
14	2			
15	3.....			

Total Nos. of attachments to the application.....

Signature of the applicant

The documents to be attached must be self-attested with proper numbering of the pages.