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Odisha Forest Development Corporation Ltd

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN751001

Telephone:-0674-2534086, 2534269 Fax: 0674-2535934

[website: www.odishafdc.com E-mail ID: general@odishafdc.com]

No 5755/Secy/810/2020-21 Date 09.04.2021

**ADVERTISEMENT FOR ENGAGEMENT OF YOUNG PROFESSIONALS ON
CONTRACTUAL BASIS IN OFDC LTD**

Odisha Forest Development Corporation Ltd (OFDC), a Government of Odisha Undertaking is looking for young, talented, innovative and dynamic professionals for engagement of 2 nos of Young Professionals on contract basis in its Corporate Office, Bhubaneswar. They will be expected to contribute in providing high quality inputs in all its business activities and also be expected to contribute meaningfully in areas such as Supply chain management, Project Management, Strategic & long term policy formulation, providing innovative ideas & suggesting reforms etc in furtherance of the objectives of the Corporation. Details of posts, educational and professional qualifications, experience, remunerations and terms of reference for engagement can be viewed at website of the Corporation at www.odishafdc.com.

Submission of Applications: - Eligible candidates may apply online on the link provided in the career section of the website of the Corporation at www.odishafdc.com from **13.04.2021**. Applications are to be submitted online only. Last date for receiving application is **29.04.2021** upto 17.00 hrs.

Sd/-
Managing Director

**Terms of Reference for engagement of Young Professionals on Contractual Basis
with reference to Advertisement No.5755 Dated 09.04.2021**

1. Purpose & Scope

- a. Odisha Forest Development Corporation Ltd (OFDC Ltd) is a Government of Odisha Undertaking and acts as a commercial wing of the Forest Department. It works scientifically to help and support conservation of the State's vast forest resources without sacrificing the apparent forest values. It undertakes much required scientific forestry operation for maintaining the health & hygiene of the Forest and harvests Timber, Firewood, Bamboo from the Forest and sell these products with and without value addition. Besides, it also trades in Kenduleaf as a sole selling agent of the Government. OFDC provides much needed sawing facilities through it Saw Mills operating at various places in the State and also has a Food Processing/Canning unit for processing of Honey collected from Forest along with production of Pickles, Squash, Soft Drink and marketing them under its own brand. In recent years, it has expanded its field of operation to green consulting and turnkey plantations and greening projects. It is engaged in reforestation mining area, degraded lands, industrial zone and establishing several eco parks and landscaping of stadiums and institutional campus, avenue plantation etc.
- b. Hiring of young professionals with requisite educational and professional skills is expected to add value in achieving the objectives of the Corporation. These Young Professionals will be expected to contribute in providing high quality inputs in various activities of OFDC like, Forestry operation, Plantation & Landscaping, Collection, processing & marketing of Raw & Value Added Forest Produces & Non-Timber Forest Produces (NTPF). They will also be expected to contribute meaningfully in areas such as Supply chain management, Project management, Strategic and long term policy formulation, Providing innovative ideas & suggesting reforms etc.

2. Contractual terms and conditions

2.1 Legal Status: The Young Professionals shall have the legal status of an independent Consultant vis-à-vis, OFDC and shall not be regarded for any purpose as an official of OFDC Ltd. Accordingly nothing within or relating to the contract shall establish the relationship of employer and employee or the principal and agent between OFDC Ltd and the Young Professionals.

2.2 Standard of Conduct

- a. In general, the Young Professionals shall neither seek nor accept instructions from any authority external to OFDC Ltd in connection with the performance of its obligations under the Contract. The Young Professionals shall not take any action in respect of its performance of the contract or otherwise related to its obligations under the contract that may adversely affect the interests of OFDC Ltd. and the Young Professionals shall perform their obligations under the contract with fullest regard to the interest of the OFDC Ltd. The Young Professionals shall comply with all laws, rules and regulations bearing upon the performance of its obligations under the contract. In performance of the Contract the Young Professionals shall comply with the standards of conduct.

Failure to comply with the same is grounds for termination of the Young Professionals for cause.

- b. **Prohibition of Sexual Exploitation and Abuse:** In the performance of the contract, the Young Professionals shall comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The young professional acknowledges and agrees that any breach of any of the provisions thereof shall constitute a breach of an essential terms of the Contract and in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing shall limit the right of OFDC Ltd to refer any alleged breach of the foregoing standards of conduct to the relevant authorities for appropriate legal action.

2.3 Title Rights, Copyright, Patents and other proprietary rights

2.3.1 Title to any equipment and supplies that may be furnished by OFDC Ltd to the Young Professionals for the performance of any obligations under the contract shall rest with the OFDC Ltd and any such equipment shall be returned to OFDC Ltd at the conclusion of the Contract or when no longer needed by the Young Professionals. Such equipment, when returned to OFDC Ltd, shall be in the same conditions as and when delivered to the Young Professionals subject to normal wear and tear and they shall be liable to compensate OFDC Ltd for any damage or degradation of the equipment that is beyond wear and tear.

2.3.2 OFDC Ltd shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, process, inventions, ideas, know-how or documents and other materials which the Young Professionals has developed for OFDC Ltd under the Contract and which bear a direct relation to or any produced or prepared or performance of the Contract and the Young Professionals acknowledges and agrees that such products, documents and other materials constitute works made for hire for OFDC Ltd. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Young Professionals under the Contract shall be the property of OFDC Ltd, shall be made available for use or inspection by OFDC Ltd at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to OFDC Ltd authorized officials on completion of work under the contract.

2.4 Confidential Nature of Documents and Information: The Young Professionals would be subject to the provisions of The Official Secrets Act, 1923. The Young Professionals shall not except with the previous sanction of OFDC Ltd or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio/TV broadcast or contribute an article or write a letter in any newspapers or periodicals either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article or letter relates to subject matter assigned to him by OFDC Ltd.

2.5 Use of Name, Emblem or Official Seal of the OFDC Ltd.: Young Professionals shall not advertise or otherwise make public for purpose of commercial advantage that it has a contractual relationship with the OFDC Ltd, nor shall the Young Professionals, in any manner whatsoever, use the name, emblem or official seal of OFDC Ltd, or any abbreviation of the name of Young Professionals, in connection with its business or otherwise without the written permission of OFDC Ltd.

2.6 Insurance: The Young Professionals shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the contract, as well as for arranging, at the Young Professional's sole expenses, such life, health and other forms of insurance as the Young Professionals may consider to be appropriate to cover the period during which the Young Professionals provides services under the Contract.

2.7 Travel, Medical Clearance and service incurred death, injury or Illness:

2.7.1 The selected Young professionals are required to furnish original Medical fitness certificates in the prescribed proforma from a Medical Officer not below the rank of Chief Medical Officer at Annexure-A and the Character certificate from two gazette Officers not related to them in the prescribed format enclosed at Annexure-B at the time of joining.

2.7.2 In the event of the death, injury or illness of the Young professionals which is attributable to the performance of services on behalf of the OFDC Ltd under the terms of the Contract while they are travelling at OFDC Ltd expenses or are performing any services under the contract in any offices or premises of OFDC Ltd, the Young professionals or the Young professional's dependents as appropriate, shall not be entitled to any compensation.

2.8 Force Majeure and other Conditions:

2.8.1 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrections, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Young professionals.

2.8.2 The Young professionals acknowledges and agrees that, with respect to any obligations under the Contract that the Young professionals must perform in or for any areas in which OFDC Ltd is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.

2.9 Termination: The appointment of Young Consultant is of a temporary nature and the OFDC Ltd can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the individual consultant. The Young professionals can also seek for termination of the Contract upon giving one month's notice to the OFDC Ltd.

2.10 Conflict of Interest: The Young professionals shall be expected to follow all the rules and regulations of the Government of Odisha and the OFDC Ltd which are in force. He/ She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Individual Consultant are not found satisfactory or found in conflict with the interests of the OFDC Ltd, his/her services will be liable for discontinuation without assigning any reason.

3. Duties & Responsibilities

The Young professional will be providing high quality inputs in various activities of OFDC like, Forestry operation, Plantation & Landscaping, Collection, processing & marketing of Raw & Value Added Forest Produces & Non-Timber Forest Produces (NTPF). They will also be expected to contribute meaningfully in areas such as Supply chain management, Project management, Strategic and long term policy formulation, Providing innovative ideas & suggesting reforms etc. Their duties and responsibilities will also include:

- a) Providing necessary inputs based on national & global best practices in the various existing and future activities of OFDC.
- b) To study and analyze the existing business practices and processes and suggest improvements if any to increase efficiency & productivity.
- c) To function as a knowledge resource person & think tank professional for the Corporation in furtherance of its objectives.
- d) To study the latest developments in the fields of forestry and related activities and prepare working papers for internal deliberations in the Corporation.
- e) To study and suggest new fields of activities & business opportunities for OFDC.
- f) To do any other work as may be assigned to them in furtherance of the objectives of the Corporation.

4. General Terms & Conditions

4.1 Tenure: Individual Consultants will be engaged for an initial period of 2 years and may be extended at the discretion of the OFDC Ltd for a further period of one year based on requirement and performance. Maximum period of engagement of these Young professionals will be 3 (Three) years.

4.2 The Young professionals shall be appointed on full time basis and they are not permitted to take up any other assignment during the period of engagement with OFDC Ltd.

4.3 The appointment of Young Consultant is of a temporary nature and the OFDC Ltd can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the individual consultant. The Young professionals can also seek for termination of the Contract upon giving one month's notice to the OFDC Ltd.

5. Educational Qualification:

Educational Qualification: Following educational and professional qualifications are required:

- a. Graduate (B.Sc.) in Forestry/ Agriculture/ Botany/ Zoology/ Environmental Science, **and**

b. MBA/PGDM.

(Preference will be given to candidates having specialization in Marketing/
Forest Management/ Rural Management/Plantation Management/
Agribusiness Management)

6. Experience, Age and remuneration

a. **Experience:** Minimum 2 years' experience in relevant field

b. **Age:** Upper age limit is 35 years as on 01.01.2021

c. **Remuneration:** Consolidated monthly remuneration of Rs 60,000/- (inclusive all) will be paid. Annual increment @10 % of the basic remuneration shall be paid after successful completion of initial contract period of 2 years.

7. **TA/DA** – No Transportation/ Transportation allowances will be provided by OFDC Ltd for attending office. However, TA/DA will be paid to Young Professionals for performing any official tours duly approved by the Competent authority at the rate as applicable to rank of Managers of the Corporation

8. **Leave:** Young professionals will be allowed to avail 10 days Casual Leave in one calendar year proportionately as per the days worked in the OFDC Ltd.

9. **Procedure for submission of Application:** Interested eligible candidates may apply online only from the link provided in the career section of the website www.odishafdc.com from **13.04.2021** onwards. Last date for submission of application is **29.04.2021** upto 17.00 hrs. In case of any queries please write to general@odishafdc.com. For all the updates please visit the website regularly.

10. **Last date of submission of Application:** Last date for receipt of resume along with all supporting documents is **29.04.2021** upto 17.00 hrs.

11. **Mode of Selection:** The list of eligible candidates shall be prepared on the basis of their resume and experience suitable for the job. Shortlisted candidates will be called for interview at Corporate Office, OFDC Ltd., at A/84 Kharavel Nagar, Bhubaneswar, Odisha. **No TA/DA will be paid to candidates called for attending interview.** Candidates are required to produce original documents in support of their educational qualifications, Age and Experience at the time of interview for verification.

12. Instructions for filling and submitting the online application form:

a. Candidates must apply online through the website www.odishafdc.com. Applications received through any other mode would not be accepted and summarily rejected. Please make sure to complete all fields without leaving any fields blank.

b. Please attach self-attested scanned copies of requisite documents along with application for verification of date of birth, qualifications, experience etc. Application without proof of requisite documents will not be considered.

c. If a candidate has submitted more than one application before the last date, the last application will be considered as valid.

- d. CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE THROUGH E-MAIL ONLY.

13. General Instructions:

- I. The eligibility (as well as suitability) of a candidate shall be considered based on the information supplied in the application.
- II. OFDC Ltd has right to set higher norms, while short listing the applications taking into account the work requirement. Mere fulfilment of Qualification required does not entitle candidates to be called for interaction. OFDC Ltd reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience and to the academic achievements higher than the minimum prescribed in the advertisement.
- III. No correspondence will be entertained with the candidates, who are not called for interview.
- IV. If it is found at a later date that any information given in the application is incorrect / false, the candidature / contractual assignment is liable to be cancelled / terminated
- V. The date of the interview will be informed to the shortlisted candidates by email only. All the candidates are required to mention their email id correctly in their resume.
- VI. OFDC takes no responsibility for non-receipt of intimation or inability to print call letter from the Email.
- VII. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation.
- VIII. OFDC reserve the right to discard this advertisement or not to call any candidates for interview and posting at any point of time.

Sd/-

Managing Director