

Odisha Forest Development Corporation Limited



(Formerly Orissa Forest Development Corporation Limited)

(A Government of Odisha Undertaking)

CIN-U02005OR1962SGC000446

Regd. Off: Plot No. A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001

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

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No-8957/30th April 2016

In order to facilitate the Ecotourism activities in Odisha and for providing the visitors information and assistance for their visit to the Ecotourism Destinations and availing facilities thereof and to co-ordinate with different stakeholder, an “Ecotourism Cell” has been set up by the Odisha Forest Development Corporation Limited at its Corporate Office, Bhubaneswar. OFDC invites application from dynamic, experienced and highly motivated professionals having good communication skill for filling up the following posts on contractual basis:

Sl. No.	Post	Educational Qualifications and Experience	No of Post	Age Limit	Remuneration
1.	Project Manager (Ecotourism)	Master in Business Administration(MBA) or equivalent / Two years P.G. Diploma in Journalism & Mass Communication/Two years P.G. Diploma in Rural Management from reputed institution. Experience: Minimum Three years Experience in Project Management in Government/ PSUs/NGOs Sector	1(One)	45 years	Consolidated Salary of Rs35,000/-
2.	Asst. Manager (Ecotourism)	Graduate/Post Graduate with minimum three years experience in Tourism/Hotel and Hospitality Sector.	2(Two)	45 Years	Consolidated Salary of Rs25,000/-
3.	Customer Care Executive (Ecotourism)	Graduate in any discipline with good communication skill. Proficient in MS Office	1(One)	35 years	Consolidated Salary of Rs15,000/-

Details can be viewed at website of the Corporation at www.odishafdc.com. Interested eligible candidates fulfilling the above qualifications, experience and other conditions of the advertisement are requested to submit their resume along with all supporting documents to the Managing Director, OFDC Ltd, A/84 Kharavel Nagar, Unit-III Bhubaneswar, Odisha, PIN-751001. Last date for receiving application is 20.05.2016 upto 17.00 hrs.

Sd/
29.4.2016
Managing Director

Applications in registered post/speed post are invited by OFDC Ltd., a Govt. of Odisha Undertaking from dynamic, experienced and highly motivated professionals having good communication skill for filling up the following posts on contractual basis.

1.Details of Posts, Educational Qualifications, Experience, Age Limit and remuneration etc.

Sl. No.	Name of the Post	Educational Qualifications and Experience	No of Post	Age Limit	Remuneration
1.	Project Manager (Ecotourism)	Master in Business Administration (MBA) or equivalent / Two years P.G. Diploma in Journalism & Mass Communication/Two years P.G. Diploma in Rural Management from reputed institution. Experience: Minimum Three years Experience in Project Management in Government/ PSUs/NGOs Sector	1(One)	45 years	Consolidated Salary of Rs35,000/-per month
2.	Asst. Manager (Ecotourism)	Graduate/Post Graduate with minimum three years experience in Tourism/Hotel and Hospitality Sector.	2(Two)	45 Years	Consolidated Salary of Rs25,000/- per month
3.	Customer Care Executive (Ecotourism)	Graduate in any discipline with good communication skill. Proficient in MS Office	1(One)	35 years	Consolidated Salary of Rs15,000/- per month

1. **Mode of Application:** Resume in plain paper giving details of Name, Address (Both permanent & Address for Communication), Email Address, Contact Number, educational qualifications and post qualification experience and two passport size photographs, is to be sent through Registered/Speed Post addressed to the Managing Director, OFDC Ltd, A/84 Kharavel nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001. The application should accompany self attested copies of all the supporting documents in relation to age, qualification and experience as mentioned in the resume. The resume should contain a declaration about the truthfulness of the information contents therein and should be signed by the candidate with date.
2. **Period of Engagement:** The period of engagement is initially for 1 (one) year which may be extended for such further period not exceeding one year at a time as may be decided, on satisfactory completion of the initial/subsequent contract period.
3. **Age:** Maximum Age Limit is 45 years for the post of Project Manager (Ecotourism) and Asst. Manager(Ecotourism). The maximum age limit is 35 years for Customer Care Executive(Ecotourism). The age shall be reckoned on 01.05.2016 for calculation of maximum age limit.
4. **Salary & Perquisites:** Monthly consolidated salary will be paid as mentioned at sl-1. above. In addition to the remuneration, Mobile phone allowances,

reimbursement of TA & DA in relation to official tour performed will be paid at such rate as may be decided by the Authority.

5. **Place of Posting:** All the Candidates will be posted at Corporate office, OFDC Ltd, Bhubaneswar.

6. **Job Description**

a. *Project Manager(Ecotourism)*

- i. To liaise with different stakeholders for promotion and effective management of the Ecotourism
- ii. To coordinate with the operation team for smooth functioning of the various activities related to ecotourism destinations and supervise the functions of staffs.
- iii. Planning events and other cultural development activities in various ecotourism destinations in consultation with the authorities. He should have authorship in publishing monograph/various reports and must possess proven ability to communicate independently.
- iv. Preparation of Capacity Building training module for staffs/ EDC members for due discharge of their job and arrange training programme.
- v. Preparation of tenders in consultation with Architects, Verification of estimates, assist in selection of agencies etc.
- vi. Managing Ecotourism Website and attending the booking related queries of the visitors.
- vii. To prepare and submit various reports and returns as required by the authorities.

b. *Asst. Manager(Ecotourism)*

- i. Travelling to all the ecotourism destinations of Odisha for supervising various ecotourism activities and reporting thereof.
- ii. On the spot training and advising to support staffs at ecotourism destinations
- iii. To attend and address complain of the visitors and co-ordinating with the authority for immediate redressal.

c. *Customer Care Executive(Ecotourism)*

To attend the queries of the visitors/prospective visitors received through Email/Fax/Telephone. Office compliances and record keeping.

7. **Last date:** Last date for receipt of resume along with all supporting documents and two passport size photographs, duly self attested, is 20-05-2016 upto 17.00 hrs.
8. **Mode of Selection:** The merit list of the selected candidates shall be prepared on the basis of their resume and practical experience suitable for the job. Shortlisted candidates will be called for interview at Corporate Office, OFDC Ltd. at A/84 Kharavel Nagar, Bhubanesar, Odisha. Candidates are required to produce original

documents in support of their educational qualifications, Age and experience at the time of interview for verification.

9. The date of the interview will be informed to the shortlisted candidates by post/email. All the candidates are required to mention their email id correctly in their resume.
10. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or he/she has furnished any incorrect/false information/certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
11. OFDC takes no responsibility for non-receipt of intimation or inability to print call letter from the Email.
12. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation.
13. OFDC reserve the right to discard this advertisement or not to call any candidates for interview and posting at any point of time.
14. The Applicant should be in a position to join in the post by 5 June 2016, if selected.

Sd/

Managing Director