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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.comE-mail ID:general@odishafdc.com]

Advertisement No. 4468/secy/2020 Date: 16.03.2021

Advertisement for Engagement of Chief Manager (Food Processing) on Contract basis in OFDC Ltd

Applications are invited from the interested candidates fulfilling the eligibility criteria as mentioned in the details terms of reference for engagement as Chief Manager (Food Processing) on contract basis in OFDC Ltd. The terms of reference for engagement containing educational qualification, experience, remuneration, job description etc is available in the website of the Corporation at www.odishafdc.com .

Eligible candidates may apply online on the link provided in the career section of the website of the Corporation at www.odishafdc.com from **23.03.2021**. Applications are to be submitted online only. Details can be viewed at website of the Corporation at www.odishafdc.com. **Last date for receiving application is 12.04.2021 upto 17.00 hrs.**

Sd/-

MANAGING DIRECTOR

**Terms of Reference for engagement of Manager(Food Processing) on
Contract basis in OFDC Ltd with reference to advertisement No.4468
dated.16.03.2021**

1. Introduction

Odisha Forest Development Corporation Ltd (OFDC Ltd) is a Government of Odisha Undertaking having a Food Processing/Canning unit for processing of Honey and production of Pickles, Squash, Soft Drink etc. The Corporation is planning to expand operation of these products and proposes to expand its facility/ set up a new unit of honey processing plant and food processing/ canning unit at Baripada in the Mayurbhanj District of Odisha. For looking after overall operation of the Canning & Processing unit and also development and marketing of existing and new products, OFDC invites application from eligible interested candidates having required educational qualifications and work experience for engagement as Chief Manager (Food Processing) on contractual basis.

Terms of Recruitment for contractual engagement of Chief Manager (Food Processing) in Odisha Forest Development Corporation

1) Name of the Post: Chief Manager (Food Processing)

2) No. of Post: 1 (One)

3) Period of Engagement: Initial period of engagement shall be for Two years which may be extended based on requirement and satisfactory performance. The selected Candidate shall be engaged on full time basis and is not permitted to take up any other assignment during the period of engagement with OFDC Ltd

4) Scope of work: The major tasks of Chief Manager (Food Processing) are as follows:

- a) To ensure proper installation, operation & maintenance of the processing facility.
- b) To ensure development of new products/ value added products as per market acceptability along with processing & production of existing products with due regard to quality.
- c) To ensure quality in finished products and also raw material and consumables being used.
- d) To ensure adherence and maintenance of all safety standards, rules and procedures in the processing facility.
- e) To build up an assured quality raw material procurement system.
- f) To help in setting up, developing, training & maintenance & operation of apiary honey production as per requirement of OFDC.
- g) Build up a marketing system & take steps to promote the OFDC brand.
- h) To ensure profitability of the processing/ canning facility.
- i) Any other matter as may be assigned by the Authority

5) **Job location:**

The Chief Manager (Food Processing) will be posted at Baripada, Mayurbhanj. The posting may vary depending upon the need of the Corporation and the selected candidate will have to work at the place of posting.

6) **Age:** The maximum age limit is 40 years as on 01.01.2021.

7) **Qualifications:**

Bachelor Degree in Food Processing/ Food Technology from reputed University/ Institute.

8) **Experience:**

The candidate should have minimum 5 years of experience in Food Processing in Automated/Semi-automated Plant with 2 years in Senior Operation/Management position. Candidate should have good exposure into production & development of food products, Quality Testing. Preference will be given to candidates having experience in Honey processing/ running of canning center.

9) **Remuneration:** Monthly consolidated remuneration of Rs.50,000/- will be paid during the period of contract. TA/ DA in case of official tours may be paid at par with/ as applicable / permissible by the authority.

10) **Leave:** The Chief Manager (Food Processing) engaged on contract basis shall be allowed to avail 10 days Casual Leave in one calendar year proportionately as per the days worked in the OFDC Ltd.

11. **Rules and Regulations of engagement:** The Chief Manager (Food Processing) shall be subjected to official rules of business and has to obey general conduct rule of Odisha Forest Development Corporation Ltd.

12. **Termination:** The engagement is purely temporary in nature and can be terminated by giving one months notice without assigning any reason thereof. If the candidate desires to leave the service, then he/she is required to give a three month's notice. He will be allowed to leave the service after handover of complete charge to such officer as maybe decided by the Authority. The decision of the Managing Director, OFDC Ltd. would be binding and final for all purposes.

13) **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 23.03.2021 onwards. Last date for submission of application is 12.04.2021 upto 17.00 hrs. In case of any queries please write to general@odishafdc.com. For all the updates please visit the website regularly.

14) **Last date of submission of Application:** Last date for receipt of resume along with all supporting document is 12.04.2021 upto 17.00 hrs.

15) 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, Bhubanesar, 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.

16) Instructions for filling and submitting the online application from:

- 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 CORECT AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE THROUGH E-MAIL ONLY.

17) 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 hither 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