

ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିଡ଼ 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. 3247 /OE-II [M]/14/2017Date: 23-02-2021

EXPRESSION OF INTEREST FROM RETIRED DIVISIONAL MANAGERS/ MANAGERS OF OFDC LTD FOR ENGAGEMENT AS MANAGERS ON CONTRACT BASIS AT THE CORPORATE OFFICE, OFDC LTD

Applications are invited from the interested retired Divisional Managers/ Managers of Odisha Forest Development Corporation Ltd. for engagement as Manager (Operation), Manager (HR/Finance) on contract basis at Corporate Office, OFDC Ltd, Bhubaneswar.

Interested personnel can download the detailed job description, experience, eligibility criteria, remuneration and application form etc. from OFDC's web site (www.odishafdc.com). The application may be sent through Registered Post/ Speed Post or through email at general@odishafdc.com to reach the Corporate Office by 10.03.2021 upto 17.00 hrs. Applications received beyond the stipulated date & time will not be accepted/ entertained.

Sd/-

MANAGING DIRECTOR

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TERMS OF REFERENCE FOR ENGAGEMENT OF RETIRED DIVISIONAL MANAGERS/ MANAGERS OF OFDC Ltd. AS MANAGERS ON CONTRACT BASIS AT THE CORPORATE OFFICE, OFDC LTD WITH REFERENCE TO ADVERTISEMENT NO. 3247/OE-II(M)/14/2017 DATED 23.02.2021

Applications in the prescribed format are invited from the interested Retired Officers of OFDC Ltd. who satisfies the eligibility criteria for Re-engagement in 2 nos of posts of Manager to function as Manager [Operation] and Manager (HR/Finance) in Corporate Office of OFDC Ltd. The completed application should reach this office at A/84, Kharavel Nagar, Unit-III, Bhubaneswar, Odisha by 10.03.2021 upto 17.00 hrs positively and application received beyond the stipulated date & time will be summarily rejected.

1. Eligibility

- a. He must be a retired Divisional Manager/ Manager of the OFDC Ltd having minimum experience of Three years as Divisional Manager/ Manager in OFDC Ltd.
- b. His age should be less than 63 years as on 01.01.2021
- c. There should not be any no pending D.P./vigilance case against him
- d. He should be physically and mentally fit to work smoothly.

A retired officer may apply for the post of Manager, subject to condition that, he has worked in the post of Divisional Manager/ Manager with minimum 3 years working experience in the same post.

2. Period of Engagement: Initial period of engagement shall be for Six Months which may be extended, on satisfactory performance and if required by OFDC.

3. Remuneration: During the period under contract, the engaged Officer shall be paid a consolidated monthly remuneration of Rs. 60,000/- (Rupees sixty thousand) only without

any other allowances i.e. House rent allowances, Medical allowances etc. TDS as applicable will be deducted.

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

5. **Leave:** The Managers 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.

6. **Rules and Regulations of engagement:** The Re-engaged Officers shall be subjected to official rules of business and has to obey general conduct rule of Odisha Forest Development Corporation Ltd. He shall sign an undertaking to this effect before joining in the Re-engaged post of Manager (Operation)/ Manager (HR/Finance).

7. **Termination:** The engagement is purely temporary in nature and the Re-engaged Officer can be disengaged at any time without assigning any reason thereof. The decision of the Managing Director, OFDC Ltd. would be binding and final for all purposes.

8. **Mode of Application**

The application should be sent either by email or through Regd. post/Speed post.

(i) The application through e-mail should be addressed to the Managing Director and to be sent by following address:

[general@odishafdc.com].

(ii) The application through registered post/ speed post shall be addressed to the Managing Director in a sealed envelope super scribing “**ENGAGEMENT MANAGERS ON CONTRACT BASIS AT THE CORPORATE OFFICE, OFDC LTD**” and should be sent in the following address.

**The Managing Director
Corporate Head office,
The Odisha Forest Development Corporation Ltd.
A/84, Kharvela Nagar, Bhubaneswar-751001, Odisha.**

9. **Selection:** Candidates will be shortlisted on the basis of posts and performance during their tenure in OFDC and only shortlisted candidates will be called for interview before the selection committee.
10. The selected retired officer shall be engaged on full time basis and they are not permitted to take up any other assignment during the period of engagement with OFDC Ltd
11. **General Instructions:**
- I. The eligibility (as well as suitability) of a candidate shall be considered based on the information supplied in the application and his track record during the period of engagement in OFDC Ltd.
 - II. No correspondence will be entertained with the candidates, who are not called for interview.
 - III. 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
 - IV. The date of the interview will be informed to the shortlisted candidates by email only. All the candidates are therefore required to mention their email id correctly in their resume.
 - V. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation.
 - VI. OFDC reserve the right to cancel this advertisement or not to call any candidates for interview and posting at any point of time.

Sd/-
Managing Director

**APPLICATION FORM FOR RE-ENGAGEMENT AS
MANAGER(OPERATION)/MANAGER(HR/FINANCE) IN OFDC LTD.**

APPLICATION FOR THE POST OF _____

1]Name of the Retired officer _____
[In Block Letters] [enclose ID proof]

2]Father's Name : _____

3] Permanent Address:

4] Present Address :
[Address for correspondences]

5] a. Phone No. b. Mobile. c. Email id.

6] Date of Birth:
[enclose proof of D.O.B]

7] Age as on 01.01.2021 _____

8] Date of retirement[enclose relieve order copy]
On superannuation _____

9] Office from which Retired :-

10] Give employment details for last 08 years.

Name of the office	Post held	Period		Duration of Service.
		From	To	
1	2	3	4	5

11] Declaration to be signed by the candidates

I do hereby declare that, all the information given in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature shall be liable for rejection.

I do hereby under take to obey and abide by the official Rules of business and General principle of OCS & Conduct Rule.

I do hereby also undertake to work where I shall be posted and for the better interest of OFDC Ltd. without any obstacle and hesitation.

Place

Date:-

Signature of the Applicant.

Passport size
Photograph