

ଓଡ଼ିଶା ବନ ଉନ୍ନୟନ ନିଗମ ଲିମିଟେଡ୍ 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

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



No. 18512/Eco(T)19/2016

Dated, Bhubaneswar the 17th November, 2020

OFDC invites application from dynamic, experienced and highly motivated professionals having good communication skill for filling up the post of Project Manager (Ecotourism) 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. The candidate should be proficient in Operation of MS Office and Internet. Experience: Minimum Three years Experience in the field of Hospitality/ Tourism sector in Government/ PSUs/NGOs.	1 (One)	40 years	Consolidated monthly Salary of Rs.35,000/-

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 in prescribed format along with all supporting documents in a sealed cover addressed to the Managing Director, OFDC Ltd, A/84 Kharavel Nagar, Unit-III, Bhubaneswar, Odisha, PIN-751001. Last date for receiving applicant is 02.12.2020 upto 17.00 hrs.

Sd/-
Managing Director

Terms of Reference for engagement of Project Manager (Ecotourism) on Contractual Basis with reference to Advertisement No. 18512dated 17-11-2020

Applications 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 filling up the post of Project Manager (Ecotourism) on contractual basis.

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

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. The candidate should be proficient in Operation of MS Office and Internet. Experience: Minimum Three years Experience in the field of Hospitality/ Tourism sector in Government/ PSUs/NGOs.	1 (One)	40 years	Consolidated monthly Salary of Rs.35,000/-

1. **Mode of Application:** Application in the prescribed format giving details of Name, 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. Duly sealed application may also be submitted in the drop box kept at the above office address in all working days during the business hours. The application should accompany self attested copies of all the supporting documents in relation to age(HSC Certificate), qualification and experience as mentioned in the application.
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 40 years for the post of Project Manager (Ecotourism). The age shall be reckoned on 01.11.2020 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, 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**: The candidate will be posted at Ecotourism Cell at Corporate Office, OFDC Ltd, Bhubaneswar / Office of the Principal Chief Conservator of Forest (WL) & Chief Wildlife Warden, Odisha, 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 appropriate 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 his 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.
7. **Last date**: Last date for receipt of resume along with all supporting documents and two passport size photographs, duly self attested, is 02-12-2020 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 experience suitable for the job. Shortlisted candidates will be called for interview at Corporate Office, OFDC Ltd., at A/84 Kharavel Nagar, Bhubaneswar, 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 email only. 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 1st January 2021, if selected.

Sd/-

Managing Director

APPLICATION FOR THE POST OF PROJECT MANAGER (CONTRACTUAL)

A. PERSONAL INFORMATION

1 NAME OF THE APPLICANT :		Paste Passport size color Photograph	
2 FATHER'S NAME :			
3 DATE OF BIRTH :			
4 GENDER :	Male/Female	5. MARITAL STATUS:	Married/Un-married
6 COMMUNICATION ADDRESS:			
7 EMAIL ID :			
8 MOBILE NUMBER :			

B EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS

	EXAMINATIONS	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE OF MARKS	SUBJECTS STUDIED
I	HSC (10TH)				
II	HIGHER SECONDARY (+2)				
III	Graduation (+3 Sc/Arts/Commerce, BE/Btech, BBA)				
IV	Master in Business Administration(MBA) or equivalent / Two years P.G. Diploma in Journalism & Mass Communication / Two years P.G. Diploma in Rural Management				

C. POST QUALIFICATION PROFESSIONAL EXPERIENCE* (Minimum 3 Years of Project Management exp. in Government/ PSUs)

NAME OF THE EMPLOYER	POSITION HELD	PERIOD		BRIEF DESCRIPTION OF DUTIES/RESPONSIBILITES
		FROM	TO	

(*In case of shortage of space details of job performed may be described in an additional sheet and submitted alongwith the application form)

D DECLARATION

I do hereby declares that the above information is true and correct to the best of my knowledge and belief. If anything is found wron, OFDC has the right to reject my candidature at any time without any further notice.

Signature of the Applicant