

# OSRTC

## ODISHA STATE ROAD TRANSPORT CORPORATION, BHUBANESWAR

No. 2139

Date:08.08.2023

### "WALK-IN-INTERVIEW"

Candidates required for Engagement as Block Supervisor & Assistant Manager (Enforcement) in OSRTC through its authorised agency. Candidates for all the categories of post must be below 40 years age as on 31.07.2023 and below 62 years age as on 31.07.2023 for retired personnel. Engagement will be made on consolidated remuneration along with other benefits like EPF, ESI & Insurance etc. as given below:-

1. Assistant Manager (Enforcement):- Rs. 25,000/- to 30,000/- & EPF/ESI/ Health Insurance.
2. Block Supervisor :- Rs.20,000/- to 25,000/- & EPF/ESI/ Health Insurance.

Details of Qualification, Experience and remuneration structure is available in the OSRTC website [www.osrtc.in](http://www.osrtc.in) Interested Candidates may register of their Candidature by 23.08.2023 positively in, Email ID- [intern.bbsr@kaapro.co.in](mailto:intern.bbsr@kaapro.co.in)

Candidates will be shortlisted basing on the Educational qualification, Experience and performance in Skill Test to be conducted by authorised agency.

By the Order of the Chairman-cum-Managing Director

  
General Manager(A)  
OSRTC Bhubaneswar

**Job Description****Position- Assistant Manager (Enforcement)**

- Experience in handling legal matters in Government/ PSU / Companies / Corporate
- Candidates shall be proficient in MS Office & Power point in addition to candidates with experience any Government project of similar nature.
- Preference will be given to the candidate of same Domicile District.

**Job Location: Malkangiri, Koraput, Nabarangpur, Kalahandi, Gajapati & Rayagada.**

**Roles & Responsibility:**

- a) Monitoring schedules and ensuring that vehicles are adhering to their designated routes and timetables within the assigned District.
- b) To handle, compile and follow up with District nodal officer into all complaints received relating to Enforcement.
- c) Addressing any service disruptions related to Ticketing, Fuel Management and implementing appropriate measures like Service level agreement to minimize passenger inconvenience.
- d) Coordinate with other Block Supervisors, stakeholders, managers, and line Departments to optimize overall enforcement work.
- e) Any other matters relating to enforcement.
- f) Work collaboratively with team performing similar tasks across other service areas to ensure consistency in approach and quality of work.

**Other Skills:**

- Report writing & Documentation.
- Stakeholder Coordination and Enforcement/Legal.

**Qualifications:**

- Graduate in any Discipline /Diploma in Automobile trade with adequate years of experience of working in similar roles.
- Retired personnel from Défense/Para Military/Police will be preferred.
- Should have at-least 2 years and above of relevant post qualification experience in the relevant field.

**Age Limit : Not Above 40 as on 31.07.2023 and Retired personnel not above 62 as on 31.07.2023**

**Monthly Remuneration (Gross): 25,000/- to 30,000/- & EPF/ESI/ Health Insurance.**

**Job Description****Position- Block Supervisor**

- Candidates shall be proficient in MS Office & Power point in addition to candidates with experience any Government project of similar nature.
- Preference will be given to the candidate of same Domicile District.

**Job Location: Malkangiri, Koraput, Nabarangpur, Kalahandi, Gajapati & Rayagada.**

**Roles & Responsibility:**

- a) Monitoring schedules and ensuring that vehicles are adhering to their designated routes and timetables within the assigned block.
- b) Addressing any service disruptions or delays promptly, implementing appropriate measures like Service level agreement to minimize passenger inconvenience.
- c) Coordinating with Committees and operators to manage operational issues such as vehicle breakdowns, accidents within the assigned block.
- d) Conducting inspections and audits to ensure that vehicles are maintained properly and meet safety standards.
- e) Coordinate with other stakeholders, managers, enforcement team and line Departments to optimize overall system performance and address network-wide concerns.
- f) Handling passenger inquiries, complaints or incidents within the assigned block, ensuring satisfactory resolutions and maintaining good customer relations.
- g) Providing guidance and support to drivers and operators, ensuring they have the necessary resources and information to perform their duties effectively.

**Other Skills:**

- Report writing & Documentation.
- Stakeholder Coordination and Supervision of Manpower

**Qualifications:**

- Bachelor's Degree in any Discipline from recognized University of India.
- Should have at-least 2 years and above of relevant post qualification experience in the relevant field.

**Age Limit : Not Above 40 as on 31.07.2023**

**Monthly Remuneration (Gross): 20,000/- to 25,000/- & EPF/ESI/ Health Insurance.**