

NO. 5464
8/5/19

ADVERTISEMENT FOR THE POST OF CIVIL ENGINEER CONSULTANT & H.R. CONSULTANT.

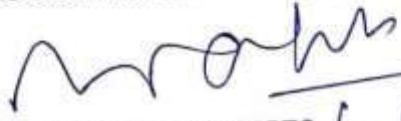
Applications are invited from the O.A.S. Officers (Retired) & Civil Engineers (Retired) (not below the rank of Executive Engineer) up to 65 years on contractual basis for the post of H.R. Consultant & Civil Engineer Consultant respectively in OSRTC for a period of one year subject to renewal each year considering their performance. The applications in the format appended to this notice should reach the General Manager (A), OSRTC, A.G. Square, Bhubaneswar-751009 on or before 15.05.2019 with offering their monthly remuneration.

The details of the term & conditions of engagement for each post along with the Application Format is available in OSRTC Web site i.e. www.osrtc.nic.in.

ELIGIBILITY CRITERIA

1. The candidate must be Citizen of India
2. He must be less than 65 years of age .
3. He should have the requisite qualification /Equivalent to the above.
4. The application must be affixed with the copy of the requisite documents/testimonials/Certificates of merit in support of the Educational/Technical Qualification / Details of service rendered and Two P.P. Size Photograph.

By order of the Chairman-cum-Managing Director


General Manager (A), OSRTC 6.5.19

Terms and conditions for Engagement of Civil Engineer Consultant.

1. He shall discharge the duties and responsibilities as assigned to him from time to time.
2. He will maintain secrecy of work and observe unstinted fidelity to the Second party.
3. That, the engagement does not confer any right on him to seek further extension in service beyond the period of engagement. But, it can be extended by the management if the performance of the 1st party is satisfactory and this extension is not violative of any circular of Govt.
4. That, he shall receive a consolidated salary of Rs. 30,000 / (Thirty Thousand) only per month and special leave for a period of 10 days in a Calendar year which shall not carry forward to the next year.
5. He is the controlling Officer of the Engineering & Building of the Corporate Office assisting the C.M.D and General Manager (Admn.) for economic and efficient utilization of Un-utilised lands, Building & bus stands of the Corporation.
6. He will remain overall charges of immovable Corporation Property and place suggestions for improvement of the un-utilised lands of the corporation to the G.M(A)/C.M.D.
7. He will inspect the lands and buildings of the Corporation regularly and to ensure prevention of encroachment of corporation lands and buildings.

8. He will have to take effective steps in any disputes arising out of such matters keeping liaison with the Local administration and the Legal Consultant of the Corporation to settle the disputes.
9. He will have to keep the land records and acquire additional land for OSRTC in different places and obtain ROR.
10. He will process eviction of the unauthorised occupation of lands in different District/ Block Hqrs.etc. as per Act/Rule.
11. He shall be responsible for tendering process of allotment of lands of OSRTC at different places and bus stands of OSRTC.
12. He shall also check and verify the construction works going on at different places liaising with the Estate Consultant of OSRTC.
13. That, he shall not ordinarily be allowed to quit the service but he shall be free to quit the engagement by giving one months notice on the management or by paying the emoluments for one month.
14. That, he shall not be paid any house rent/ A.D.A. or any other compensatory allowance/ sanctioned by OSRTC for its regular employees besides the consolidated emoluments as mentioned above during the tenure of contract. But consolidated salary fixed may be enhanced by OSRTC in the event of necessary and requirement.
15. That, if he will travel inside or outside the state at the instance of the management, he shall be entitled to daily allowance which shall be determined basing on the consolidated emoluments paid to him. The actual cost of traveling expenses shall also be reimbursed where OSRTC's duty pass is not issued.

16. That, if found at any stage during engagement that the performance is not satisfactory and the information furnished are found to be false, the contract appointment shall be ceased without notice and without assigning any reasons thereof.

17. That, as and when required , for performance of official duty assigned, OSRTC vehicle will be given on approval of C.M.D., progress report on achievement made as per duties assigned will be submitted by the 1st party on 5th of every month for review of CMD,OSRTC.

18. That, he shall execute an agreement with the management accordingly .In the matter of any dispute arising out of the agreement between the 1st party and 2nd party , the C.M.D. shall function as an arbitrator. In this regards the decision of C.M.D. shall be final and binding on the parties.


General Manager (A), OSRTC

TERMS AND CONDITIONS OF ENGAGEMENT OF H.R. CONSULTANT.

1. He shall discharge the duties and responsibilities as assigned to him from time to time.
2. He will maintain secrecy of work and observe unstinted fidelity to the Second party.
3. That, the Contractual engagement of the first party does not confer any right on him to seek further extension in service beyond the period of engagement. But, it can be extended if the performance of the consultant is satisfactory and this extension not violative of any circular of Govt.
4. He shall receive a consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand) only per month and special leave for a period of 10 days in a Calendar year which shall not carry forward to the next year.
5. He is the controlling Officer of the H.R. Branch of the Corporate Office assisting the C.M.D and General Manager (Admn.) for economic and efficient utilization of manpower resources of the Corporation.
6. He will remain overall charges of the H.R. management of the Corporation and place suggestions for improvement of the manpower/Establishment of the corporation to the G.M(A)/ C.M.D.
7. All the relevant personal records/ Service matters of the employees of the Corporate office establishment shall be processed through the H.R. Consultant to the G.M(A)/C.M.D.
8. He shall be responsible for conducting of OSRTC Board meeting with advice of the G.M(A)/C.M.D .
9. He shall look in to the H.R. matters like Pay fixations/ Sanction of Leave/ Increments and other service benefits of the employees.
10. He shall not ordinarily be allowed to quit the service but either party shall be free to terminate the contract by giving one months notice on the other party or by paying the emoluments for one month.

11. He shall not be paid any house rent/ A.D.A. or any other compensatory allowance/ sanctioned by OSRTC for its regular employees besides the consolidated emoluments as mentioned above during the tenure of contract. But consolidated salary fixed may be enhanced by OSRTC in the event of necessary and requirement.

12. If he travelled inside or outside the state at the instance of the management, shall be entitled to daily allowance which shall be determined basing on the consolidated emoluments paid to him. The actual cost of travelling expenses shall also be reimbursed where OSRTC's duty pass is not issued.

13. That, if found at any stage during engagement that the performance is not satisfactory and the information furnished are found to be false, the contract appointment shall be ceased without notice and without assigning any reasons thereof.

14 That in the matter of any dispute arising during the engagement period, the C.M.D. shall function as an arbitrator in this regards the decision of C.M.D. shall be final and binding on the parties.

15. That, as and when required , for performance of official duty assigned, OSRTC vehicle will be given on approval of C.M.D., progress report on achievement made as per duties assigned will be submitted by him to the management.

16. Any other assignment if made to him from time to time, shall be carried out for the interest of the Corporation.

Space for
Photograph.

**APPLICATION FORMAT FOR THE POST OF CIVIL
ENGINEER CONSULTANT** of H.R. Consultant

1. Name in Block Letter:
2. Father's/Husband's Name:
3. Address for communication with Pin code & Mobile No. E.mail I.D,if any:
4. Permanent Address:-
5. Date of Birth:
(Enclose copy of HSC Certificate/ Adhar Card)
6. Sex:-
7. Religion: Nationality:

8. Educational Qualification (The details of education and Technical Qualification should be given in the Format below:

Sl.No.	Exam	Year of passing	Board/University	Full Marks	Marks Secured	% of Marks	Remarks

9. Demand Draft Details:
10. Details of Service rendered/Experience (Enclose copy of Experience Certificate):

DECARATION.

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief .