

ODISHA STATE ROAD TRANSPORT CORPORATION: BHUBANESWAR

NO. 4069 /OSRTC/ TOE- 88/2018, DT. 03/04/2019

**EXPRESSION OF INTEREST.**

Odisha State Road Transport Corporation (OSRTC) invites application from the intending retired OAS Officers to be engaged as "H.R. Consultant" on contract basis in OSRTC for a period of one year.

The intending person must have a minimum of 10 years of work experience in Administrative/ H.R. Management matters and must not be above 62 years of age.

He will be paid a consolidated monthly remuneration of Rs.30,000/- only (Rupees Thirty Thousand only) per month, negotiable. His further extension of engagement will be considered subject to his good performance during the engagement period. He shall look in to the development of human resources/ man power management of OSRTC.

Intending persons may apply to the Chairman-cum-Managing Director, OSRTC, Paribahan Bhawan, Unit-II, P.O.: Ashok Nagar, Bhubaneswar-751009 in the prescribed application format (available in the website) latest by 15.04.2019.

N.B.:- The details of the terms and conditions for engagement of H.R. Consultant and Application Format are available in the Corporation Web site: [www.osrtc.in](http://www.osrtc.in)

By order of the Chairman-cum-Managing Director

  
General Manager (A), OSRTC 3.4.19  
Bhubaneswar

3.4.19

P.T.O.

**APPLICATION FORMAT FOR THE POST OF H.R. CONSULTANT**

1. Name in Block Letter:

2. Father's/Husband's Name:

Space for  
Photograph.

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)

6. Sex:-

7. Religion:

8.Nationality: ( Enclose Copy of Adhar Card/ Any Identity proof).

9. 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
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10. Details of Experience if any (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 .

Signature of the Applicant.

**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.

General Manager (A)