

ODISHA STATE ROAD TRANSPORT CORPORATION: BHUBANESWAR

NO. 13747 /OSRTC/ TOE- 97/2018, DT. 29/9/18

EXPRESSION OF INTEREST.

Odisha State Road Transport Corporation (OSRTC) invites application from the intending young and energetic Graduates to be engaged as "**LIAISON OFFICER**" on contract basis in OSRTC for a period of one year.

The intending candidate must be a Graduate in Arts/Science/Commerce from a recognised University with minimum 50 % of marks in aggregate. He must not be above 32 years of age as on 31.08.2018. Preference will be given to the candidate having higher qualification and experience in the field of Public Relations.

He will be paid a consolidated monthly remuneration of Rs.12,000/- only (Rupees Twelve Thousand only) per month, negotiable . His further extension of engagement will be considered subject to his good performance during the engagement period.

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 15.10.2018.

N.B.:- The details available in the Corporation Web site: www.osrtc.in

By order of the Chairman-cum-Managing Director


General Manager (A), OSRTC

29/9/18 Bhubaneswar

APPLICATION FORMAT FOR THE POST OF LIAISON OFFICER

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)

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

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.

Space for
Photograph.

DUTIES AND RESPONSIBILITIES OF THE LIASION OFFICER.

1. He shall work under the direct control of the General Manager (A), OSRTC.
2. He shall have to keep liaison with the local administration/ Heads of the departments and other departments of Govt. of Odisha and Public Undertakings.
3. He shall ensure proper co-ordination with the management and the Govt. Departments in organising different activities of OSRTC.
4. He shall be responsible for augmenting traffic and non traffic revenue by way of increasing the business standards of the Corporation.
5. He shall place proposal for follow the process through which the Corporation can be able to achieve the target growth in revenue.
6. He shall be responsible for wide publicity of the facilities provided by OSRTC for the travelling public to attract the passengers and augmenting the income.
7. He shall be responsible for bringing the contracts of reservations of OSRTC Buses from the Govt. as well as private sectors to earn revenue.
8. He shall be responsible for taking effective steps for more booking of tickets by motivating the passengers to travel in OSRTC buses and keep close contact with the Unit Officers regarding online booking of Tickets.
9. He shall look in to the publishing of different advertisements of OSRTC in Electronic and print medias as and when required.
10. Any other duties and responsibilities to be assigned from time to time.

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15/11/14