

ODISHA STATE ROAD TRANSPORT CORPORATION; BHUBANESWAR;

NOTICE FOR ENGAGEMENT
OF CONSULTANTS

O.S.R.T. Corporation invites applications from the eligible candidates for engagement of the following COINSULTANTS on contractual basis for its different Units.

Sl.No.	Name of Consultant	No.of posts
1.	Depot. Management & Operation Consultant	04

Application form alongwith detailed eligibility, terms of reference for each post can be down loaded from the website " www.osrtc.in". The last date of receipt of application by registered post is 07.08.2018, 3 P.M.

Each application should be sealed in an envelope and is to be addressed to :

The Chairman-Cum-Managing Director,
OSRTC, paribahan Bhawan,
Sachivalaya Marg, Bhubaneswar- 751009,

On the top of each application it should be clearly mentioned regarding the post applied for.

Application will be scrutinized and the names of the shortlisted candidate will be uploaded in the website of OSRTC. The date and time of interview will be communicated through E-Mail only on the mail I.D given by candidates in the application form. The selected candidates will be allowed a time for a period of 7 days only for joining in the post. The term of engagement will be for a period of one year only from the date of joining of the candidate and signing of contract agreement subject to the performance and requirement of OSRTC to be reviewed after six months.

The Chairman-Cum-M.D, OSRTC reserves the right of accepting or rejecting the applications without assigning any reason thereof.


GENERAL MANAGER(A), 18.07.18
O.S.R.T.CORPN.,


11/8/18

Detailed Term of Reference.

Sl.No.	Position/ & Nos	Job Description	Educational- Qualification	Professional experience	Remuneration
1.	Depot Management & Operation Consultant. Four posts (04)	a. Management of Depot of OSRTC, bringing the Depot economically surplus. b. Managing the resources with optimum utilisation of manpower/ vehicles to provide qualitative service to the public. c. Initiating measures to prevent loss of income /underutilisation of vehicles etc. d. Investigate in to the causes of delay, breakdowns and longer off-roading of services. e. Ensuring punctual traffic operation of vehicles, enforce booking of Tickets through ETMs. f. Conduct enforcement activities to check pilferage of revenue/excess consumption of HSD/ misuse of spare parts etc. g. Computerisation of accounts/preparing up-to-date- balance sheet and submission of up-to-date returns to the Corporate Office. h. Any other job to be assigned from time to time.	B.A/B.Sc./B.Com. from any recognised University having M.B.A. and Computer literacy. Or Degree in Mechanical/Automobile Engineering with M.B.A and having computer literacy. Age: Should not be above 40 years as on the date of advertisement.	Minimum three years of experience in operation and management in Transport Sector.	Consolidate remuneration of Rs.20,000/- (Twenty Thousand) per month.

APPLICATION FORM

Post Applied for		Paste your recent passport Size Photograph Here
Date of Application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Category (ST/SC/General)		
Sex: (Male/ Female)		

2. Educational Qualification (10th Standard onwards)

Qualification	Board/University	Subjects	Year of Completion	*Division/Grade

* Attach self-attested certificates

Other trainings / qualifications including relevant short training courses

20
8

Course	Duration	Institution	Details

4. Employment / Experience Record

Name and Address of the Employer	Designation	Date of entry in to the service	Date of leaving the service	Brief description of duties	Reason for leaving the service

5. Last pay received: Rs

Attach pay Slip/ certificate from employer

6. Computer Literacy

(Mention all software known/used)

7. Language Proficiency (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (Please Specify.....)									

8. Reference: (Two persons to whom you have professionally reported)

Details	Reference 1	Reference 2
Name		
Designation		
Mobile No		
E mail.		

9. List of enclosures

Certificate	Submitted (Yes / No)	Page no.
10 th		
12 th		
Graduation		
Post Graduation		
M.B.A.		
Experience if any		

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Undertaking

I do hereby undertake that no police/vigilance case has so far been leveled against me for what so ever reason by any Government/ semi-Government/ Public sector undertaking/ private institution anywhere in the country.

Date:

Signature of the Applicant

Place: