



ଓଡ଼ିଶା ସେତୁ ଓ ନିର୍ମାଣ ନିଗମ ଲିଡ
ODISHA BRIDGE & CONSTRUCTION CORPORATION LIMITED
(ଓଡ଼ିଶା ସରକାରଙ୍କ ଏକ ଉଦ୍ୟୋଗ)

(A Government of Odisha Undertaking)
ସେତୁ ଭବନ, ନୟାପଲ୍ଲୀ, ଭୁବନେଶ୍ୱର
Setubhavan, Nayapalli, Bhubaneswar.

PH. NO : 2390043
E.Mail-mdobcc@gmail.com
obcc-owd@gov.in

No.FE-Misc -71/19 - 4619

Date. 01.11.2019

Advertisement for Contractual Engagement

1. Applications are invited from the eligible candidates for engagement of an independent consultant as Officer on Special Duty (OSD) in **Odisha Bridge & Construction Corporation Ltd** on contractual basis for a period of 2 years.

1	Officer on Special Duty (OSD) to Chairman, OBCC	1

2. Details of the “**Job Description**” for the above mentioned post along with all other terms and conditions are available in the website: www.mdobcc.in. The eligible candidates may apply by submitting their application in the prescribed application form (attached along with Job Description) through Registered Post/ Speed Post/courier along with their CV and self-attested copies of required documental proof on or before 15.11.2019.

Sd/-

MANAGING DIRECTOR
O.B. & C.C.LTD.

Memo No. 4620

Dt.01.11.2019

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Government, Information and Public Relation Department, Odisha, Bhubaneswar with a request to get it published in 2(two) no. of leading Oriya Daily (The Samaj & The Pramaya) & 1 (One) National English daily (The Times of India) BBSR Edition on or before 02.11.2019 for wide circulation of the Advertisement. The size of the advertisement in news paper shall be in (Size 10cmx8cm) .Complimentary copy of the News Papers containing advertisement may kindly be supplied to this office for reference and record. E-mail: mdobcc@gmail.com

Encl: Soft Copy-CD- 1No.

Sd/-

GENERAL MANAGER (CIVIL)
O.B. & C.C.LTD.

Memo No 4621(3)

.Dt. 01.11.2019

Copy submitted to the Commissioner cum Secretary to Government of Odisha, Works Department, Bhubaneswar/Engineer-in-Chief (Civil), Odisha, Bhubaneswar/Chief Engineer (DPI&R), Odisha, Bhubaneswar for favour of information .

Sd/-

GENERAL MANAGER (CIVIL)
O.B. & C.C.LTD.

Memo No 4622(14)

.Dt.01.11.2019

Copy to the General Manager (Civil)/ Sr.Manager (Admn.)/ Sr.Manager (Tender)/ Sr.Manager (P&D)/ All Sr.Project Managers, O.B.&C.C.Ltd /Steno to Managing Director/Record Room/ Notice Board, Head Office for information and necessary action and for wide circulation. The Sr. Project Managers, O.B. & C.C. Ltd., Cuttack/ Bhubaneswar/ Berhampur/ Bolangir/Puri-I/Puri-II , Puri-III & Building are also instructed to display this Notice in the Notice Boards of their respective Offices.

Sd/-

GENERAL MANAGER (CIVIL)
O.B. & C.C.LTD.

Memo No 4623(2)

.Dt. 01.11.2019

Copy to the Dy. Manager (Fin.)/C, O B & C C Ltd., Head Office, Bhubaneswar for information and necessary action.

Sd/-

GENERAL MANAGER (CIVIL)
O.B. & C.C.LTD.

INDEPENDENT CONSULTANT AS OFFICER ON SPECIAL DUTY TO CHAIRMAN, OBCC

1. About OB&CC:

Odisha Bridge & Construction Corporation Limited (OB&CC) was incorporated on 01.01.1983 under Companies Act, 1956 as a Government Company. It is a Government Company sponsored by Odisha State Government within the section 617 of the Companies Act. Since its inception, it is working as a Government of Odisha undertaking Organization. Construction projects are being undertaken by the Corporation based on the working procedure approved by the Department of Works, Government of Odisha. The objective of this corporation are:

- Construction of Bridges/Roads/ Buildings
- Maintenance of Bridges
- Toll Collection

OB&CC renders services in the following area:

- Construction of all types of Civil Engineering Structures Viz: Buildings, Bridges, Roads, Shell roof, High rise and Industrial structures.
- Survey & Investigation and preparation of Project Report.
- Sub-soil exploration.
- Soil & Materials testing in well-equipped Modern Laboratory

2. Position:

Currently, the Commissioner-cum-Secretary, Department of Works is the Chairman of the Board of Directors, OB&CC. OBCC now has been awarded with several heritage projects, urban residence projects and several other infrastructure projects are in the pipeline. The basket of works has increased, so is the necessity for strategic planning, monitoring, decision making and project implementation.

In view of the above need, it is necessary to strengthen the Office of Chairman of OB&CC through engagement of a qualified and experienced officer who shall assist the Chairman for the above purpose. A Consultant having expertise in the above areas field as well as having experience of working with Government is required to be hired. He may be designated as an Officer on special Duty (OSD) in the Chairman's office.

3. Qualification& Experience:

The demand of the job is that the candidate must have **Masters in Business Administration from a reputed/premium institute with minimum 10 years of overall experience**, out of which at least 7 years must be in the area of Infrastructure consulting/Government Advisory. The candidate must have experience in managing complex and demanding working environment.

The candidate must have good experience in key areas of Infrastructure Projects and Government advisory so that he/she can assist the Chairman in planning, monitoring and execution of infra-projects, PPP structuring and financial modelling, project management besides procurement.

Candidate's experience in organization restructuring, preparation of business plan, formulation of policy and regulation is also required. Preference will also be given to those who have prior experience in managing such offices in advisory role in Government.

4. **Role Summary:**

The Consultant in the Office of Chairman shall be responsible for ***providing assistance to the Chairman OBCC*** and help execute key strategic initiatives and operational plans of the organization, with an overall view to enhance the overall performance of the organization.

5. **Detailed Responsibilities:**

a. *Assistance in Strategic Planning:*

- Assist to execute key strategic and operational plans for the organization.
- Assist in development of key strategic plans for the organization across the stakeholder departments.
- Assist in forming the program management plan and monitor the same throughout the project periods
- Assist in evaluation, planning and implementation of new projects to be taken up by OB&CC.
- Take initiative in strategizing OB&CC's organizational policy.

b. *Assistance in Monitoring and Control:*

- Assist in monitoring overall activities of the organization, conducting periodic reviews and identifying areas of improvement.
- Monitor and evaluate performance of various stakeholders and provide relevant inputs to senior management for better monitoring, furthering follow-up and review
- Assist in preparation of different kind of operational SOPs, monitoring them & report progress and quality
- Provide support in preparation of necessary documentation, letters, presentations as and when required
- Submit report on various topics as and when required by the organisation

c. *Communications and Work Management:*

- Participation in discussions, problem solving and priority-setting within OB&CC
- Assist Chairman and other senior officials of OB&CC in external and internal communication
- Help cultivating a strong working environment for OB&CC officials and have a collaborative work culture
- Maintaining good relationships and cooperative arrangements with all the stakeholders

6. **Remuneration:**

The salary shall be negotiable based on the industry standard and last salary drawn by the candidate. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

7. **Tenure of Engagement:**

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one-month notice without assigning any reason thereof.

FORMAT FOR APPLICATION

(Fill the Form in **BLOCK LETTERS** only)

Post Applied for: _____

Name of the Candidate: _____

Parents/Spouse Name: _____

Date of Birth: _____ (Attach copy of Birth Certificate/10th Certificate)

Communication Address: _____

_____ PIN: _____

E-Mail ID: _____

_____ MobileNo: _____

Academic Qualifications*: (From 10th onwards)

Sr. No.	Exam Passed	Year	Board/University	% of Marks Obtained

Professional Experience*: (Chronologically from recent to past experience)

Sr. No.	Name of the Organization	Period of Service (From Date – To Date in MM-YYYY format)	Designation	Key Responsibilities

Relevant Experience*: (highlight relevant experience possessed with respect to “Key Responsibilities” of this job:

Sr. No.	Job Component	Organization (Please also provide details of exposure/ responsibilities Handled	Exposure Period (in months)
1	e.g. (Strategic Planning & Leadership)		
2	e.g. (Supervision, Monitoring and Office Management)		

Last Salary drawn in Rs. _____ (attach last month salary slip)

Notice Period of Present Employer _____ (in months)


I hereby declare that the above information given above is correct to the best of my knowledge and belief. In case any information is found false/incorrect before or after selection my candidature may be cancelled and suitable action can be taken against me.

Place: _____

Date: _____

Signature of applicants

* Applicants are requested to download the word format of this application format from the mentioned website and then fill the same. In case, no of rows provide in each table isn't sufficient then applicants are eligible to insert additional rows as per the requirement. In addition to application through Registered / Speed Post, Applicants are required to submit scanned copy of their filled in application form along with other documental proof at: mdobcc@gmail.com


16/10/18
Sr. Manager (Admn)
OB & CC Ltd.
Bhubaneswar


18/10/17
General Manager,(Civil)
O.B. & C.C. Ltd.
Bhubaneswar


28.X.17
Managing Director,
O.B & C.C Ltd.
Bhubaneswar