



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

Under the Department of Science & Technology

Government of Odisha

(ISO 9001:2008 / ISO 14001:2004)

S/59, MANCHESWAR INDUSTRIAL ESTATE

Website : www.oredaorissa.com E-mail: ceoreda@oredaorissa.com

No. 4012 /OREDA,
I-GM-8/18.

Date. 11-10-2018

Expression of Interest

Expression of Interest in sealed cover is invited from interested professionals for engagement as expert for preparation of Service Manual of OREDA having minimum 10 (ten) years experience in the area of Government service matters. The application form along with TOR is available at OREDA website i.e. www.oredaodisha.com. The last date of receipt of applications by registered post / courier is on or before 23.10.2018 by 5.00 P.M.

The sealed envelope should be addressed to the Chief Executive, Odisha Renewable Energy Development Agency (OREDA), S-59, Mancheswar Industrial Estate, Rasulgarh, Bhubaneswar-751 010 (for the purpose of service manual preparation) .

Applications will be scrutinised and selected applicant list will be uploaded on the website of OREDA as well as intimated through his/her e-mail.

The Chief Executive, OREDA reserves the right to accept or reject the application without assigning any reason thereof.


Chief Executive

Application form for engagement of an expert for preparation of Service Manual of OREDA.

- 1) Name of the applicant :
- 2) Address :
- Permanent :
- Present :
- 3) Mobile No. :
- 4) E -mail :
- 5) Date of Birth :
- 6) Sex :
- 7) Experience record :
- a) Total period of experience :
- b) No. of service manual prepared on similar organisation with name of organisation :
- 8) Fees structure :
- 9) List of supporting Documents :

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.

Date :
Place :

Signature of applicant

TOR

1. The assignment must be completed within 60 days from date of issue of work order. The first draft must be presented within 30 days of assignment of work and final report within 60 days of assignment of work.
2. The individual must clearly mentioned the name of similar organisation for which service manual has been prepared.
3. Minimum 10 years experience in this profession.
4. Taxes if any may be mentioned separately.
5. After submission of report, bills in duplicate may be submitted for payment.