



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

(Under Science & Technology Department, Government of Odisha)

S-59, Mancheswar Industrial Estate, Bhubaneswar-751010

Ph: 91-674-2588260, Fax: 2586368

Web site: www.oredaorissa.com E-mail: ceoreda@oredaorissa.com

No. 4985 / OREDA
I-GM-8/18

Date 30/11 /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) year's 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 application is on or before 12.12.2018 by 5.00 P.M.** Applications will be scrutinised and selected applicant list will be uploaded in the website of OREDA as well as intimated through his/her e-mail.

Applicant should superscrib the purpose of Eoi applied for on the envelope and sent through **Courier/Registered Post/Speed Post** only and addressed to:-

The Chief Executive,
Odisha Renewable Energy Development Agency (OREDA),
S-59, Mancheswar Industrial Estate
Bhubaneswar – 751010.

The Chief Executive, OREDA reserves the right of accepting or rejecting the applications without assigning any reason thereof.

Memo No. 4986 /Estt.,

The copy of Expression of Interest from interested professionals for engagement as expert for preparation of Service Manual of OREDA is forwarded to Director (Administration), OREDA for information and necessary action. It is requested to publish the same in daily Odiya Newspaper "**The Samaj**" in all edition with immediate effect.


Chief Executive

Dt. 30/11 /2018

Memo No. 4987 /Estt.,

Copy to Notice Board/Web-site of OREDA for wide circulation.


Chief Executive

Dt. 30/11 /2018


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.