

VACANCY NOTICE NO. 4/2018
ISSUED ON 18.12.2018

ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED

(A JV OF GOVT. OF ODISHA AND MINISTRY OF RAILWAYS)

Regd. Office: IDCO Towers, Janpath, Bhubaneswar - 751022 (Odisha)

(CIN – U74999 OR 2017SGC 026765)

No. ORIDL/Deputation/2018/4

ORGANIZATION	:	ODISHA RAIL INFRASTRUCTURE DEVELOPMENT LIMITED
TITLE & NO. OF POSTS	:	DEPUTY MANAGER – OFFICE MANAGEMENT, 1 Post.
LOCATION	:	BHUBANESWAR (ODISHA)
DURATION	:	3 YEARS EXTENDABLE AS PER RULES
SERVICE/DEPARTMENT	:	CENTRAL GOVT./STATE GOVTS
TERMS OF APPOINTMENT	:	DEPUTATION
AGE	:	AT LEAST 3 YEARS OF RESIDUAL SERVICE
SCALE OF PAY	:	PARENT PAY PLUS DEPUTATION ALLOWANCES. OTHER PERKS AS PER POLICY OF THE COMPANY WILL BE ADMISSIBLE.
QUALIFICATION	:	BACHELORS DEGREE
SPECIFIC REQUIREMENTS	:	WORKING IN LEVEL 8/9 OF CDA SCALE WITH EXPERIENCE IN SECRETARIAL SERVICE AND OFFICE MANAGEMENT.
NOTE	:	CUT OFF DATE FOR AGE AND ELIGIBILITY WOULD BE RECKONED AS ON CLOSING DATE OF VACANCY NOTICE
WEB ADDRESS	:	www.oridl.in/careers
CLOSING DATE	:	30 DAYS FROM DATE OF ISSUE

Notes:

Eligible and interested candidates may apply through proper channel for selection on deputation basis to the above mentioned vacancy in the prescribed proforma attached herewith. Zonal Railways etc. may forward the applications of eligible candidates along with Vigilance/DAR Clearance and APARs for the past 5 years to the Managing Director, Odisha Rail Infrastructure Development Limited, 6th Floor, IDCO Towers, Janpath, Bhubaneswar, 751022, Odisha. A scanned copy of application in the enclosed format duly filled may also be sent by the candidates in advance through e-mail to md@oridl.in as to reach by 16.01.2019.

Selection Criteria will be as mentioned in Ministry of Railways, Railway Board's letter No. 2017/E(O)/II/41/5 Dated 25.05.2017 and No. 2018/E(O)/II/41/1 Dated 07.03.2018.



PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important Please don't leave blanks	Vacancy Notice No. (appears on the top right side of notice)	
	File No. (appears on the left side of notice)	
	Post against which application has been submitted	
	Choice of Station (Wherever applicable)	

Personal Data

1	Name		
2	Gender		
3	Service		
4	Department		
5	Category		
6	Date of Birth		
7	DITS (Date of entry into Time Scale)		
8	Date of entry in Gr. 'B' (wherever applicable)		
9	Present Pay level / Basic pay		
10	Present Designation and Railway		
11	Contact Details		
	(a) Email ID		
	(b) Telephone (O)		
	(c) Telephone [®]		
	(d) Mobile Number		

12. Educational Qualification

S, No	Qualification / Degree	Year / Division	Institution/University, Place/Country



13. Experience Details

Sl. No	Designation & Railway with place of posting	Grade	From	To

14. Details of previous deputation/foreign assignment (if any)

Sl. No	Organisation	Designation	From	To

15.	Whether debarred from deputation? If yes, please furnish details.	:	
16.	Whether cooling off period completed?, If yes, date of return from previous deputation with details, wherever applicable.		

I certify that the details furnished by me above are true and I am eligible for the post as the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date:



FORWARDING/ CERTIFICATION BY EMPLOYER

Certified that the information / details provided in the above application by the applicant are true and correct as per the facts available on record. He possesses educational qualifications and experience mentioned in vacancy circular. If selected, his relieving shall be subject to exigencies of work.

2. It is also certified:-

- (i) That there is no vigilance/ disciplinary case or criminal case pending or contemplated against Shri _____.
- (ii) That his integrity is certified.
- (iii) That his APAR dossier for the last five years, duly attested by a Competent Officer are enclosed.
- (iv) It is certified that no major/minor penalty has been imposed on him during last ten years.
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____

Name _____

Mobile No. _____

Office Seal _____

Place:

Date

