



ODISHA RENEWABLE ENERGY DEVELOPMENT AGENCY

(Under Science & Technology Department, Government of Odisha)

S-3/59, Mancheswar Industrial Estate, Bhubaneswar-751010

Ph: 91-674-2588260, Fax: 2586368

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

NOTICE

For

ENGAGEMENT OF CONSULTANTS

No. 2708

Date. 24.07.2017.

OREDA invites applications from eligible candidates for engagement of consultants on contractual basis for its Project Management Unit. Application form along with the detailed eligibility, terms of reference for each position can be down loaded from www.oredaodisha.com. Last date for receipt of applications **by registered post/courier only is 10. 08.2017 by 5.00 PM.**

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

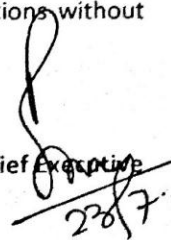
The Chief Executive,
Odisha Renewable Energy Development Agency
S-59, Mancheswar Industrial Estate
Bhubaneswar - 751010

Each envelope should clearly mention the post applied for.

Applications will be scrutinized and the names of the shortlisted candidates will be uploaded on the website of OREDA. The date and time of interview for the specific posts will be intimated through e-mail only on the mail ID given by the candidate in his/her application form. The selected candidate will be allowed a time period of 15 days only for joining in the post. The term of engagement will be for a period of 1 (one) year only from the date of joining of the candidate subject to renewal based on the performance and requirement of OREDA.

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

Chief Executive


24/7

Detailed ToR

SI/ No	Position	Broad Job Description	Education Qualification	Professional Experience	No of posts
1	Senior Technical Consultant (Project Planning and formulation)	<ul style="list-style-type: none"> a. Responsible for planning and formulation of renewable energy projects for customers of different categories across the state. b. Assessment of energy needs identification of energy gaps, identification of RE best fits, and preparation of DPR. c. Meeting state level, district level, block level officials, including zilla parishads, Panchayat Samittees, Gram Panchayats, gram sabhas for formulating relevant RE project proposals. d. Preparation of tender documents and managing tender processes. e. Monitoring and supervision during and post installation of projects across the state entailing touring in case of retired employee. 	M.Tech/B.Tech in in any branch of Engineering from any recognized University.	<ul style="list-style-type: none"> a. Minimum 8 years of relevant experience in energy project planning, energy, formulation and implementation. b. Experience in RE sector will be preferred. c. Should have/acquired complete knowledge of energy programs / projects being implemented in the country including their financing models/ mechanisms. d. Should have good computer knowledge. e. Retired/Serving Engineers of State Nodal Agencies for Renewable Energy /Electricity Supply/Distribution Utilities/Power transmission sector etc. will be preferred. 	1 (One)

		f. Documentation and reporting.		f. Experience in government sector particularly relating to energy/Renewable Energy is desirable. g. In case of non—retired employees service age not more than 50 years as on 01.04.2017.	
2	Technical Consultant (Project Planning and formulation)	<p>a. Assessment of energy needs, identification of energy gaps, identification of RE best fits, and preparation of DPR.</p> <p>b. Meeting district level, block level officials, including zilla parishads, Panchayat Samittees, Gram Panchayats, gram sabhas for formulating relevant RE project proposals entailing touring.</p> <p>c. Preparation of tender documents and managing tender processes.</p> <p>d. Monitoring and supervision during and post installation of projects. Documentation and reporting.</p>	M.Tech/B.Tech in any branch of engineering from any recognized University.	<p>a. Minimum 3 years of relevant experience in energy sector project planning, formulation and implementation.</p> <p>b. Experience in RE sector will be preferred.</p> <p>c. Should have good computer knowledge.</p> <p>d. Age not more than 45 years as on 01.04.2017.</p>	1 (One)

3	OSD Finance	<ul style="list-style-type: none"> a. Responsible for Finance Management and Accounting of different programs and projects of OREDA. b. Financial Audit and audit compliance c. Assist the Accounts wing of OREDA in their day to day works. 		<ul style="list-style-type: none"> a. Only retired officers of Odisha Finance Service may apply. b. Age not more than 63 years as on 01.04.2017. 	1 (One)
4	Financial Consultant	<ul style="list-style-type: none"> a. Finance Auditing and Finance Management of District Offices b. Bringing in technology to accounts and financial management. 	B.Com (Hons.) with MBA (Fin) / CA (Inter) from any recognized University.	<ul style="list-style-type: none"> a. Minimum 5 years of experience in relevant field. b. Experience in relevant IT platforms is desirable. c. Experience of government/ related programs is desirable. d. Age not more than 40 years as on 01.04.2017. 	1 (One)
5	Consultant for Net-Metering	<ul style="list-style-type: none"> a. Responsible for monitoring and supervision of roof-top solar power projects under net-metering regulation 	B. tech in Electrical Engineering from any recognized University	<ul style="list-style-type: none"> a. Minimum 3 years of experience in power generation/distribution. b. Experience in solar roof-top power project will be preferred c. Should have good computer knowledge d. Work experience in data acquisition and monitoring will be preferred 	1 (One)

				e. Age not more than 40 years as on 01.04.2017.	
6	Programme Assistant for Chief Executive	<p>a. Maintain details of all programmes/ projects being implemented in R.E. sector at MNRE/ State/ organization level.</p> <p>b. Compile and update all ongoing programme/ Projects of OREDA.</p> <p>c. Support to Chief Executive in all official activities.</p>	Post-graduation in Science from any recognized University.	<p>a. Minimum 3 years' experience in programme management experience in renewable energy sector will be preferred.</p> <p>b. Should have good computer knowledge</p> <p>c. Should have good communication skill</p> <p>d. Age not more than 40 years as on 01.04.2017.</p>	1 (one)

Note:

- Monthly Consolidated pay is negotiable based on last pay drawn and experience.
- Travel allowances etc. will be paid as admissible to employees of OREDA as per pay scale.
- Candidates must fill up the application form as per the prescribed format only in order to avoid rejection
- All candidates appearing interview must bring original certificates against their qualification, experience etc. along with photo copy of each document for verification. Failure to produce original certificate will lead to summary rejection.

Process of selection : Open advertisement will be followed by interview (date to be intimated to shortlisted candidates who qualify the advertised requirement) with original certificate and documents verification.



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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

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.
10th		
12th		
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: