



**OSDMA**

**ODISHA STATE DISASTER MANAGEMENT AUTHORITY**

(A Govt. of Odisha Agency)

9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751015

Website: [www.osdma.org](http://www.osdma.org)

Letter No. 1537 /OSDMA

Dated 25<sup>th</sup> May, 2026

**WALK-IN-INTERVIEW**

OSDMA intends to engage dynamic and experienced professionals on contractual basis for the position of Structural Engineer for execution, supervision and monitoring of on-going construction works undertaken by OSDMA.

Detailed information regarding the educational qualifications, experience, eligibility criteria, terms of engagement, and the prescribed application format are available on the official website of OSDMA: [www.osdma.org](http://www.osdma.org) from 25.05.2026 to 31.05.2026 (5:00 PM).

Interested and eligible candidates are requested to submit their applications in the prescribed format duly filled via e-mail to **ed@osdma.org** from 25.05.2026 to 31.05.2026 (5:00 PM). Applications received beyond the stipulated date and time or not submitted in the prescribed format shall not be entertained.

The applications will be scrutinized by the competent authority, and only shortlisted candidates will be informed separately through e-mail and over telephone to attend the Walk-In-Interview on 01.06.2026 during 03.00-05.00 PM at OSDMA.

OSDMA reserves the right to accept or reject any application without assigning any reason thereof.

Sd/-

**General Manager (P&A), OSDMA**

**Terms of Reference (ToR) for Engagement of Structural Engineer in Odisha State Disaster Management Authority**

**I. Educational Qualification & Experience:**

- Bachelor's Degree in Civil Engineering (B.E. or B.Tech) from a recognized university/institution.
- Minimum of 20 years of cumulative experience in civil engineering projects preferable in Government offices / PSUS.
- Proven experience in infrastructure projects such as roads, bridges, buildings, dams, or urban development.
- Retired / Retiring Government / PSUs employees, retired / retiring on superannuation or voluntary retirement, with a clean service record.
- Proficiency in relevant software / tools (Auto CAD, MS Project, etc.) is desirable.

**II. Age Limit:**

- The maximum age limit will be 65 years.
- Relaxation in age may be considered in exceptional cases for candidates possessing outstanding expertise and experience, subject to approval of the competent authority.

**III. Remuneration:**

- The Structural Engineer shall be paid monthly consolidated remuneration of Rs.75,000/- (Rupees Seventy five thousand) only.

**IV. Period of engagement and other conditions:**

- The Structural Engineer shall be engaged in OSDMA on purely contractual basis.
- The period of engagement of Structural Engineer will be initially for a period of one year and may be extended further, subject to satisfactory performance and requirement of the organization.
- He/ She shall not claim / request / urge for permanent absorption in the OSDMA or Government.
- The engagement will not accrue any right on the part of the candidate or any obligation on the part of the employer for permanent engagement.
- Authority reserves the right to shorten the duration for unsatisfactory performance.
- In case service of the Structural Engineer is not required by OSDMA, he / she can be removed by the Authority at any time by giving one month's notice / one month's remuneration in advance or if the Structural Engineer wants to leave the assignment, one-month prior notice shall be given or one month's remuneration in lieu thereof

shall be paid by him / her to OSDMA.

- The Structural Engineer shall work efficiently and diligently and to the best of his/her ability to achieve the objectives/ deliverables / outcomes and tasks as assigned to him / her.
- Further, the Structural Engineer shall not take any other work, whether remunerated or not including private practice, consultancy, training, publishing article, etc. without obtaining prior permission from OSDMA.
- Managing Director, OSDMA / Executive Director, OSDMA / Officer in-charge of the subject will have the authority to review and monitor the progress and performance of the Structural Engineer periodically.
- The Structural Engineer will not act, speak or assure anything to anybody that can be constructed as detrimental to the interest and image of Odisha State Disaster Management Authority.
- Structural Engineer cannot receive or give any gift to anybody and cannot assure or assume any benefit from any third party during the period of his/her engagement in OSDMA.
- Structural Engineer will be entitled to avail a maximum of 12 days Casual Leave in a calendar year.

#### **V. Scope of the Work/Job Responsibility:**

The Structural Engineer shall work in OSDMA office. He/she shall be responsible for the followings: -

- To supervise and monitor on-going construction projects of OSDMA.
- To assist in project planning, estimation, and quality control.
- To provide technical support and guidance on various matter.
- To ensure compliance with design specifications, safety standards, and environmental regulations.
- To prepare and review project reports and documentation.
- Support in resolving technical issues on-site.
- Document Review: Analyzing technical specifications, drawings, contracts, as-built drawings, and site diaries.
- Site Inspection: Conducting field investigations, measurements etc.
- Monitoring/ Supervision of the entire project preparation and implementation activities.
- Preparation of tender document & floating of tender.

- Procurement of Goods and Services relating to project wing of OSDMA.
- Timely reporting on the progress of the project.
- Periodic review of the project.
- Assist in handling legal cases, preparation of PWCs.
- Any other assignment by M.D, OSDMA.

#### **VI. DUTY STATION**

The Head Quarter of Structural Engineer is fixed at OSDMA office, Bhubaneswar.

#### **VII. SUPERVISOR**

Managing Director, OSDMA / Executive Director / Officer in-charge of the subject.

## APPLICATION FORM

To

The Managing Director,  
Odisha State Disaster Management Authority,  
9<sup>th</sup> Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751001,  
E-mail: osdma@osdma.org.

### 1. Post Applied For:

- Name of the Post: \_\_\_\_\_
- 

### 2. Personal Details

Particulars	Details
Name of Applicant	_____
Father's / Husband's Name	_____
Date of Birth	_____
Age	
Gender	
Category	
Aadhaar No.	

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### 3. Address & Contact Details

Residential Address: (Temporary & Permanent)

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- Mobile No
- Email ID

### 4. Educational Qualification

Qualification	Board/University	Year of Passing
_____	_____	_____
_____	_____	_____

### 5. Experience Details

Office/Department/ Organization	Designation/ Capacity	Period of Service	Nature of Duties
_____	_____	_____	_____
_____	_____	_____	_____

## 6. Specialized Skills if any

## 7. Service Particulars (For retired / retiring Government / PSU employees)

Details	Information
Name of Department Last Served	_____
Designation at Retirement	_____
Last Pay Drawn	_____
Pension Amount	_____

The retired / retiring employees are required to furnish the certificates in the format attached to this application as **Annexure -I**

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## 8. Documents Attached

- PPO / Pension Certificate
  - Retirement Orders
  - Educational Certificate
  - Experience Certificate
  - Identity Proof
  - Passport-size Photograph
  - Other Documents: \_\_\_\_\_
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## Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Applicant**

**ANNEXURE-I**

I Smt. / Shri----- certified as follows:

- I have retired / am retiring from Government service on attaining superannuation / voluntarily / premature.
- No departmental /vigilance case / criminal case is pending against me.

**Signature of Applicant**