



OSDMA

ODISHA STATE DISASTER MANAGEMENT AUTHORITY

(A Govt. of Odisha Agency)

9th Floor, Rajiv Bhawan, Unit-5, Bhubaneswar-751015

Website: www.osdma.org

Letter No. 1538 /OSDMA

Dated 25th May, 2026

WALK-IN-INTERVIEW

OSDMA intends to engage dynamic and experienced professionals on contractual basis for the position of Consultant (Estt.) to look after the establishment matters of 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 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 Consultant (Estt) in Odisha State Disaster
Management Authority**

I. Educational Qualification & Experience:

- Minimum Graduation in any discipline from reputed/recognized University or related field.
- Minimum of 10 years of cumulative experience in establishment matters preferable in Government offices / PSUS.
- Proven experience in HR Policy, dealing with Service conditions, legal cases in service matter.
- Retired / Retiring Government / PSUs employees, retired / retiring on superannuation or voluntary retirement, with a clean service record.
- Proficiency in relevant software/tools (MS office suite: Word , Excel, Power Point ,Abode Reader, 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 Consultant shall be paid a monthly consolidated remuneration of Rs.55,000/-(Rupees Fifty-Five thousand) only.

IV. Period of engagement and other conditions:

- The Consultant shall be engaged in OSDMA on a purely contractual basis.
- The period of engagement of Consultant will be initially for a period of one year and may be extended further, subject to satisfactory performance and the requirements of the organisation.
- 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 Consultant 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 Consultant 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 Consultant 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 Consultant 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 Consultant periodically.
- The Consultant will not act, speak or assure anything to anybody that can be construed as detrimental to the interest and image of Odisha State Disaster Management Authority. Consultant 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.
- Consultant will be entitled to avail a maximum of 12 days Casual Leave in a calendar year.

V. Scope of the Work/Job Responsibility:

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

- To keep record of incoming / outgoing dak, files / registers etc , maintain a repository of database pertaining to the section and update it from time to time.
- To perform such other duties as may be assigned to him/her by the competent authority/officer-in-charge from time to time.
- Any other assignment by M.D, OSDMA.

VI. DUTY STATION

The Head Quarter of Consultant 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,
9th 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.	

3. Address & Contact Details

Residential Address: (Temporary & Permanent)

- 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**

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