



CUTTACK DEVELOPMENT AUTHORITY

Arunodaya Bhawan, Link Road, Cuttack-753012

email: cda.cuttack@nic.in

NOTICE

No. 6275 /CDA/Dated. 02/05/2023

Engagement of retired Indian Army/ Indian Air Force/ Indian Navy/Para Military Forces/Similar or Equivalent Forces officials or personnel as “Manager” in Cuttack Development Authority on contractual basis for management of Cuttack Netaji Bus Terminal (CNBT) at Cuttack.

Cuttack Development Authority (CDA) invites application for engagement of retired Indian Army/Indian Air Force/Indian Navy/Para Military Forces/Similar or Equivalent Forces officials or personnel as “Manager” in Cuttack Development Authority on contractual basis for management of Cuttack Netaji Bus Terminal (CNBT) at Cuttack.

The copy of the Terms and Conditions can be downloaded from CDA website i.e. <http://www.cdacuttack.nic.in/>. Interested applicants shall submit their application on or before Dt. 23/05/2023 by 3.00 PM as per the prescribed formats available in the website.

The application should be submitted to the Secretary, Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack – 753012 through registered post/speed post only along with application fee of Rs. 500/- (Rupees Five hundred only) in shape of Demand Draft in favour of “Cuttack Development Authority” payable at Cuttack. No hand delivery is allowed. Application and relevant documents must be packed in a sealed cover clearly superscribing “Application for engagement as Manager in Cuttack Development Authority for CNBT” on the top of envelope.

C.D.A, Cuttack reserves the right to reject any/all application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof.

Secretary

GENERAL TERMS AND CONDITIONS

1 Eligibility:

- Applicant must be a graduate in any discipline.
- The retired official/personnel should be medically fit.
- The applicant must have attained the age of 35 (Thirty-Five) years and must not be above age of 50 (Fifty) years as on 1st May 2023.
- Preference shall be given to the applicants who have retired from the post in the rank of DSP and above and its equivalent.
- The applicant should be clear from vigilance or criminal or departmental proceedings. In this regard, the applicant has to submit supporting document or an affidavit that he/she has no vigilance or criminal or departmental proceedings against him/her.
- There should be no criminal case pending against the eligible applicant and this will be affirmed by the respective applicant through affidavit.

2 Application is invited for only 1 (one) post of “Manager”.

3 Monthly Remuneration (All Inclusive): The selected applicant (“Manager”) shall be paid a monthly remuneration of Rs. 60,000 (Sixty Thousand). Payment of statutory taxes is the liability of the Manager.

4 Duration of Engagement:

- The engagement shall be initially for a period of 3 (three) years on contractual basis which may be extended for a further period based on satisfactory performance upto the age of 60 years.
- For each period of extension an annual escalation of 5% shall be paid.
- The engagement would be on full-time contractual basis at CNBT and he/ she will not be permitted to take up any other assignment during the period of engagement.
- The engagement can be terminated at any point of time by CDA for unsatisfactory performance by giving 1 (one) month notice. Besides if the engaged Manager desires to resign, he/she can do so by giving 1 (one) month written notice to Cuttack Development Authority (CDA).

5 Applicants are requested to send the application with relevant documents to the Secretary, Cuttack Development Authority, Arunodaya Bhawan, Link Road, Cuttack - 753012 by registered post/speed post only latest by 23/05/2023 till 3 PM. Shortlisted applicants shall be informed about the date of interview which shall be published in CDA website.

6 Job Description:

- Overall management of Cuttack Netaji Bus Terminal (CNBT).

- Up-keep and operation for all facilities at CNBT as daily routine basis by coordinating with different stakeholders
- For any operational / administrative requirement make coordination with CDA officials.
- Any fault/breakdown/incident occurs to be intimated to CDA timely.
- Inventory management and all types of record to be maintained.
- Consult with CDA and key stakeholders for shaping a future operation strategy for CNBT and develop detail activities for the same.
- Monitor the day-to-day bus operation.
- Manage individual stakeholders involved in bus operation management to ensure they increase their effectiveness at work.
- Work collaboratively and strategically with other stakeholders.
- Represent CDA in public forums and public communications (if required).

7 Attendance & Leave:

- Manager will be required to mark their biometric/manual attendance daily at the place of reporting in line with CDA attendance system at the place of engagement.
- Manager shall be eligible for 15 days leave in a calendar year on pro-rata basis with due approval of CDA.
- Therefore, the Manager shall not draw any remuneration in case of his/her absence beyond 15 days in a year (calculated on pro-rata basis)
- Un availed leave in a calendar year cannot be carried forward to next calendar year or encashed at the end of the tenure.
- In case of absence from duty other than holiday and permissible leaves, proportionate payment would be deducted from the remuneration.
- CDA will be at the liberty to terminate the services in case of non- performance/ unsatisfactory services besides remaining absent for more than 15 days unauthorizably.

8 Certificate in support of previous employment in Indian Army/ Indian Air Force/ Indian Navy/Para Military Forces/Similar or Equivalent Forces and educational qualification need to be submitted along with application.

9 The information furnished by the applicant must be true and correct. Any discrepancy found at later date may lead to cancellation of engagement.

10 Selection Criteria:

- Applicants shall be shortlisted on the basis of application submitted, application fee, qualification and eligibility.
- Shortlisted applicants shall be invited for personal interview. Date, time and venue for the interview will be published in CDA website.
- Mere application/participation in the interview doesn't reserve any right for selection.
- The selection of candidate shall be made on the basis of interview.
- Shortlisted applicants shall be published in CDA website hence the applicants are requested to visit the website frequently.

Format for application

Recent
self
attested
photo

- (i) Name : _____
- (ii) Date of Birth : _____
- (iii) Date of Retirement : _____
- (iv) Designated Post at the time of retirement : _____
- (v) Address for Correspondence : _____
- (vi) Contact No;
- Landline : _____
- Mobile : _____
- (vii) Email ID : _____
- (viii) Academic Qualification (In reverse order, starting from the latest):

Sl. No.	Degree	Start Year	End year	Stream	University	Class/Division

- (ix) Relevant Experience:

- (a) Year-wise tasks / highlights of similar nature carried out during previous employment with all details including employer, position held & pay-scale.

Sl. No.	Organization	Post Held with Basic Pay	Year		Responsibility Handled	Remarks
			From	To		

(b) Supporting documents or affidavit to the effect that no vigilance/criminal/departmental proceedings against the applicant is pending to be enclosed along with the application form.

The above information furnished by me are true and correct. Any discrepancy found at later date shall lead to cancellation of my engagement.

Place: _____

Signature: _____

Date: _____

Name: _____