



ODISHA STATE MEDICAL CORPORATION LTD.

(A GOVT. OF ODISHA UNDERTAKING)

No. OSMCL-HRADM-MISC-0015-2024 /01/OSMCL

Date: 16.02.2024

WALK-IN-INTERVIEW FOR ENGAGEMENT OF SHORT-TERM CONSULTANT

SHORT-TERM CONSULTANT (FINANCE DIVISION)

NOS. OF SHORT-TERM CONSULTANT REQUIRED: 2 (TWO) nos.

DELIVERABLES: Finance & Accounts related works of the Corporation.

LOCATION OF ENGAGEMENT: Head quarter of Odisha State Medical Corporation Ltd. i.e. at Bhubaneswar.

DETAIL ADDRESS: In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha - 751001

TYPE & PERIOD OF ENGAGEMENT: Contractual engagement for a period of 6 months (Initial period of 6 months which may be extended subject to satisfactory performance and requirement of the Corporation).

AGE: Maximum up to 40 Years as on date of interview.

EDUCATIONAL QUALIFICATION: The candidate must have passed Inter CA from Institute of Chartered Accountants of India / Inter ICWA from Institute of Cost Accountants of India

All the candidates must have Computer proficiency with knowledge of accounting package (Tally & M.S Office).

EXPERIENCE: The candidate must have 5 years of post qualification experience in accounting such as maintenance of accounts, financial analysis, financial reporting, budgeting, taxation (Direct tax & GST) and preparation of Financial Statement etc.

REQUIRED COMPETENCIES, SKILLS AND KNOWLEDGE:

1. Extensive knowledge in Accounting
2. Knowledge on Tally/ERP

TOR (JOB RESPONSIBILITY)

1. Day to day verification of all book entries.
2. Verification of timely preparation of cheques for payment towards procurement and expenditure.
3. Verification of booking of all expenditure in the respected fund.
4. Calculation & timely payment of all statutory dues like-
 - a. Income Tax TDS
 - b. GST

- c. GST TDS
- d. Advance Tax
- e. Shelf Assessment of Tax
5. Ensuring timely filing of statutory returns like-
 - a. Income Tax TDS
 - b. GSTR-1 & GSTR-3B
6. Monitoring of effective management of funds.
7. Preparation of BRS, Annual Accounts & Budget.
8. Verification of different payment files towards procurement & expenditure.
9. Evaluation of financial aspects of different tenders.
10. Any other work as and when assigned

REMUNERATION: Consolidated pay of Rs. 44,900/- per month

MODE OF SELECTION: Walk-in-Interview to be conducted by a panel of experts. The result of the Interview shall be published in the web site of the Corporation.

DATE AND VENUE OF WALK-IN-INTERVIEW: On 26.02.2024 in the head office of the Odisha State Medical Corporation Ltd at Bhubaneswar (in front of Ram Mandir, Convent Square).

The Interview shall commence at 12:00 PM. Applicants have to register their names from 10:30 AM to 11:30 AM after which registration process shall be closed and late comers shall not be allowed.

The Corporation reserves the right not to allow any particular candidate to appear in the Interview without assigning any reason thereof.

SHORT-TERM CONSULTANT (DRUGS & SURGICAL DIVISION)

NOS. OF SHORT-TERM CONSULTANT REQUIRED: 2 (TWO) nos.

DELIVERABLES: Finance, Procurement, Logistics and Supply chain related works of the Corporation.

LOCATION OF ENGAGEMENT: Head quarter of Odisha State Medical Corporation Ltd. i.e. at Bhubaneswar.

DETAIL ADDRESS: In front of Ram Mandir, Convent Square, Bhubaneswar, Odisha - 751001

TYPE & PERIOD OF ENGAGEMENT: Contractual engagement for a period of 6 months (Initial period of 6 months which may be extended subject to satisfactory performance and requirement of the Corporation).

AGE: Maximum up to 40 Years as on date of interview.

EDUCATIONAL QUALIFICATION: Master Degree /MBA /PG Diploma with specialization in Logistics & supply chain management / Material Management / Supply Chain Management.

EXPERIENCE: The candidate must have 05 (five) years of post-qualification experience in Finance and Procurement related activities / logistics & supply chain management related activities.

REQUIRED COMPETENCIES, SKILLS AND KNOWLEDGE:

1. Extensive knowledge in preparation of tender documents
2. Knowledge of contract management & contract law
3. Knowledge of commercial / Logistics and Supply chain activities in an organisation activities in an organisation
4. Knowledge on Financial Rules of Government.

TOR (JOB RESPONSIBILITY)

1. Collection & compilation of indents.
2. Preparation of Standard Bidding Documents, Managing the tendering processes.
3. Be responsible for bid evaluation, award of contract and post – contract management.
4. Follow up with the supplier for timely delivery of stocks.
5. Effective monitoring of quality.
6. Processing of payment files and collection of required documents for payment.
7. Maintaining of basic accounting records & preparation of Periodic & annual financial statements of the Scheme.
8. Facilitating internal, statutory & AG Audit.
9. Maintenance of records & filling of various statutory returns.
10. Preparation of annual budget and follow up with the concerned for the budgeted targets.
11. Preparation of UC (Utilisation certificate) & MIS reports.
12. Financial management and preparation of annual budget, medium term and long term financial planning well within time
13. Developing and implementing audit manual including audit checklist etc. Developing annual audit plan
14. All matters related to establishment.
15. Any other work assigned by higher authority of OSMCL.

REMUNERATION: Consolidated pay of Rs. 44,900/- per month

MODE OF SELECTION: Walk-in-Interview to be conducted by a panel of experts. The result of the Interview shall be published in the web site of the Corporation.

DATE AND VENUE OF WALK-IN-INTERVIEW: On 27.02.2024 in the head office of the Odisha State Medical Corporation Ltd at Bhubaneswar (in front of Ram Mandir, Convent Square).

The Interview shall commence at 12:00 PM. Applicants have to register their names from 10:30 AM to 11:30 AM after which registration process shall be closed and late comers shall not be allowed.

The Corporation reserves the right not to allow any particular candidate to appear in the Interview without assigning any reason thereof.

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW:

The applicants must bring with them the filled up application forms (available in the website – www.osmcl.nic.in) along with the following documents.

- (a) All original certificates in support of educational qualification & experience with one set of self attested copies of the same.
- (b) Any other documents in support of fulfilling the requirements as per deliverables / relevant competency / skill / knowledge.
- (c) Identity proof. (Voter Card / PAN Card / Driving License / Adhar Card / Passport).
- (d) Self attested passport size photograph (two copies).
- (e) Document in support of Last pay certificate

Other conditions of engagement:

1. The Short-term consultant shall have the status of contractual employee and the engagement in the Corporation shall in no way confer any right or claim on the regular posts of the Corporation.
2. The engagement can be terminated by the Corporation without any notice on account of non-performance, financial misconduct, gross conflict of interest causing financial loss to the Corporation, moral turpitude, insubordination, negligence of duty, indiscipline or any act which may bring the Corporation to disrepute. Decision of the Managing Director on disengagement shall be final.
3. During the period of engagement, the Short-term Consultant is expected to maintain high degree of professional integrity and commitment to the task assigned.
4. The normal working hours of the Corporation is from 10 AM to 5.30 PM. However the working hours may extend depend on the requirements of the Corporation.
5. However the Consultant may be asked to attend duty beyond office hours or on public holidays depending on requirement.
6. They are eligible to avail only Casual Leave as entitled to Corporation employee.
7. During the period of engagement, the Consultant shall not take up any other assignment.

OTHER INFORMATION:

- (1) In case the number of candidates becomes high, the Corporation reserves the right to adopt a screening criteria in order to short list the candidates.
- (2) In case the numbers of candidates are very high, the Interview may be conducted in subsequent date/s.
- (3) No TA / DA shall be provided for attending the Walk-in-Interview.
- (4) Odisha State Medical Corporation reserves the right to cancel the selection process at any stage without assigning any reason thereof.

Sd/
General Manager (HR & Admin.)
Odisha State Medical Corporation Ltd



**APPLICATION FORM
FOR THE ENGAGEMENT OF SHORT-TERM CONSULTANT**

Strike out (Finance Division / D&S Division)

1. Name of the applicant :					Photograph		
2. Father's Name :							
3. Date of Birth :							
4. Sex :							
5. Age as on 25.02.2024							
6. Mobile No. :					Identity Proof No.		
7. Contact Telephone No. :							
8. Present Contact Address :				9. Permanent Contact Address :			
10. E-mail Address :							
11. Language spoken / written :							
12. Educational Qualification :							
Sl. No.	Exam Passed	Name of Board / University	Year of Passing	Full Marks	Secured Marks	% of Marks	Duration of Course

13. Experience details (starting from present / last employment) :

Name of the Organisation	Designation	Period	Nature of job with relevance as per the deliverables specified by OSMC
		From – To	

(Please enclose separate sheet if required)

Declaration : I do hereby declare that the information furnished above are true to the best of my knowledge and belief and that, if at any stage, it is found that any of the above material information is false / incorrect or is suppressed by me, my engagement under Odisha State Medical Corporation is liable to be rejected / terminated. I also declare that I have never been disengaged from service by any organisation on administrative ground such as disobedience / poor performance / misbehaviour / criminal activity etc.

Date :

Place :

Full Signature of the Applicant

List of enclosure (s) :

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Note :

The following documents are to be brought along with the application form:

- (a) The applicants must bring with them the filled up application forms (available in the website – www.osmcl.nic.in)
- (b) All original certificates in support of educational qualification & experience with one set of self attested copies of the same.
- (c) Any other documents in support of filling the requirements as per deliverables/relevant competency / skill / knowledge.
- (d) Identity proof. (Voter Card / PAN Card / Driving License / Adhar Card / Passport).
- (e) Self attested passport size photograph (two copies)
- (f) Document in support of Last pay certificate