



**Government of Odisha  
Planning & Coordination Department  
(State PPP & P.M. Cell)**

**ENGAGEMENT OF EXPERIENCED PROFESSIONALS FOR  
INFRASTRUCTURE PPP PROJECTS**

State Public Private Partnership (PPP) & Project Monitoring (P.M.) Cell, Odisha invites proposals from eligible interested individual consultants / professionals for the following positions on a full-time basis for a contract period of 24 months:

- a) **Finance Expert** - 1 position
- b) **Infrastructure Expert** - 1 position
- c) **Sector Expert (Transportation)** - 1 position
- d) **Manager (Accounts & Administration)** - 1 position
- e) **Data Entry Operator** - 1 position

Interested applicants are required to visit [www.odisha.gov.in/pc/](http://www.odisha.gov.in/pc/) for eligibility conditions, terms of reference, other terms & conditions, etc. Applicants eligible for more than one position may submit multiple applications. The filled-in application form with requisite details and supporting documents must be sent by registered / speed post only to “*Joint Director, State PPP & P.M. Cell, Planning & Coordination Department, Odisha Secretariat, Sachivalaya Marg, Bhubaneswar – 751001*” (Tel: 0674 – 2322625) so as to reach before 1500 hours on 20<sup>th</sup> March 2014.

Sd/-  
Special Secretary (PPP & P.M.) to Government

**Government of Odisha**  
**Planning & Coordination Department**  
**(State PPP & P.M. Cell)**

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No. 2576 /P.,  
PPP-98/12

Bhubaneswar dated 22<sup>nd</sup> February 2014

**ADVERTISEMENT FOR ENGAGEMENT OF EXPERIENCED PROFESSIONALS FOR  
INFRASTRUCTURE PPP PROJECTS**

State Public Private Partnership (PPP) & Project Monitoring (P.M.) Cell, Planning & Coordination (P&C) Department, Government of Odisha invites proposals from eligible interested individual consultants / professionals for the following positions on a full-time basis for a contract period of 24 months:

- a) Finance Expert – 01 position
- b) Infrastructure Expert – 01 position
- c) Sector Expert (Transportation) – 01 position
- d) Manager (Accounts & Administration) – 01 position
- e) Data Entry Operator – 01 position

The contract shall be executed by Odisha Public Private Partnership Technical Society (OPPPTS) on behalf of State PPP & P.M. Cell with the selected candidates. The consultants will be engaged as per Finance Department Office Memorandum no. 42280 dated 26-09-2011.

**(A) Terms of Reference and Eligibility Conditions**

Position	Terms of Reference / Scope of Work / Role & Responsibility	Eligibility Conditions (Qualification & Work Experience)
Finance Expert	<p>Responsible for financial analysis of PPP projects including financial modeling, market research &amp; value for money analysis and any other work to be assigned from time to time.</p> <ul style="list-style-type: none"><li>1) Financial evaluation, appraisal and feasibility analyses of PPP projects</li><li>2) Assist line Departments in formulating revenue model and financial risks matrix for PPP projects</li><li>3) Assist line Departments in preparing bid / transaction documents and concession agreement</li><li>4) Assist State Government to assess impact of project on its budgetary resources</li></ul>	<ul style="list-style-type: none"><li>1) MBA (Finance) or Chartered Accountant or Chartered Financial Analyst</li><li>2) Experience in financial modeling, market analysis, risk analysis and forecasting revenue streams for various projects, preferably in infrastructure sectors</li><li>3) Experience in at least two PPP projects</li><li>4) Minimum 5 years of work experience in the above mentioned fields with at least 2 years in designing financial models, risk analysis, market analysis, value for money analysis, etc.</li></ul>

<p>Infrastructure Expert</p>	<p>Responsible for preparation &amp; review of project plans, feasibility studies of infrastructure sector / PPP projects and any other work to be assigned from time to time</p> <p>1) Appraise RfQ/RfP (for engagement of technical consultant and selection of project developer)  2) Appraise DPRs received from technical consultant w.r.t. cost, revenue, design components, which involves the following activities:</p> <ul style="list-style-type: none"> <li>• Monitor engineering surveys &amp; investigations for different projects undertaken in PPP mode</li> <li>• Assist in finalization of design/alignment of the project</li> <li>• Assist in finalization of preliminary designs of project structures, etc</li> <li>• Review land plan schedules and utility relocation plans submitted by technical consultant</li> <li>• Review environmental plan submitted by technical consultant.</li> </ul> <p>3) Monitor project progress (technical part) and prepare reports for State Government</p>	<p>1) Graduate in Civil Engineering and Master's degree in engineering / infrastructure planning / construction management / business management  2) Experience in design and implementation of infrastructure projects, project monitoring &amp; management, conversant with design specifications and standards for construction in India  3) Minimum 5 years of work experience in core infrastructure sectors</p>
<p>Sector Expert (Transportation)</p>	<p>Responsible for assisting line Departments / Agencies in project document formulation, financial analysis, contract structuring, preparation of bid documents and any other work assigned from time to time.</p> <p>1) Review / appraise DPRs for various transportation projects like urban transport, BRTS, highways, RoBs, ports, city bus service, bus terminals, etc  2) Review and recommend appropriate methods / modes of transportation from data collected for different cities, highways and ports  3) Assist line Departments in</p>	<p>1) Graduate in Civil Engineering and preferably with Master's degree in transportation planning / urban transport / transport economics  2) Experience in development of mathematical models for transport demand projection, transport planning, traffic engineering &amp; design  3) Understanding and knowledge of role of public transport including characteristics &amp; selection of system technologies and their planning, operations and management  3) Minimum 5 years of work</p>

	finalization of alignment plan, cost verification, etc 4) Review traffic figures as provided by technical consultants 5) Review technical schedules in transport projects and suggest improvements wherever required	experience in the above mentioned fields with at least 2 years in related PPP projects
Manager (Accounts & Administration)	1) Maintenance of accounts, records and registers of OPPPTS 2) Filing of required statutory reports and returns of OPPPTS 3) Coordination of audit of OPPPTS 4) Maintenance of stock and stores of OPPPTS 5) Managing financial transactions of OPPPTS 6) Reporting to Financial Advisor of OPPPTS and P&C Department 7) Support in monitoring, MIS, database and website management of PPP projects 8) Any other related work assigned from time to time	1) Chartered Accountant (Inter) or Cost Accountant (Inter) or M.Com 2) Experience in maintenance of accounts of any firm / society / organization for at least 3 years 3) Experience in preparation of statutory reports and returns of a firm / society / organization for at least 3 years
Data Entry Operator	1) Assisting senior officers of State PPP & P.M. Cell in preparation & record keeping of documents, typing, data entry, files management, etc 2) Any other related work assigned from time to time	1) Trained in computer applications 2) Proficient in typing and use of MS Windows based packages 3) Knowledge of typing in Odia language in addition to English will be an advantage

- Computer proficiency and familiarity of working in an I.T. enabled / e-office environment is a compulsory requirement
- Knowledge of the local language would be an advantage
- The Selection Committee reserves the right to accept or reject any candidature and the decision of the Selection Committee shall be binding on all concerned

**(B) Maximum Remuneration per Month**

Position	Maximum remuneration per month (consolidated)
Finance Expert	Rs. 1,50,000/-
Infrastructure Expert	Rs. 1,50,000/-
Sector Expert (Transportation)	Rs. 1,50,000/-
Manager (Accounts & Administration)	Rs. 35,000/-
Data Entry Operator	Rs. 10,000/-

- The fixation of remuneration for the selected candidates shall be done by the Selection Committee

- Income tax, as applicable, will be deducted at source
- Annual increment up to 10% of the consolidated remuneration subject to the maximum limit set as above

**(C) General Terms & Conditions**

- Special Secretary (PPP & P.M.) and Member Secretary, OPPPTS is the final authority for settlement of disputes or interpretation of any matter pertaining to terms & conditions of engagement of the selected candidates
- Leave permissible shall be as per applicable rules of State Government
- Allowances and reimbursement of expenses for outstation travel shall be as per norms adopted by OPPPTS
- Allowances and reimbursement of expenses for local official travel shall be as per norms adopted by OPPPTS
- During the period of engagement with OPPPTS, the selected candidates are not allowed to engage in other professional activities. They are also not allowed to engage in any other activities that may cause conflict of interest or compromise confidentiality
- Termination of contract is permissible with 2 months' notice from either side in writing

**(D) How to Apply**

Interested applicants fulfilling the specified criteria are required to apply in the prescribed format with requisite details and supporting documents, through registered / speed post only to “Joint Director, State PPP & P.M. Cell, Planning & Coordination Department, Odisha Secretariat, Sachivalaya Marg, Bhubaneswar – 751001” (Tel: 0674 – 2322625) so as to reach before 1500 hours on 20<sup>th</sup> March 2014.

Applications received after the closing date shall not be entertained. The State PPP & P.M. Cell, P&C Department will not be responsible for any postal delay. Applications received incomplete in any respect are liable to be rejected. No correspondence on that score will be entertained.

**(E) Application Format**

1. Position applied for:
2. Name of the Candidate:
3. Father's / Husband's Name:
4. Sex (Male / Female):
5. Date of Birth & Age as on 01-01-2014:
6. Permanent Address:
7. Address for Communication:

8. Contact details:
  - i. Mobile No.
  - ii. Land line No
  - iii. E-mail id
9. Designation, Organisation and Present Place of Posting:
10. Educational Qualifications (Attach attested copies of certificates):

Name of the examination passed	Name of the Board/University	Year of passing	Grade/Division	% of marks secured

11. Experience - Indicate Organisation wise separately (Attach experience certificates and relevant documents in support of claim of experience and remuneration):

Name of Organisation and Location	Designation & Remuneration	Period of Service (From date & To date)	Years / Months	Type of Work / Specific Roles and Responsibilities

12. Knowledge in Computer Operation:
13. List of Publications (if any):
14. Any other information in support of Candidature:
15. Personal statement on suitability of candidature for the position applied for:
16. Language proficiency:
17. Expected Remuneration per Month:
18. Notice time period required to join upon selection:

Sd/-  
**Joint Director (PPP & P.M.)**