

Terms of Reference

Application for Appointment to the post of Chief Executive Officer (CEO)



Directorate of AH & VS Campus, Mangalabag, Cuttack, ORISSA

[Last Date for Submission of Applications: 25.03.2010 up to 4.30 PM]

Terms of reference

About OLRDS:

The Orissa Livestock Resources Development Society (OLRDS) is an autonomous body constituted under the aegis of Government of Orissa with a prime objective of organising the Livestock breeding activities in the State. OLRDS is the State Implementing Agency to implement the National Project on Cattle and Buffalo Breeding in Orissa. The Orissa Livestock Sector Policy, which has been approved during, 2002 is being followed in the state. The OLRDS is an important player for the overall improvement of the livestock sector by making appropriate strategies and actions.

The Society focuses on i) organized breeding through Artificial insemination (AI) or Natural Service by high quality bulls within a period of 10 years, ii) improving access to quality livestock breeding services, iii) arranging breeding inputs and supply in time, iv) educating farmers for genetic improvement of their livestock v) initiating appropriate research work for conservation of important indigenous livestock breeds so as to prevent the breeds from deterioration and extinction.

Organization and Implementation Structure:

The overall responsibility for implementation and coordination of Livestock Breeding programme would rest with the Orissa Livestock Resources Development Society (OLRDS) which has been constituted by the Government of Orissa during 2001. The Governing Council of the OLRDS is chaired by the Principal Secretary, F & ARD and includes representatives of various line departments. The OLRDS is expected to spearhead the entire livestock breeding operations in the state with proper coordination with Animal Husbandry Department and OMFED.. At the district level, there is a District Livestock resources Development Society (DLRDS) headed by the Chairman (District Collector) for reviewing the work and guiding the livestock breeding activities as well as coordinating with line departments.

Job Description

He / She will be responsible

- For the overall implementation of Livestock breeding Programme and coordination with participating agencies.
- For work allotment and overall supervision of different functional divisions in the Society.
- To Plan and coordinate the activities and ensure that plans have been put in place
- To liaise with the District Units, OMFED, and other agencies associated with the Livestock development programme directly or indirectly.
- For liaising with various Government Departments as per the requirement time to time.
- To ensure coordination, monitoring and reporting on Livestock breeding activities in the State.
- For assessing budgets on costs of the unit and put up budget requirements for implementation of various activities.

Essential Qualifications and Experience: Post graduation in Animal Breeding & Genetics/ Veterinary Gynaecology & Obstetrics with a minimum of 10 years experience in livestock breeding and development.

Desirable Qualification: MBA or equivalent from a reputed institution

Skills and Attributes:

- Excellent understanding of Livestock Breeding Policy, Strategy and implementation
- Experience in handling similar assignments.
- Experience in Livestock Breeding Projects
- Excellent training and presentation skills.
- Ability to monitor, evaluate and analyze the activities.
- Ability to work effectively in a multidisciplinary team willing to travel extensively
- Excellent documentation and report writing skills.
- Computer skills

OLRDS invites applications for contractual engagement of one Chief Executive Officer at the Office of OLRDS. The position is purely contractual and he/she would be engaged on a **Three year Contract**. Those working in Government establishments/institutions having the requisite experience and qualification can also apply. If selected, appointment will be on deputation basis. Such person should send the application through proper channel. Good working knowledge of Oriya is essential and experience of working in Livestock Breeding Projects is a distinct advantage. The age limit is 45 Years.

Applications complete in all respect must reach in person or by post to 'Member Secretary, OLRDS, Mangalabag, Cuttack' on or before 4.30 P.M. , 25.03.2010. The applications received after last date shall not be entertained. The Society will not be responsible for any postal delay.

The Society reserves the right to reject any or all applications without assigning any reason thereto. Candidates in employment must enclose NOC from the present employer. Candidate working with Government organization should apply through proper channel.

Salary: Negotiable as per qualification and experience

Candidates to indicate the expected salary

Last date/time of receipt of Application -4.30 PM on 25.03.2010

Orissa Livestock Resources Development Society (OLRDS)

APPLICATION FORM

Post Applied for:	Chief Executive Officer	Paste Attested Photograph (3cmx4cm)			
1. First Name: Last name:					
2. Date of Birth: (Certificate of proof to be attached)				3. Sex:	
4. Present Contact Address: 6. Permanent Contact Address:			5. Permanent Telephone No: (STD Code) Number		
			7. Present Telephone No: (STD Code) Office Number.		
8. Email Address:		9. Mobile No:			
10. Computer Literacy : Mention all software(s) known /used					
11. Education: High school onwards, please list all your qualifications					
Degree	Institute/Board	Year	Division/ Marks (%)	Subjects	Full/ Part Time / Distance Learning
Matriculation					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					

12. Employment Record :			
Total years of post qualification experience :			
Years of experience in Government :			
Starting with your present employment, list in reverse order all the employments you have had in the space below :			
Organization	Designation	Key Responsibilities	Period
13. Current Employment:			
Job Description:			
Emoluments and other allowance if any			
14. Expected Salary (Please indicate)			

15. Relevant Experience: Please highlight relevant experience possessed by you relating to key aspects of the job in the space below:

Job Component	Organization (Please also provide details of exposure/ responsibilities Handled)	Exposure (in months)

16. Medical History: Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

17. Joining Time: Please confirm your ability to relocate/ be at OLRDS and join within 15 days of selection. In case of any constraint -please elaborate in the space provided:

18. Language Proficiency: Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage):

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (please specify _____)									

19. Understanding of Job; Skills, Interests and Experience of Relevance to your Application:

Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

20. Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	Referee 1	Referee 2
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		
Place : Date:	Signature of the Applicant.	