



EXPRESSION OF INTEREST (Eoi)

Eoi no. 57 , Dated 06-04-2024

Engagement of Functional Experts – One Stop Facility (OSF) Odisha Livelihoods Mission, Bhadrak

Application submission to - CDO-cum-EO, Zilla Parishad, Bhadrak, At
PO- Madhbangar, Charigaria, Bhadrak-756181.

Mode of submission - Registered Post/Speed Post/Courier ONLY
(Offline).

Availability of Eoi document on the district website-
<https://bhadrak.odisha.gov.in> from 06.04.2026.

Last date of submission: 15.04.2026 by 5:30PM.

Mode of information to the selected candidates- Online via mail



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit - VIII, Bhubaneswar, 751012, Odisha
E-mail : smmu.olm@gmail.com



District Mission Management Unit (DMMU), Bhadrak under Odisha Livelihoods Mission (OLM), Department of Mission Shakti, and Government of Odisha invites applications from eligible individuals for engagement as **Functional Experts under the One Stop Facility Centre (OSF)**.

1. Positions Available

Functional Experts (5 positions) in the following domains:

1. Chartered Accountant
2. Banking
3. Food Technology
4. Skill Training
5. Legal Services

2. Roles and Responsibilities, Eligibility criteria

Annexed in Annexure I

3. Engagement Type

Part-time, need-based (3–7 days per month)

Payment based on deliverables and approved rates

4. Selection Process

Merit-based shortlisting (qualification + experience)

Final selection by DMMU, Bhadrak

5. Deliverables & Payment Structure

- Duration: Experts are engaged for 3 to 7 days per month as required.
- Deliverable Payments: Fees range from ₹500 to ₹2,000 based on specific tasks like filing GST, preparing business plans, or facilitating loan sanctions, as per Table A annexed in Annexure II.
- Meeting/Resource Fees: Attending technical committee meetings or acting as a resource person pays up to ₹3,950 per day (covering fees, travel, and accommodation), as per Table B annexed in Annexure II.
- Additional Services: Any services provided outside the official scope must be paid for directly by the entrepreneur with prior OSF intimation.

6. Reporting & Verification

Experts must submit a monthly activity report detailing services rendered. This report undergoes a three-tier verification process, starting with the OSF-MC, then the BMMU, and finally the DMMU for payment approval, validated by the District Project Manager.

7. Submission Details

Mode: Registered Post / Speed Post ONLY (Offline).

Address: CDO-cum-EO, Zilla Parishad, Bhadrak, At PO- Madhbangar, Charigaria, Bhadrak-756181.

Availability of Eol document on the website- 2/04/2026

Last date of submission: 15.04.2026 by 5:30PM.



8. **Required Documents:** Applications must use the prescribed formats (Annexure III, IV, V) and include self-attested copies of HSC certificates (for age proof), identity proof, educational certificates, work orders (for experience proof), and PAN card.

9. **Additional Information**


Detailed EoI document available at: <https://bhadrak.odisha.gov.in>

Queries may be sent to: bhadrakdpm.olm@gmail.com
(Till 12.04.2026)

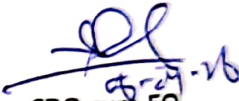
Contact person: Aishwarya Thakur, YP, OLM, Bhadrak
+91 8530574199

10. **Disclaimer**


DMMU, Bhadrak reserves the right to accept/reject any application or cancel the process without assigning any reason.


06-04-26
CDO-cum-EO,
ZP, Bhadrak

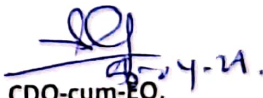
Memo No. 58 / OLM Dt. 06-04-26
Copy to Dy. Collector, Nizarat, Collectorate, Bhadrak / Sub Collector, Bhadrak/All BDOs of Bhadrak district with a request to affix the EoI in their respective Notice Boards for wide publicity


06-04-26
CDO-cum-EO,
ZP, Bhadrak

Memo No. 59 / OLM Dt. 06-04-26
Copy to District e-Governance Manager (DeGM), Bhadrak for information with a request to webhost the quotation call notice in the district website (<http://bhadrak.odisha.gov.in>)


06-04-26
CDO-cum-EO,
ZP, Bhadrak

Memo No. 60 / OLM Dt. 06-04-26
Copy to State Mission Management Unit, Odisha Livelihoods Mission, and Bhubaneswar for information.


06-04-26
CDO-cum-EO,
ZP, Bhadrak

Annexure I- Position- Roles & Responsibilities- Minimum Qualification & Experience- Table

Sl. No	Name of the Functional Expert	Roles and Responsibility
1	Functional Expert - Chartered Accountant	<p>Preparation & verify of business plans, financial projection and support entrepreneurs in accessing credit/loans from banks & institutions</p> <p>Offering consulting services on financial matters.</p> <p>Statutory compliance like GST registration, ITR and GST filing.</p> <p>Ensuring compliance with tax laws and regulations.</p> <p>Preparing budgets, cash flow analysis, MIS support</p> <p>Identifying and assessing financial risks, Developing and implementing risk management strategies and monitoring financial activities to mitigate potential risks.</p> <p>Developing and implementing cost accounting systems.</p> <p>Analysing variances and providing insights to improve Financial performance.</p>
2	Functional Expert – Banker	<p>a. Banking compliances and regulatory measures.</p> <p>b. Support entrepreneurs finance their ventures, whether for startup costs, expansion, or working capital.</p> <p>c. Guide on diversifying investments and managing risk.</p> <p>d. Support entrepreneurs to develop comprehensive business plans, including financial projections, market analysis, and strategic planning.</p> <p>e. Assist entrepreneurs with managing their cash flow, including advice on optimizing collections, payments, and overall financial health.</p> <p>f. Credit appraisal report preparation and Loan application submitted to Bank.</p>
3.	Functional Expert – Food Technician	<p>a. Support in ensuring food safety, quality, and innovation.</p> <p>b. Inspecting and testing food products.</p> <p>c. Conducting sensory evaluations.</p> <p>d. Facilitate food safety & quality (FSSAI, lab testing, recipe development).</p> <p>e. Support in packaging and labelling</p> <p>f. Link-up of Entrepreneurs with various Govt. and food tech schemes.</p> <p>g. Recipe Development, Lap testing support.</p> <p>h. Training entrepreneurs on food processing standards.</p>
4.	Functional Expert - Skill Trainer	<p>a. Determine the specific hard skills required for different roles and identify any gaps in entrepreneurs' proficiency.</p> <p>b. Create curriculum, lesson plans, and training materials tailored to meet the identified needs.</p> <p>c. Ongoing support and guidance to trainees.</p> <p>d. Facilitating certification/linkages with NSDC/SSC institutes.</p> <p>e. Facilitating entrepreneur on exposure visit</p>

5.	Functional Expert- Lawyers	<p>a. Guide on choosing legal structure (proprietorship, partnership, company, LLP).</p> <p>b. Help with licenses, GST, labour laws, IPR, contracts.</p> <p>c. Prepare agreements (founder, vendor, employee, investor).</p> <p>d. Risk protection like safeguard against legal disputes and liabilities.</p> <p>e. Intellectual Properties like Register trademarks, patents, copyrights.</p> <p>f. Draft MoUs, shareholder agreements, term sheets.</p> <p>g. Dispute Resolution like Handle arbitration, mediation, or litigation.</p> <p>h. Provide continuous legal advice for growth and expansion.</p>
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Sl. No	Expert Category	Minimum Qualification	Minimum Experience
1	Chartered Accountant (CA)	Membership from ICAI	3–5 years in auditing, taxation, business advisory, preferably with MSMEs/SHGs
2	Food Technician / Food Processing Expert	Bachelors in Food Technology / Food Science / Dairy Technology / Agricultural Engineering	3 years in food safety, product development, FSSAI compliance, or food enterprise advisory
3	Lawyer / Legal Expert	LLB, enrolled with Bar Council of India	3 years in enterprise contracts, compliance, or MSME/SHG legal matters
4	Representative from Skill Training Institute	Graduate/Postgraduate in Social Work, Rural Development, Management, or technical fields	3 years in entrepreneurship / skill training, preferably NSDC/SSC-affiliated
5	Retired Banker	Retired from Scheduled Commercial Bank / RRB / Cooperative Bank (BM or above)	15–20 years in banking, with exposure to SHG-bank linkage/MSME lending

Annexure II- Table A & B (payment details)

TABLE- A

Sl. No	Name of the Functional Expert	Deliverables	Payment
1	Functional Expert Chartered Accountant	1. Preparation of Financial reports (balance sheets, profit and loss statements, and cash flow statements) -	2000
		2. Tax returns (Filed ITR, GST, and TDS returns) -	1000
		3. Preparation of Details Project Reports (DPR) -	2000
		4. Resolution of compliance with tax laws and regulations-	1000
2	Functional Expert Banker	1. Document completed in all aspects and accepted by bank for loan-	1000
		2. For loan sanction follow up with bank and after sanction	1000
		3. Loan sanctioned under PMEGP/ Higher Order/ Mudra / individual financing then a. Loan above 5L to 10 Lakhs -	1000
		b. Loan Rs. 10 lakhs and above -	2000
3.	Functional Expert Food Technician	4. Verify repayment status of existing loans, assist GPLFs/CLFs in follow-up and documentation of repayments.	1000
		1. After completion of FSSAI registration / licensing & product lab testing-	1000
		2. Guidance on hygiene, storage, and quality and standardization of Recipes	2000
4.	Functional Expert Skill Trainer	3. After entrepreneur getting benefitted from Food Tech scheme -	1000
		1. Preparing training modules & materials (Per Training)	500
		2. After certification of Enterprises (Per Enterprise)	1000
5.	Functional Expert-Lawyers	3. Per Day exposure visit	1000
		1. Business registration & licensing support. -	1000
		2. Drafting agreements / contracts / MoUs. -	1000
		3. Advisory on labour laws, IPR & compliance. -	1000
		4. Dispute resolution/legal risk management. -	1000

TABLE- B

Sl. No	Particulars	Unit Cost (As per SMMU Category - B)	Total Cost (Per Day)
1	Resource Fees	INR 700 (per session)	INR 2100 (Max. 3 sessions / 6 hr per day)
2	Travel Allowance (To & Fro)	Actual, up to INR 1000	INR 1000
3	Local Transportation	INR 200	INR 200
4	Accommodation	INR 750	INR 750
	Total		INR 3950

Annexure III- Application format

From

(Name) (Address)

To

The Chief Development Officer-cum-EO
Zilla Parishad, Bhadrak.
Charigaria, at PO: Madhabnagar
Bhadrak, Odisha

Sub: Submission of Expression of Interest for engagement as Functional Expert
(mention category) at Odisha Livelihoods Mission, DMMU Bhadrak.

Ref: Eol No. _____, Dated _____

Sir,

I do submit herewith my Eol in prescribed format along with required documents in properly sealed cover for favour of kind information and necessary action.

Yours faithfully

(Full signature)

Enclosed: As per Check List

Annexure IV- Bio data**Bio-Data**

1. Name: (in capital letters)
2. Functional Expert Category :
3. Father/Mother's Name:
(in Capital Letters)
Photograph
4. Present Postal Address:
5. Permanent Residential Address:
6. Date of Birth:
(in DD-MM-YYYY numeric format)
7. Contact No.:
8. e-Mail Id:
9. Identity Proof

Recent Passport
Size Colour

Identity Document Name	Issued By (Authority Name)	Identification No.
(01)	(02)	(03)

09- Educational Qualification

Degree	Discipline	Year of Passing	Name of the Institution	Name of the Board/University
(01)	(02)	(03)	(04)	(05)

12- Work Experience

Field	Name of Agency/Organization/Assignment	Period of Training/Course	
		From	To
(01)	(02)	(03)	(04)

