

ODISHA STATE HANDLOOM W.C.S. LTD. (BOYANIKA)

HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CONSULTANT

No.501

Date: 12.02.2026

Boyanika invites Expression of Interest (EOI) from eligible retired Government/ PSU employees for engagement as Consultant in Boyanika.

The detailed EOI Document can be downloaded from the website: www.boyanika.com. The last date of receipt of the sealed applications in the office at Boyanika is up to **05.00PM on dt. 28.02.2026** by **Speed Post/ Registered Post** only. The shortlisted applicants will be intimated a suitable date and time for Personal Interview.

The applicants have to submit documents along with the application as specified in conformity with the detail terms & conditions of the EOI.

The authority reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Sd/-

Managing Director

ODISHA STATE HANDLOOMS W.C.S. LTD. (BOYANIKA)

HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CONSULTANT

1. Introduction

Odisha State Handlooms Development Corporation Ltd. (BOYANIKA), a Government of Odisha undertaking engaged in promotion, marketing, and facilitation of Odisha Handloom products through its retail network across Odisha, New Delhi & Kolkata, invites Expression of Interest (EOI) from eligible and experienced candidate for engagement as a Consultant.

2. Objective of the Engagement

The objective is to engage a competent Consultant to provide comprehensive consultancy services including but not limited to advisory, drafting, coordination, compliance monitoring, and documentation support services broadly on Establishment & Human resources, Assembly Q&A, RTI, Statutory Compliances, grievance redressal & associated matters.

3. Scope of Work

The scope of consultancy shall include, but not be limited to, the following domains:

3.1. Establishment & Human Resources Matters

The Consultant shall assist in all Establishment and HR-related matters including but not limited to:

- 3.1.1. Drafting and vetting of agreements/ EOIs for onboarding manpower outsourcing agencies. Drafting of documents as & when required for recruitment or engagement of manpower, service regulations & service extensions. Drafting of such documents should always be done in consultation with respective Department heads.
- 3.1.2. Monitoring compliance of outsourced manpower agencies with statutory obligations. Verification of wage records, and statutory remittances.
- 3.1.3. Ensuring manpower engagement & planning as per approved budgetary count.
- 3.1.4. Manpower planning as & when required over & above the budget limit during special cases- Exhibitions, Special Sales Campaigns, Rebate period etc.
- 3.1.5. Maintenance of service records, and verification of entries of regular & contractual staffs (if any).
- 3.1.6. Matters relating to probation, confirmation, promotion, deputation, transfer, and posting.
- 3.1.7. Processing cases related to leave, increments, pay fixation, MACP/ACP, and related benefits.
- 3.1.8. Handling disciplinary proceedings, charge sheets, show-cause notices, inquiry proceedings, and final orders.
- 3.1.9. Retirement, resignation, termination, and settlement matters.
- 3.1.10. Drafting of office orders, circulars, and internal notifications.

3.2. Assembly Questions & Answers

The Consultant shall provide complete support in handling matters related to Odisha Legislative Assembly, including:

- 3.2.1. Drafting of replies to Starred, Unstarred, Short Notice, and Supplementary Questions.
- 3.2.2. Collection, compilation, and verification of factual data from concerned sections.
- 3.2.3. Ensuring accuracy, consistency, and compliance with prescribed Assembly formats and timelines.
- 3.2.4. Coordination with Administrative Department/Government Authorities.
- 3.2.5. Maintenance of a digital repository of Assembly Questions and replies for future reference.

3.3. RTI Matters

The Consultant shall assist the Public Information Officer (PIO) in handling RTI-related matters including:

- 3.3.1. Drafting of replies to RTI applications within prescribed timelines.
- 3.3.2. Examination of applicability of exemptions under RTI Act, 2005.
- 3.3.3. Preparation of speaking orders in case of rejection/ partial disclosure.
- 3.3.4. Compilation and collation of required documents/ information from concerned sections.
- 3.3.5. Drafting replies for First Appeal and assisting in preparation for hearings before First Appellate Authority.
- 3.3.6. Assistance in Second Appeal matters before State/ Central Information Commission.
- 3.3.7. Maintenance of RTI registers and compliance tracking system.
- 3.3.8. Advisory on proactive disclosure under Section 4 of RTI Act.

3.4. Statutory Compliance Matters

The Consultant shall ensure compliance with applicable statutory provisions including but not limited to:

3.4.1. Labour & Employment Laws

- 3.4.1.1. EPF, ESI, Bonus, Gratuity, Minimum Wages, CLRA, Payment of Wages Act compliance.
- 3.4.1.2. Periodic review of contractor compliance and submission of returns.
- 3.4.1.3. Advisory on labour inspections and preparation of replies to notices.

3.4.2. Corporate & Financial Compliance

- 3.4.2.1. Assistance in statutory filings, returns, and documentation as per applicable Acts.
- 3.4.2.2. Compliance under Shops & Establishment Act, GST (coordination level), and related local laws.
- 3.4.2.3. Drafting replies to notices from statutory authorities.

3.4.3. Internal Governance & Audit Support

- 3.4.3.1. Assistance during statutory audits, internal audits, AG audits, and vigilance matters & Preparation of compliance reports and ATR (Action Taken Reports).

3.5. Grievance Redressal Mechanism

The Consultant shall support establishment and operationalization of grievance redressal systems including:

- 3.5.1. Drafting of replies/ compliances related to Grievance Redressal of the Government.
- 3.5.2. Handling employee grievances related to service matters, promotions, transfers, etc.
- 3.5.3. Assistance in constitution and functioning of Internal Complaints Committee (ICC) under POSH Act.
- 3.5.4. Drafting inquiry reports, recommendations, and compliance documentation.
- 3.5.5. Monitoring timeline-based disposal of grievances.
- 3.5.6. Maintaining confidential records and grievance tracking mechanism.

3.6. Associated & Miscellaneous Matters

The Consultant shall also:

- 3.6.1. Draft notes, file notings, cabinet notes, proposals, and policy documents as required.
- 3.6.2. Provide legal and procedural advisory support in administrative matters.
- 3.6.3. Assist in court case documentation and coordination with empanelled legal counsel.
- 3.6.4. Digitize records and streamline documentation processes.
- 3.6.5. Provide periodic reports on status of cases handled.
- 3.6.6. Undertake any other work assigned related to establishment & HR, compliance, legislative, or governance matters.

4. Eligibility Criteria

Applicant must be a retired employee of State Government/ PSU dealing with the matters as mentioned above under the Scope of Work (Point 3).

5. Additional Requirements

Strong drafting, representation & legal documentation skills and familiarity with Govt. procedures, compliance norms & auditing frameworks.

6. Payment Structure & Payment Terms

Remuneration for the execution of scope of work as described above under point-3 as per prevailing norms of Government of Odisha for engagement of a consultant.

7. Selection Process

The selection process will consist of:

7.1. Document Verification

- 7.1.1. Detailed Curriculum Vitae (attach a self-attested Passport Size Photograph)
- 7.1.2. Copy of PAN Card & Aadhaar Card.
- 7.1.3. Ex-Govt./ PSU Employee proof.
- 7.1.4. Undertakings- Regarding trueness of documents submitted, non-blacklisting, no legal proceedings pending against the applicant (format enclosed at Annexure-A).



7.2. **Personal Interview** (Only Shortlisted candidates shall be called for an interview) to assess:

- 7.2.1. Technical expertise.
- 7.2.2. Knowledge of statutory frameworks.
- 7.2.3. Communication, drafting & representation skills.
- 7.2.4. Suitability for Government-managed institutional requirements.

7.3. **Final selection will be made based on combined evaluation of documents & interview performance.**

8. Duration of Engagement

- 8.1. The initial engagement shall be for 1 year, extendable based on performance and requirement of Boyanika.
- 8.2. Boyanika reserves the right to terminate the engagement with one month's notice in case of unsatisfactory performance.

9. Submission of Application

- 9.1. Interested and eligible candidates may submit their application with the required documents in a sealed cover to: The Managing Director, Odisha State Handlooms Development Corporation Ltd. (BOYANIK A), Boyan Bhawan, Unit-III, Kharavela Nagar, Bhubaneswar, Odisha-751001, vide Registered Post or Speed Post only.
- 9.2. Submission should include:
 - Cover letter (Annexure-B)
 - Detailed Curriculum Vitae.
 - Copies of Aadhaar Card & PAN Card.
 - Ex-Govt./ PSU Employee proof.
 - Undertaking of trueness of documents submitted, non-blacklisting, no legal proceedings pending against the applicant (Annexure-A)
- 9.3. Last Date of Submission: **28.02.2026**

10. General Terms & Conditions

- 10.1. Boyanika reserves the right to accept or reject any/ all applications without assigning any reason thereof. Mere submission of application doesn't confer any right for engagement.
- 10.2. Incomplete applications or applications without required documents shall be rejected.
- 10.3. The Consultant shall maintain strict confidentiality of all official documents and information.
- 10.4. The Consultant shall not represent any case against Boyanika during the tenure of engagement and can't get engaged with any other Government or Non-Government Organization without written NOC of Managing Director, Boyanika.
- 10.5. Any dispute arising shall be subject to jurisdiction of courts in Bhubaneswar.

Annexure-A**UNDERTAKING**

(On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding not having any pending judicial proceedings for any criminal offence, non-blacklisting, regarding trueness of the submitted information)

1. I, hereby undertake that, there is no criminal case pending in any Court of Law against me. I further certify that I have not been convicted of any offence in any Court of Law during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.
2. I, hereby undertake that, I have not been blacklisted/ debarred by any of the Central Government/ State Government Department/ Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.
3. I, hereby declare that, all the information and statements provided along with this application are true and correct and I accept that, any misinterpretation contained in it may lead to disqualification my application.

Yours sincerely,

Applicant's Full Signature

Applicant's Name:

Permanent Address:

Present Address:

Annexure-B

APPLICATION LETTER

[Location & Date]

To

[Name and Designation of Application Inviting Authority]
(Office Address and Location]

Sub:- Application for selection as Consultant in Boyanika.

Madam,

I, the undersigned, hereby submit my application for consideration for selection as Consultant in Boyanika. I am enclosing all necessary documents for your kind consideration.

I, hereby declare that all the information and documents provided are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of my application.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this EOI is found violated by me, then your office shall have the rights to reject my application.

Yours sincerely,

Applicant's Full Signature

Applicant's Name:

Permanent Address:

Present Address:

