

**Odisha Tribal Development Society (OTDS)****(under Administrative control ST & SC Dev. Deptt., Government of Odisha)****Empanelment of “Project Manager and Subject Matter Specialists in OTDS**

Chief Executive Officer, OTDS invites applications from suitable candidates for the following posts to be filled in and be placed at the Integrated Tribal Development Agencies (ITDAs) of the state.

<b>Name of Post</b>	<b>No. of Posts</b>	<b>Education Qualification and Experience</b>
Project Manager (Livelihood)	8	PGD in Rural Mgt./Rural Development/ MA in Social Work/ MA in Eco/ MA in Dev Studies or equivalent. Post Qualification Work Experience: Minimum 1 Year as on 1 <sup>st</sup> October 2014.
Subject Matter Specialist (Agri/ Horti)	12	B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Ag. Eng.) Post Qualification Work Experience: Minimum 1 Year as on 1 <sup>st</sup> October 2014.
Subject Matter Specialist (Livestock)	4	B. Vet. Sc. & Animal Husbandry Post Qualification Work Experience: Minimum 1 Year as on 1 <sup>st</sup> October 2014.

The engagement is purely project specific and is contractual and does not assure of any regular engagement in future. Application Form along with Terms of Reference for the position can be downloaded from the websites [www.stscodisha.gov.in](http://www.stscodisha.gov.in)

Interested candidates may send the completed application form to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar latest by 25<sup>th</sup> October 2014.

Sd/-

**Chief Executive Officer, OTDS**

**ITDA WISE VACANCY POSITION:**

The candidates selected will be placed in the following ITDAs against respective posts. However, the CEO, OTDS reserves the rights to place candidates in any of the 21 ITDAs, wherever there is a need.

<b>Project Manager/ Subject Matter Specialist in ITDAs</b>				
<b>Sl No</b>	<b>Name of the ITDA</b>	<b>Name of the Project Manager</b>	<b>SMS (Agri)</b>	<b>SMS (Livestock)</b>
1	Baripada	<b>Vacant</b>		<b>Vacant</b>
2	Kaptipada	<b>Vacant</b>	<b>Vacant</b>	
3	Karanjia		<b>Vacant</b>	
4	Rairangpur	<b>Vacant</b>	<b>Vacant</b>	
5	Keonjhar	<b>Vacant</b>	<b>Vacant</b>	
6	Champua		<b>Vacant</b>	
7	Kuchinda			<b>Vacant</b>
8	Bonai	<b>Vacant</b>	<b>Vacant</b>	
9	Parlakhemundi	<b>Vacant</b>	<b>Vacant</b>	
10	Koraput			<b>Vacant</b>
11	Jeypore		<b>Vacant</b>	
12	Rayagada		<b>Vacant</b>	
13	Gunpur		<b>Vacant</b>	
14	Nawarangpur		<b>Vacant</b>	
15	Malkangiri		<b>Vacant</b>	
16	Balliguda	<b>Vacant</b>		
17	Phulbani	<b>Vacant</b>		<b>Vacant</b>
<b>Vacancy</b>		<b>8 Numbers</b>	<b>16 Numbers</b>	

**TOR FOR PROJECT MANAGER (LIVELIHOOD):**

<b><u>Position:</u></b>	Project Manager (Livelihoods)
<b><u>First Line Reporting :</u></b>	Project Administrator, ITDA
<b><u>Second Line Reporting:</u></b>	C.E.O, OTDS
<b><u>Place of Posting:</u></b>	Concerned ITDA

**A. PURPOSE:**

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage “Project Manager (Livelihoods)” in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme “FADP”).

**B. Qualification:**

PGD in Rural Mgt./Rural Development/ MA in Social Work/ MA in Eco/ MA in Dev Studies or equivalent qualification from a recognized board/ University.

**C. Post Qualification Work Experience:**

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience (**As on 1<sup>st</sup> October 2014**) in the field of livelihood promotion/ skill training/ and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmes on livelihood promotion/ any such state sponsored development programmes will be preferred.

**D. Remuneration/ Compensation:** Gross Remuneration of INR 3,00,000/- (Rupees Three Lakh) per Annum.

**E. Duration of Engagement:** 1 Year and renewable subject to Satisfactory Performance.

**F. Scope of Services:**

The candidate, as “Project Manager (Livelihood)”, is expected to perform the following duties.

- Conceptualisation and formulation of project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Compile information on various central/ state schemes for the livelihood dev. of tribal people & Liaise with various line Depts. for resource allocation;
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to Dept.;
- Coordinate with NGOs, CBOs and line Depts. for implementation of projects;

## ODISHA TRIBAL DEVELOPMENT SOCIETY

- Design and implement monitoring and evaluation system for livelihood development projects;
- Facilitate capacity building programmes for project stakeholders;
- Collection of relevant data, Documentation of physical (Qualitative & Quantitative) progress of project at ITDA & Submission of the same to SSD;
- Periodic visit to project locations to facilitate project implementation and monitoring;
- Providing necessary feedback and back-stopping to project stakeholders; &
- Any other suitable task assigned by CEO, OTDS & Chairman, ITDA.

### **G. Desired Skills:**

- Working Knowledge of **Computer in MS Office.**
- Skills on Official writing and drafting.
- Expertise in project development and management
- Good understanding of Development sector Projects, Programmes and schemes
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

### **H. Mode of Selection:**

The selection will be done in a two stage process. The application forms meeting minimum eligibility criteria will be short listed first with weightage of 40% for academic achievement, 20% for the previous relevant work experience (Post Qualification). Shortlisted applicants will be called for Personal Interview. The personal Interview will carry 40% weightage. Combining together, the candidates with highest score in the order of merit will be selected for the position.

**TOR FOR SUBJECT MATTER SPECIALIST (AGRICULTURE/ HORTICULTURE):**

<b><u>Position:</u></b>	Subject Matter Specialist (Agriculture/ Horticulture)
<b><u>First Line Reporting :</u></b>	Project Administrator, ITDA
<b><u>Second Line Reporting:</u></b>	C.E.O, OTDS
<b><u>Place of Posting:</u></b>	Concerned ITDA

**A. PURPOSE:**

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage “Subject Matter Specialist (Agriculture/ Horticulture)” in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme “FADP”).

**B. Qualification:**

B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Ag. Eng.) from a recognized board/ University.

**C. Post Qualification Work Experience:**

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience (**As on 1<sup>st</sup> October 2014**) in the field of livelihood promotion/ agriculture/ horticulture and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmes on livelihood promotion/ any such state sponsored development programmes will be preferred.

**D. Remuneration/ Compensation:** Gross Remuneration of INR 2,40,000/- (Rupees Two Lakh Forty thousand only) per Annum.

**E. Duration of Engagement:** 1 Year and renewable subject to Satisfactory Performance.

**F. Scope of Services:**

The selected candidate, as “Subject Matter Specialist”, is expected to perform the following duties.

1. Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
2. Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to agriculture and horticulture based interventions;

## ODISHA TRIBAL DEVELOPMENT SOCIETY

3. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
4. Coordinate with NGOs, CBOs and line Depts. for implementation of projects;
5. Facilitate capacity building programmes for project stakeholders;
6. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD; &
7. Any other suitable task assigned by CEO, OTDS and Chairman, ITDA.

### **G. Desired Skills:**

- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Expertise in project development and management
- Good understanding of Development sector Projects, Programmes and schemes particular to Agriculture/ Horticulture development.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

### **H. Mode of Selection:**

The selection will be done in a two stage process. The application forms meeting minimum eligibility criteria will be short listed first with weightage of 40% for academic achievement, 20% for the previous relevant work experience (Post Qualification). Shortlisted applicants will be called for Personal Interview. The personal Interview will carry 40% weightage. Combining together, the candidates with highest score in the order of merit will be selected for the position.

ODISHA TRIBAL DEVELOPMENT SOCIETY

**TOR FOR SUBJECT MATTER SPECIALIST (LIVESTOCK):**

**Position:** Subject Matter Specialist (Livestock)

**First Line Reporting :** Project Administrator, ITDA

**Second Line Reporting:** C.E.O, OTDS

**Place of Posting:** Concerned ITDA

**A. PURPOSE:**

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage “Subject Matter Specialist (Livestock) ” in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme “FADP”).

**B. Qualification:**

B. Vet. Sc. & Animal Husbandr from a recognized board/ University.

**C. Post Qualification Work Experience:**

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience (**As on 1<sup>st</sup> October 2014**) in the field of livelihood promotion/ livestock development (Dairy/Poultry/Goatary etc) and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmes on livelihood promotion/ any such state sponsored development programmes will be preferred.

**D. Remuneration/ Compensation:** Gross Remuneration of INR 2,40,000/- (Rupees Two Lakh Forty thousand only) per Annum.

**E. Duration of Engagement:** 1 Year and renewable subject to Satisfactory Performance.

**F. Scope of Services:**

The selected candidate, as “Subject Matter Specialist”, is expected to perform the following duties.

8. Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
9. Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to livestock development such as poultry, goatary. Dairy etc.;
10. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
11. Coordinate with NGOs, CBOs and line Depts. for implementation of projects;

## ODISHA TRIBAL DEVELOPMENT SOCIETY

12. Facilitate capacity building programmes for project stakeholders;
13. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD; &
14. Any other suitable task assigned by CEO, OTDS and Chairman, ITDA.

### **G. Desired Skills:**

- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Expertise in project development and management
- Good understanding of Development sector Projects, Programmes and schemes particular to Livestock development such as poultry, goatery, fishery etc.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

### **H. Mode of Selection:**

The selection will be done in a two stage process. The application forms meeting minimum eligibility criteria will be short listed first with weightage of 40% for academic achievement, 20% for the previous relevant work experience (Post Qualification). Shortlisted applicants will be called for Personal Interview. The personal Interview will carry 40% weightage. Combining together, the candidates with highest score in the order of merit will be selected for the position.



**APPLICATION SUBMISSION PROCESS :**

Interested candidates fulfilling the eligibility criteria may submit the Application Form along with documents as proof of their education qualification and relevant work experience to the office address mentioned below. Post qualification work experience will only be considered. Hence candidates are requested to fill the experience column in the application form with detail information on the works/ assignments handled after obtaining the qualification mentioned for relevant posts.

The application forms are to be submitted at the address given below.

**Chief Executive Officer,**

**Odisha Tribal Development Society (OTDS),**

**Adicasi Exhibition Ground, Uni-1, Bhubaneswar.**

The application forms should be superscripted with “Application for the Post of .....”) at the top cover and the candidates applying for the relevant post should mention it in the application form as well as Application cover, without which, the application form will be rejected. The format of application will be strictly maintained and applications received in any other format will be rejected.

Last date of receipt of the completed application form is **25<sup>th</sup> October 2014**

Pass Port  
Size Photo to  
be Pasted  
here.

## APPLICATION FORM

1. Position Applied for: \_\_\_\_\_

## 2. PERSONAL DETAILS

Name of the Candidate			
Correspondence Address			
Mobile / Phone No.			
Telephone – Residence/ Office			
Email Id.			
Age as on 1 <sup>st</sup> October 2014	Years ____ Month ____	Date of Birth (DDMMYY) ____/____/____	
Category:	SC <input type="checkbox"/>	ST <input type="checkbox"/>	SEBC <input type="checkbox"/> General <input type="checkbox"/>
Sex: ( <u>Male/ Female</u> )	Male <input type="checkbox"/>	Female <input type="checkbox"/>	

3. EDUCATION QUALIFICATION (Recent First; 10<sup>th</sup> Standard Onwards)

Qualification	Board/ University	Subjects/ Specialization	Year of Passing	Division/Grade	Percentage of Marks
Post Graduation/ Masters					
Graduation					
Intermediate					
Matriculation					
Others					

Documents as proof of the educational qualification need not be attached.

4. OTHER QUALIFICATION (Including Relevant Short term certificate/ professional courses)

Course Name	Duration (From date to To date)	Year of Passing	Institution	Course Details



ODISHA TRIBAL DEVELOPMENT SOCIETY

Hindi									
Oriya									
Other (Please specify _____)									

**9. ANY OTHER INFORMATION\* (May be Provided by Applicant on professional capacity to Strengthen Candidature)**

\* May include Publication, Paper presented in Seminar, Membership etc. & continue in separate sheet.

**10. REFERENCE (Two Persons to whom you have Professionally Reported)**

Reference 1 ( <u>Name, Official Address, Phone &amp; Email</u> )	Reference 2 ( <u>Name, Official Address, Phone &amp; Email</u> )

**11. DECLARATION**

I do hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any notice.

**Date:**

**Place:**

\_\_\_\_\_

**(Signature of the Applicant)**