

**Odisha Tribal Development Society (OTDS)
(under Administrative control of ST & SC Dev. Dept., Government of Odisha)**

Empanelment of professionals in OTDS

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

| Name of Post | No. of Posts | Place of posting | Education Qualification and Experience |
|--|---------------------|-------------------------|--|
| Technical Expert (Monitoring , Evaluation & Documentation) | 1 | State Level Position | PG Diploma in Rural Mgt./ Rural Dev./ MA in Social Work/MA in Economics/MA in Dev Studies/MBA from a recognised university/ reputed Institute. Minimum 5 Years of Post Qualification Work Experience |
| Technical Expert(MIS) | 1 | State Level Position | Master in Computer Application/Master in Computer Science/Master Degree in Statistics//B.Tech in Computer Applications from a recognised University/ Institute. Minimum 5 Years of Post Qualification Work Experience |
| Project Manager (Livelihoods, Convergence and Skill development) | 11 | ITDA Level position | PG Diploma in Rural Mgt./ Rural Dev./ MA in Social Work/MA in Economics/MA in Dev Studies from a recognised University/ reputed Institute. Minimum 1 Year of Post Qualification Work Experience |
| Subject Matter Specialist (Agriculture/ Horticulture) | 18 | ITDA Level position | B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Ag. Eng.) Minimum 1 Year of Post Qualification Work Experience |

The engagement is purely contractual & project specific and does not assure of any regular engagement in future. Application Form along with Terms of Reference (ToR) for the position can be downloaded from the website 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-I, Bhubaneswar latest by **5.00 PM of 31.12.2018**.

Sd/-
Chief Executive Officer, OTDS

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.

**Chief Executive Officer, Odisha Tribal Development Society (OTDS)
Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751009.**

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 is liable to be rejected. The Applications shall be submitted by the candidates strictly in the prescribed Format and applications received in any other format will be rejected.

Last date of receipt of the completed application form is **31st December 2018 till 5.00 PM.**

I) Name of the Post; Technical Expert (Planning, Monitoring Evaluation & Documentation)

Place of Posting: State office of Odisha Tribal Development Society, Bhubaneswar

A. Qualification:

MA in Rural Development/ Post Graduate Diploma in Rural Mgt./Post Graduate Diploma in Rural Development/ MA in Social Work/ MA in Economics / MA in Dev Studies/MBA from a recognized board/ University.

B. Post Qualification Work Experience:

- Candidates should have minimum 5 years of full time relevant experience in the field of Project Management including project design, planning, monitoring, evaluation and documentation of livelihood development projects or any other poverty alleviation programmes. The work experience post the minimum qualification will be considered.
- Applicants having adequate work experience in the National flagship programmes on livelihood promotion/ any such state sponsored development programmes with exposure to tribal development/ welfare will be given preference.

C. Remuneration/ Compensation: Gross remuneration of Rs.50,000 per month.

D. Duration and terms of Engagement:

- a. The position is purely contractual in nature;
- b. The selected candidate will be given annual contract of 1 year and subsequent renewal will be based on satisfactory performance;
- c. The candidate will work under the direct supervision of Chief Executive Officer, OTDS and will be placed in the state office of OTDS. However, if required, the candidate can be sent to any of the ITDAs/ other offices of the ST&SC Development Department.

E. Expected Service Deliverables:

The candidate, as Technical Expert (PME & Documentation), is expected to perform the following duties.

1. Conceptualisation and formulation of livelihood development project proposals for support under SCA to TSP, Article-275(1), CCD plan, Integrated Development Projects etc. By coordinating with different ITDAs, Micro projects, MADA, cluster pockets etc;
2. Preparation/ Consolidation of Annual Work/Action Plans submitted by ITDAs, Micro Projects and other agencies etc. And prepare project proposals, for funding support.

3. Design strategic plan for effective implementation of projects under Focused Area Development Programme and devise monitoring tools for effective monitoring of the project and programme components.
4. Prepare project concepts, project plan, strategy papers, guidelines and manuals, monitoring mechanism etc for effective planning and monitoring of the projects taken up by ST&SC Development Department.
5. Design and implement monitoring and evaluation system for various livelihood development projects;
6. Compile information on various central/ state schemes for livelihood development in tribal areas & Liaise for resource allocation;
7. Liaisoning with central ministries, line department of state Govt. for project related compliances, planning and effective projects deliverables;
8. Coordinate with NGOs/CBOs & other stakeholders for monitoring of projects;
9. Facilitate capacity building programmes on project planning and monitoring for project stakeholders;
10. Collection of information on qualitative & quantitative progress of livelihood development projects and Documentation (Annual Progress Report; Best Practices; Case Studies etc.);
11. Filed visit to project locations to facilitate project monitoring and implementation;
12. Providing support to Subject Matter Specialists and Project Manager (Livelihood) in ITDAs and monitor their performances;
13. Providing necessary feedback and back-stopping to project stakeholders; &
14. Any other suitable task assigned by C.E.O, OTDS.

F. 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.

II) Name of the post :Technical Expert (MIS)

Place of Posting: State office of Odisha Tribal Development Society, Bhubaneswar.

A. Qualification: Master in Computer Application/Master in Computer Science/Master Degree in Statistics/B.Tech in Computer Application from a recognised university/ institute.

B. Post Qualification Work Experience: Candidates should have at least 5 years of work experience in developing MIS Software/Websites and experience in setting up and maintaining management information systems (MIS) in rural development or rural livelihoods projects; experience of having worked as MIS officer in a similar project would be an advantage.

C. Remuneration: Gross remuneration of Rs 50,000.00 per month.

D. Duration and terms of Engagement:

- a. The position is purely contractual in nature;
- b. The selected candidate will be given annual contract of 1 year and subsequent renewal will be based on satisfactory performance;
- c. The candidate will work under the direct supervision of Chief Executive Officer, OTDS and will be placed in the state office of OTDS. However, if required, the candidate can be sent to any of the ITDAs/ other offices of the ST&SC Development Department.

E.Expected Service Deliverables: The selected candidate, as "Technical Expert (MIS)", is expected to perform the following duties.

- Oversee the design and establishment of MIS for the programmes;
- Supervising and providing technical inputs on the development of the MIS;
- Facilitate & undertake all information technology oriented needs of OTDS;
- Maintaining the MIS and ensuring that data is accessible through user-friendly interfaces when needed;
- Manage information and preparation of analytical reports for action;
- Develop Physical and financial progress reports and ensure timely submission;
- Development of appropriate software for the programme and for development of web based systems/ applications for both physical and financial monitoring and reviewing;
- Develop data capture formats for collection of data, Consolidation, compilation and analysis of data;
- Manage & maintain the MIS unit including hardware, software requirements/ resources;
- Manage all data effectively and ensure timely backup of existing databases;

- Crosscheck data entered into the format so as to ensure its accuracy, indicate gaps, inconsistency or ambiguity if any to the team for corrective actions; &
- Any other suitable task assigned by C.E.O, OTDS.

F.Desired Skills: Besides the candidate may possess the following skills.

- Working knowledge on Development of Website/ Programmes.
- Strong writing and communication skills in English and local language.
- Ability to work under deadlines.
- Excellent oral and written communication skills.
- Interpersonal and team work skills.

III) Name of the Post: Project Manager (Livelihoods, Convergence and Skill development):

Place of Posting: Different ITDAs.

A. Qualification:

PG Diploma in Rural Mgt./ Rural Dev./ MA in Social Work/MA in Economics/MA in Development Studies from a recognised university/ reputed institute.

B. Post Qualification Experience

The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ Skill Development 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.

C. Remuneration: Gross Remuneration of Rs 25,000/- per month.

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

E. Scope of service: The "Project Manager (Livelihood, Convergence & Skill Development)", 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 SSD;
- Coordinate with NGOs, CBOs and line Depts. for implementation of projects;
- 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;
- Any other suitable task assigned by PA, ITDA.

F. Desired Skills:

- Working Knowledge of Computer in MS Office.
- Skills in Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya.
- Capacity to work in a multitasking environment.

IV) Name of the Post : Subject Matter Specialist (Agriculture/ Horticulture)

Place of Posting: Different ITDAs.

A. Qualification:

B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Agril. Eng.) from a recognized University / Board.

B. 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 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.

C. Remuneration: Gross Remuneration of Rs 20,000/- per month.

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

E. Scope of Services:

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

- Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to agriculture and horticulture based interventions;
- Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
- Coordinate with NGOs, CBOs and line Depts. for implementation of projects;
- Facilitate capacity building programmes for project stakeholders;
- Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD; &
- Any other suitable task assigned by CEO, OTDS and Chairman, ITDA.

F. Desired Skills:

- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya.
- Capacity to work in a multi-tasking environment.

APPLICATION FORM

| | |
|---|--|
| Position Applied For: _____ | Paste Recent Passport-Size Photograph |
|---|--|

1. PERSONAL DETAILS

| | | |
|--|---|--------------------|
| Name of the Candidate | _____ (First Name) | _____ (Surname) |
| Address | <u>Present</u> | <u>Permanent</u> |
| Mobile / Phone No. | | |
| Telephone – Residence | | |
| Telephone – Office | | |
| Email Id. | | |
| Date of Birth: (DD/MM/YY) | | |
| Category: (<u>ST/ SC/OBC</u> <u>/General</u>) | | |
| Sex: (<u>Male/ Female</u>) | | |
| Marital Status: (Tick as relevant) | Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> | |
| Medical History: (Tick relevant) | Serious Illness (if any) No <input type="checkbox"/> Yes <input type="checkbox"/> _____ | |

2. EDUCATION QUALIFICATION* (Recent First; 10th Standard Onwards)

| Qualification | University/ Institution | Subjects | Completion Year | Division/Grade | Percentage |
|---------------|----------------------------|----------|--------------------|----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(* Documents as proof of the educational qualification to be attached)

3. OTHER QUALIFICATION/ TRAINING (Including Relevant Short Training Courses and professional courses) *

| Course Name | Duration | Year | Institution | Course Details |
|-------------|----------|------|-------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(* Documents in proof of trainings to be attached)

4. EMPLOYMENT / WORK EXPERIENCE DETAILS (Current Employment first)*

| Name & Address of Employer | Category of Employer (Govt./Pvt.) | Designation & Location | Duration | | Major Responsibilities |
|----------------------------------|---|---------------------------|----------|----|---------------------------|
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(* Documents as proof of the work experience to be attached)

5. **Current Salary Drawn** Rs. _____ per annum

6. COMPUTER LITERACY

| Software Package/ Application | Level of Knowledge (<u>Please Tick Relevant Column</u>) | | |
|-------------------------------|---|---------|--------|
| | Basic | Working | Expert |
| Word Processing | | | |
| Spreadsheet | | | |
| Database | | | |
| Presentation | | | |
| Web/ E-Mail | | | |

7. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

| Language | Ability to Converse | | | Ability to Read | | | Ability to Write | | |
|------------------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
| | Poor | Fair | Good | Poor | Fair | Good | Poor | Fair | Good |
| English | | | | | | | | | |
| Hindi | | | | | | | | | |
| Odiya | | | | | | | | | |
| Other (Please specify _____) | | | | | | | | | |

8. ANY OTHER INFORMATION* (May be Provided by Applicant to Strengthen Candidature)

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

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

| Reference 1 (Name, Official Address, Phone & Email) | Reference 2 (Name, Official Address, Phone & Email) |
|--|--|
| | |

10. 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: