GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT

Disclaimer

The following advertisement is the outcome of Tender Call Notice No. 8779/SSD dated 13.05.2016 inviting applications from interested Man-power Service Providing Agencies for an outsourced assignment of Scholarship Management Unit (SMU) & School & Hostel Monitoring Cell (SHMC) on behalf of ST & SC Dev Deptt. In the said Tender, out of the participating agencies, Premier Security Services having its office at Plot No. 2170/4071, Ravi Talkies Road (Near Radha Ballav Matha), Bhubaneswar-2 emerged successful based on the eligibility criteria fixed by the Deptt. and based on the documents produced by the organization in support of its credentials at the time of finalization of the Tender.

The Deptt’s role in publishing the advertisement in its Website is limited to the purpose of providing ease of access to the intending applicants only and will no way be construed as being released by the Deptt.

Director, ST & SC Dev Deptt
ADVERTISEMENT FOR RECRUITMENT

Premier Security Services hereby invites applications from interested candidates for following positions to be deployed in ST & SC Development Department on out-sourcing basis. The posts are purely contractual in nature.

<table>
<thead>
<tr>
<th>Scholarship Management Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
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</tr>
<tr>
<td>Senior Consultant - Planning &amp; Monitoring</td>
</tr>
<tr>
<td>Programmer-cum-MIS Manager</td>
</tr>
<tr>
<td>Finance Executive</td>
</tr>
<tr>
<td>District Level</td>
</tr>
<tr>
<td>Scholarship Coordinator</td>
</tr>
<tr>
<td>Data Entry Operator</td>
</tr>
</tbody>
</table>

<table>
<thead>
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</tr>
</thead>
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</tr>
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</tr>
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</tr>
<tr>
<td>Helpline Executive</td>
</tr>
</tbody>
</table>

The eligible applicants are advised to apply in the prescribed application format available in ST & SC Development Department’s website [www.stscodisha.gov.in](http://www.stscodisha.gov.in) along with scanned copy of photograph, self-attested certificates / documents in support of date of birth, qualification from HSC/10th onwards, mark sheets, relevant work experience etc. & submit the application in the mail id hrpremier2005@gmail.com on or before 30th September, 2016. Physical copy of application shall not be accepted. Authority reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.
JOB-DESCRIPTION OF DIFFERENT POSITIONS

1. **Job Description for Positions for the Scholarship Management Unit**

   **Name of the Position**: Senior Consultant – Planning & Monitoring
   **Location**: Bhubaneswar, Odisha

   - Develop the work plan for data collection, monitoring mechanisms, reporting system etc. for timely disbursement of various scholarships
   - Support in the development of guidelines and communication to be sent to district officers and other stakeholders, such as, banks etc
   - Ensure that the timeline and the mandated scholarship disbursement process is followed
   - Coordinate timely printing and distribution of scholarship application forms/ website updation for on-line application and keep a follow-up with districts to ensure that the application process is completed within the time frame
   - Act as the nodal person to coordinate between the Central Ministries, State Departments and District teams for issues related to scholarship disbursement
   - Provide technical assistance in designing and development of effective communication materials for awareness generation and publicity of the scholarship schemes
   - Support effective qualitative reporting and need based production of reports, briefs, fact sheets, background papers and other documents related to the programme
   - Ensure proper and timely redressal of scholarship related grievances
   - Provide research assistance to the Commissioner-cum-Secretary and Directors of the Department as per needs of the programme
   - Any other responsibility as assigned by the supervisor in line with the programme requirements

   **Name of the Position**: Programmer-cum-MIS Manager
   **Location**: Bhubaneswar, Odisha

   - Support in creation and regular updating of the beneficiary database across 30 districts in close coordination with the Department
   - Carry out orientation of the field team for database creation, regular updation and management of data-files
   - Carry out basic checks on account details received from districts through use of PFMS or other platforms and methodologies to ensure data quality and to remove incorrect/ erroneous data before processing for payment
   - Preparation of payment files based on the data received from districts as per the scheme guidelines
   - Ensure maintenance of databases and management information systems for efficient reporting and retrieval of information
   - Coordinate with technical team, treasury team to resolve system/ software related problems/issues
   - Regular monitoring and follow-up for ensuring quality and timeliness of data collection from the field office
   - Preparation of details of error data/ failed transactions for sharing with districts; follow up on timely receipt of the corrected information
Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

**Name of the Position** : Finance Executive  
**Location** : Bhubaneswar, Odisha

- Support in preparation of sanction orders for scholarship disbursement
- Support in bill preparation, writing of book of drawal, etc. for submission of scholarship bills to Treasury
- Coordinating with the Directorate of Treasuries for ensuring timely submission of scholarship bills.
- Supporting in preparation and submission of Utilization Certificates (UCs) to Central Ministries/ External Doner Agency
- Support in procurement, vendor selection, negotiations, developing agreements, etc.
- Ensure tracking of fund utilization as per the laid out financial plan
- Ensuring processing of monthly fees and reimbursement of expenses to contractual staff of SMU
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

**Name of the Position** : Scholarship Coordinator  
**Location** : District Headquarter (30 districts)

- Prepare district activity plan such as awareness generation on schemes, distribution, collection & verification of application forms, data compilation etc. for ensuring timely disbursement of scholarship.
- Coordinate with DWO and other relevant functionaries for issuance of necessary guidelines, checklists and instructions to block and schools for scholarship related issues
- Coordinate with block personnel and school staff for ensuring timely data collection for all eligible beneficiaries for payment of scholarship
- Ensure data compilation and timely submission of details to State Office with proper approval of the District Welfare Officer.
- Support design of an effective communications plan to generate public awareness on the stipend programme. Conduct orientation and capacity building session at district & block levels
- Ensure timely redress of complaints with regard to non-receipt of scholarship or escalate the complaint to appropriate authority for redressal
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

**Name of the Position** : Data Entry Operator  
**Location** : District Headquarter (30 districts)

- Preparation and regular updation of master data-base for schools/ institutions covered under Pre and Post matric Scholarship Schemes.
- Proper entry of data received from different schools into the computer with respect to eligible beneficiaries, basic details of the beneficiaries and bank-details as per the prescribed format and guidelines under different Scholarship Schemes
- Identify data-gaps in the information provided by the schools/ institutions and intimate to the District Scholarship Coordinator for necessary corrections
- Developing specific templates for data entry to minimize error and to facilitate easy retrieval of information.
- Scanning, digitization and preserving various documents related to scholarship as per the guideline
- Coordinating for proper storage of application forms in consultation with concerned officials
- Providing customized report to Scholarship Coordinator, whenever required, for analysis and decision making
- Day to day maintenance of computer and other peripherals
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

2. **Job Description for Positions for the School and Hostel Monitoring Cell**

**Name of the Position**: Senior Consultant  
**Location**: Bhubaneswar, Odisha

- Review & analyse reports submitted by the monitoring officials based on the inspection plan & prescribed monitoring indicators developed by the Department and generate reports for taking decisions
- Collate information & generate report based on the visual evidences from schools & hostel for the wellbeing of boarders
- Ensure that the timeline and the mandated reporting mechanism/process is followed by the monitoring officials
- Edit the translated verbatim Oriya transcripts of registered queries/complaints submitted by the Helpline Executives prior to submitting to concerned authority
- Scrutinize the complaints/queries and categorize/sub categorize complaint and further assign the complaints to the concerned officers with an appropriate deadline
- Support in the development of guidelines and communication to be sent to district officers and other stakeholders for ensuring safety & security of boarders especially girls & reduction of mismanagement of schools & hostels
- Act as the nodal person to coordinate between the Department and District functionaries for addressing issues related to safety & security of boarders and other hostel management related issue
- Provide technical assistance in designing and development of effective communication materials on Legal Provisions/Child Rights /Code of conduct of staff & students for awareness generation and publicity especially amongst boarder girls.
- Bringing urgent issues emerging from the district reports to the knowledge of the Reporting Authority
- Ensure proper & timely follow up & strengthening of grievance redressal system
- Support effective qualitative reporting and need based production of reports, briefs, fact sheets, background papers and other documents related to effective management of school & hostels
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements

**Name of the Position**: Data Analyst  
**Location**: Bhubaneswar, Odisha

- Regular tracking of report flow from district officials of 1670 no. of schools and more than 4000 hostels under the SSD Department.
- Compilation of the data received from the district officials of prescribed monitoring indicators and analyzing the same.
- District wise report generation and comparative analysis of the monitoring indicators
- Regular reporting and presentation of the status to the state level officials
- Bringing urgent issues emerging from the district reports to the knowledge of the Reporting Authority
- Any other work as and when assigned by the Reporting Authority

**Name of the Position**: Helpline Executive

**Location**: Bhubaneswar, Odisha

- The prime responsibility is to listen & record all incoming calls/enquiries as required and coordinate with the Technical Consultant in responding to complaints and queries.
- Ensuring that confidential records of enquiries are kept and maintenance of the MIS on complaints redress status
- Translate the verbatim Oriya transcripts to English and enter it in the register and take it to the Technical Consultant prior to submission to concerned authority for immediate follow up actions.
- Provide a complaint number against every complaint received.
- Ensure digitization of all complaints by the data analyst for enabling to take appropriate action.
- Provide feedback on redressal of complaints - list Action Taken Reports (ATRs) and segregate data for system upload.
- Carry out any other duties as requested in relation to the effective development of the helpline services.
- Any other responsibility as assigned by the supervisor in line with the deliverables and programme requirements