

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

Name of Post	No. of Posts	Education and Experience	Qualification and
Subject Matter Specialist (Agriculture/ Horticulture)	10	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 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-1, Bhubaneswar latest by **5.00 PM of 25th July 2015**.

Sd/-

Chief Executive Officer, OTDS

TOR FOR SUBJECT MATTER SPECIALIST (AGRICULTURE/ HORTICULTURE):

Position: Subject Matter Specialist (Agriculture/ Horticulture)

First Line Reporting : Project Administrator, ITDA

Second Line Reporting: C.E.O, OTDS

Place of Posting: As per the List given in Annexure–I

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 called Focus Area Development Programme "FADP".

B. Qualification:

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

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 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;
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.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Odiya.
- Capacity to work in a multitasking environment.

Vacancy Position in the ITDAs

Sl. No.	District	Name of ITDA	Requirement of SMS
			B.Sc. (Ag./Hort. /Ag. Eng.)
1	Balasore	Nilgiri	1
2	Mayurbhanj	Karanjia	1
3		Kaptipada	1
4	Keonjhar	Keonjhar	1
5	Sambalpur	Kuchinda	1
6	Sundergarh	Bonai	1
7		Panposh	1
8		Sundergarh	1
9	Malkangiri	Malkangiri	1
10	Nawarangpur	Nawarangpur	1
Total			10

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 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 **25th July 2015 till 5.00 PM.**

APPLICATION FORM

Position Applied For: _____	Paste Recent Passport-Size Photograph
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1. PERSONAL DETAILS

Name of the Candidate	_____ (First Name)	_____ (Surname)
Address	<u>Permanent</u>	<u>Present</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			
Spread sheet			
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)

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* 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:

(Signature of the Applicant)