

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

(An Autonomous Society under the ST&SC Development, Minority and Backward classes welfare Department, Govt. of Odisha)

### **Recruitment Notification**

Odisha Tribal Development Society (OTDS) invites fresh application from interested and eligible candidates for the following posts at its State Programme Support Unit. The posts are purely contractual in nature and are co terminus with the Project. A detail TOR of the posts and the Application Form can be seen in the website of ST&SC Development Department by following the link [www.stscodisha.gov.in](http://www.stscodisha.gov.in).

<b>Sr. No</b>	<b>Name of the post</b>	<b>Monthly remuneration</b>	<b>No. of Posts</b>
1	Technical Expert (M&E) and Documentation	INR 50,000	1
2	Technical Expert (Agriculture & Horticulture)	INR 50,000	1

The application form is to be submitted to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar on or before **5<sup>th</sup> March 2015**. The application can be submitted by Post, In person to the office of OTDS. Applications in MS-word format (downloaded from ST&SC Development Department website) need to be filled up and sent via e-mail to [otdsbbsr@gmail.com](mailto:otdsbbsr@gmail.com) on or before **5<sup>th</sup> March 2015**.

**Note:** Completely filled in Applications form in soft copy format should be submitted to the office of OTDS through E-mail to [otdsbbsr@gmail.com](mailto:otdsbbsr@gmail.com) on or before **5<sup>th</sup> March 2015**. The Application form should be downloaded from the website of ST&SC Development Department and after filling up the MS Word file, the filled in form should be submitted. In the e-mail, the subject line should mention "APPLICATION FOR THE POST OF TECHNICAL EXPERT (\_\_\_\_\_) IN OTDS"

**Position:** Technical Expert (PME & Documentation)  
**Reporting Officer:** C.E.O, OTDS  
**Place of Posting:** State office of Odisha Tribal Development Society,  
Bhubaneswar

**A. PURPOSE:**

Odisha Tribal Development Society (OTDS), under the administrative control of 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. The ITDAs are implementing projects for development of livelihoods of the ST families and also creating infrastructure incidental to livelihoods promotion and good governance.

A programme named Focused Area Development Programme is being implemented by the ITDAs since the year 2012. Under the programme 13 different sectoral interventions have been taken up and the OTDS is facilitating in implementation of the programme by providing technical assistance on various programme components. A detailed note on Focused Area Development Programme is annexed at Annexure-I to this advertisement.

The Odisha Tribal Development Society is supporting for formulation of project concepts, strategic planning, development of policy guidelines, implementation manual, design and development of programme management tools, frame work etc and the technical experts engaged in the OTDS are providing technical support in terms of facilitation support in implementation of FADP and other programmes of the ST&SC Development Department.

It has been proposed to engage Technical Expert (PME & Documentation) in the OTDS to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme "FADP"), assist the ST&SC Development Department in effective programme implementation.

**B. Minimum Qualification:**

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

### **C. Post Qualification Work Experience:**

- Candidates should have minimum 5 years of full time relevant experience (As on 1<sup>st</sup> February 2015) 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.

### **D. Remuneration/ Compensation:**

The Technical Expert will be paid a monthly consolidated remuneration of Rs.50,000 per month. S/he will be entitled for TA/ DA as admissible.

### **E. 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 appointment will be purely contractual and co terminus with the project duration.
- d. 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.

### **F. 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. Liasoning 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. Field 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.

**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 30% for academic achievement, 20% for the previous relevant work experience (Post Qualification). Shortlisted applicants fulfilling eligibility criteria will be called for Personal Interview. The personal Interview will carry 50% weightage. Combining together, the candidates with highest score in the order of merit will be selected for the position.

**Position:** Technical Expert (Agriculture & Horticulture)  
**Reporting Officer:** C.E.O, OTDS  
**Place of Posting:** State office of Odisha Tribal Development Society,  
Bhubaneswar

**A. PURPOSE:**

Odisha Tribal Development Society (OTDS), under the administrative control of 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. The ITDAs are implementing projects for development of livelihoods of the ST families and also creating infrastructure incidental to livelihoods promotion and good governance.

A programme named Focused Area Development Programme is being implemented by the ITDAs since the year 2012. Under the programme 13 different sectoral interventions have been taken up and the OTDS is facilitating in implementation of the programme by providing technical assistance on various programme components. A detailed note on Focused Area Development Programme is annexed at Annexure-I to this advertisement.

The Odisha Tribal Development Society is supporting for formulation of project concepts, strategic planning, development of policy guidelines, implementation manual, design and development of programme management tools, frame work etc and the technical experts engaged in the OTDS are providing technical support in terms of facilitation support in implementation of FADP and other programmes of the ST&SC Development Department.

It has been proposed to engage Technical Expert (Agriculture/ Horticulture) in the OTDS to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme "FADP"), assist the ST&SC Development Department in effective programme implementation.

**B. Minimum Qualification:**

B.Sc.in Agriculture/B.Sc in Horticulture/ B. Tech in Agriculture Engineering from a recognised university.

### **C. Post Qualification Work Experience:**

- Candidates should have minimum 5 years of full time relevant experience (As on 1<sup>st</sup> February 2015) in the field of Agriculture/ Horticulture/ NRM and other land based livelihoods development Projects. The work experience post the minimum qualification will be considered.
- Retired Govt. Officers (e.g. DAO/DHO), below 65 years of age, can also apply.
- 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.

### **D. Remuneration/ Compensation:**

The Technical Expert will be paid a monthly consolidated remuneration of Rs.50,000 per month. S/he will be entitled for TA/ DA as admissible.

### **E. 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 appointment will be purely contractual and co terminus with the project duration.
- d. 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.

### **F. Expected Service Deliverables:**

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

1. Conceptualisation and formulation of agriculture and horticulture project proposals for support under SCA to TSP, Article-275(1), CCD plan etc,
2. Preparation/ Consolidation of Annual Work/Action Plans and appraisal, recommendation of proposals on agriculture/ horticulture based activities, submitted by ITDAs, Micro Projects etc. along with Budget under SCA to TSP, Article-275(1), CCD plan etc.;
3. Compile information on various central/ state schemes for agriculture and horticulture development in tribal areas & Liaise for resource allocation;
4. Design and implement monitoring and evaluation system for Agriculture and Horticulture projects;
5. Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects;

6. Facilitate capacity building programmes on agricultural and horticultural development for project stakeholders;
7. Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
8. Field visit to project locations to facilitate project monitoring and implementation;
9. Providing support to Subject Matter Specialists (Agriculture/Horticulture/ Soil Conservation) and Project Manager (Livelihood) in ITDAs and monitor their performances;
10. Providing necessary feedback and back-stopping to project stakeholders; &
11. Any other suitable task assigned by C.E.O, OTDS.

**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 related to land based activities.
- Knowledge about different government programmes for convergence on land based activities.
- 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 30% for academic achievement, 20% for the previous relevant work experience (Post Qualification). Shortlisted applicants fulfilling eligibility criteria will be called for Personal Interview. The personal Interview will carry 50% weightage. Combining together, the candidates with highest score in the order of merit will be selected for the position.