

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

Walk in interview for engagement of professionals in OTDS

Chief Executive Officer, OTDS invites candidates for walk in interview for following posts to be filled in State Support Unit of OTDS, Bhubaneswar.

Name of Post	No. of Posts	Place of posting	Education Qualification and Experience	Date and time of walk-in interview/Venue
Technical Expert (Capacity Building & PLET)	1	Bhubaneswar	MBA / PG Diploma in Rural Management / Development, Masters in Social Work or equivalent from a recognised university/ reputed institutes & 5 years of post qualification experience in the relevant field.	26.12.2019 Time-10.00 am Venue-SCSTRTI CRP Square, Unit - VIII, Bhubaneswar, Odisha 751012
Technical Expert (Civil)	1	Bhubaneswar	B.Sc. (Engg.), B.Eng./ B. Tech. in Civil Eng. or equivalent from a recognised university/ reputed institutes & 5 years of post qualification experience in the relevant field..	27.12.2019 Time-10.00 am Venue-SCSTRTI CRP Square, Unit - VIII, Bhubaneswar, Odisha 751012

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 shall attend the walk in interview with all relevant documents in support of qualification and experiences, duly filled application form complete in all respect at SCSTRTI, CRP Square, Unit - VIII, Bhubaneswar, Odisha 751012 on scheduled date and time.

Sd/-
Chief Executive Officer, OTDS

ToR for Technical Expert (Capacity Building & PLET)

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. OTDS intends to engage one "Technical Expert (Capacity Building & PLET)" in OTDS state office at Bhubaneswar to facilitate various Skill Development initiatives of the Society.

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

A. Qualification: MBA/ PG Diploma in Rural Management/Development, Masters in Social Work or equivalent from a recognised university/ reputed institutes

B. Post Qualification Work Experience: Candidates should have 5 years of post qualification experience, preferably in facilitating skill development and placement linked employable training programmes.

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.

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

- Conceptualisation, formulation & implementation of 'Skill Development & Placement Linked Employable Training (PLET)' programme under SCA to TSP.
- Preparation/ Consolidation of Annual Action Plans on "Skill Development and PLET" programme.

- Coordinate with Odisha Skill Development Agency & other stakeholders for implementation of "Skill Development and PLET" programme under the society.
- Proactive role in selection of training agencies for implementation of "Skill Development and PLET" under the society.
- Ensure that training Agencies are reporting the entire training details through the online MIS system developed by OTDS.
- Handholding support for third party assessment of the candidates and provide support to the Assessment Agencies.
- proactive role in assessment of training agencies for providing employment support to the trained candidates.
- Manage information pertaining to status of different "Skill Development and PLET" programme; under the department and preparation analytical reports for needful action;
- Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- Periodic visit to ensuring quality of training as per the required standards and specifications.
- Any other task assigned by C.E.O, OTDS.

ToR for Technical Expert (Civil), OTDS

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. OTDS intends to engage one "Technical Expert (Civil)" in the state office of OTDS at Bhubaneswar.

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

A. Education: Candidates with educational qualification such as B.Sc. (Engg.), B.Eng./ B. Tech. in Civil Eng. or equivalent from a recognised university/ reputed institutes.

B. Experience The candidate should have minimum of 5 years of full time work experience in the field of infrastructure and civil engineering projects. Candidates having experience with State Government /Central Government /State or Central PSU will be given preference. Retired Govt. Officers can also apply.

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.

Terms of Reference (ToR): The selected candidate, as "Technical Expert (Civil)", is expected to perform the following duties.

- Provide necessary support for implementation of infrastructure development projects, develop plans, layouts, estimates, tender papers etc.
- Preparation and checking of DPR and estimate for building works of Institutional Building, Educational Complex, Hostels and other similar buildings.
- Execution & monitoring of Projects (Institutional, buildings, quarters etc).

- Project Management of Civil works, preparation of specification, BOQ and checking of estimate etc. for building works.
- Planning and technical support for Civil Works (buildings, roads, drains, water supply of the Institute, Hostels and Quarters etc).
- Co-ordination with the implementing agencies for construction of the infrastructure project under the department and make necessary follow up for timely completion of such infrastructure projects;
- Periodic visit to the site and inspect & monitor the progress of the work;
- Scrutiny the project progress report submitted by implementing agencies and inspect RA bills, Measurement Books, extra & excess items in the project during field visits and recommend for suitable measures to carry out the work;
- Scrutiny the project progress report submitted by agencies and if required recommend for any rectification.
- To check and verify the quality, standard of materials as per the standards of OPWD, confirming to ISI, NBC standards etc. for quality assurance.
- Manage information pertaining status of different construction projects under the department and preparation of analytical reports for needful action;
- Any other task assigned by C.E.O, OTDS.

APPLICATION FORM

Position Applied For: <hr/>	Paste Recent Passport-Size Photograph
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1. PERSONAL DETAILS

Name of the Candidate	<hr/> (First Name)	<hr/> (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"/> <hr/>	

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.)	Designati on & Location	Duration		Total years of experience	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 (<u>Name, Official Address, Phone & Email</u>)	Reference 2 (<u>Name, Official Address, Phone & Email</u>)

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: