

## CONTRACTUAL ENGAGEMENT

ODISHA MODEL TRIBAL EDUCATION SOCIETY(OMTES),  
ADIVASI EXHIBITION GROUND, UNIT-1, BHUBANESWAR-751009,  
Phone No- 0674-2598220, Web: [www.omtes.org](http://www.omtes.org)

The Odisha Model Tribal Education Society is an Autonomous Society promoted by ST&SC Development Department, Govt. of Odisha. The Society is implementing various Education Projects of the Department. It invites **Application for engagement of Project Coordinator (Education)**, to be engaged on contractual basis. Eligible candidates having following qualification and experience may apply for engagement.

**Qualification:** Master of Arts (Education)/ Master of Education/ Post Graduate Diploma in Educational Management and Administration/PGD in Higher Education/PGD in Educational Technology or equivalent qualification from a recognized board/ University and conversant with computer application.

**Post Qualification Work Experience:**

The work experience will be counted on the required qualification. The Applicant should have a minimum of 2 years of full time work experience in the field of Educational Management or Administration/ Education Technology etc. Applicants having adequate work experience in the National flagship programmes of Educational Development/ any such state sponsored development programmes will be preferred.

**Age-** Maximum 40 years

**Remuneration/ Compensation:** Gross Remuneration of INR 3.0-3.6 lakh per Annum.

The detailed Terms of Reference and Application format may be seen in the website of ST&SC Dev. Deptt [www.odisha.gov.in/stsc/index.htm](http://www.odisha.gov.in/stsc/index.htm) and in OMTES website [www.omtes.org](http://www.omtes.org).

Application forms in Prescribed format should reach the office of OMTES, Adivasi Exhibition Ground, Unit-I, Bhubaneswar-751009 latest by 25<sup>th</sup> August 2012.

Dy. Secretary, OMTES

## TOR FOR PROJECT COORDINATOR (EDUCATION) IN OMTES

### **A. Qualification:**

Master of Arts(Education)/Master of Education/Post Graduate Diploma in Educational Management and Administration/PGD in Higher Education/PGD in Educational Technology or equivalent qualification from a recognized Board/University and conversant with computer application.

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

The work experience will be counted on the required qualification. The Applicant should have a minimum of 2 years of full time work experience in the field of Educational Management/Educational Administration/Educational Technology etc. Applicants having adequate work experience in the National flagship programmes of Educational Development/any such state sponsored development programmes will be preferred.

**C. Remuneration/Compensation:** Gross Remuneration of 3.0-3.6 lakh per Annum. The remuneration will be finalized based on the candidates competency level. In addition to this, facilities like Desktop, Internet connectivity and Monthly Telephone expenses of Rs. 500/- will be provided separately.

### **D. Scope of Services:**

The following will be the Scope of Work/Services for the Project Co-ordinator (Education) in OMTES.

1. Preparation of Annual Action plan for OMTES for both academic and Non-academic activities;
2. Preparation of Annual Budget for schools (EMRS, Education Complex, Hostels and other schemes) for the financial year;
3. Drafting and Documentation of the Project Proposals for financial assistance under various schemes of the Government (Ministry of Tribal Affairs and State Government) for financial assistance under the schemes meant for educational improvement of schools.
4. Coordination with Line Departments for follow up action on proposals submitted and the planned projects of the Society;

5. Compilation and Preparation of Inspection Reports, Samikshya Reports and other reports of the Supervising Officers, Principals of EMRSs, Special Officers Educational Complexes, other Educational Institutions on monthly basis and coordination with different nodal agencies for the same.
6. Conceptualization of new projects, Schemes, Project Designing & Project Planning for different projects of the OMTES;
7. Design and Development of monitoring formats, online monitoring formats for tracking the Physical and Financial Progress of projects.
8. Undertake measures for system improvement of schools and at the OMTES.
9. Monitor that the eligible grant of Schools are released on timely basis.
10. Periodically visiting the schools managed by OMTES and guiding them in their day to day functioning.
11. To monitor meeting of SMC/SMDC and report the status of the schools to Society and draw attention of the Society, if the monthly meeting are not held.
12. Prepare the SDP School wise for development in all aspects of Education.
13. Assess necessities on the basis of requirement of RCFCE Act.2009 and plan for implementation.
14. To observe the academic activity calendar of school and ensure the activities are performed on time.
15. Coordinate and Organise inter-school events, parent-teacher meetings, career counseling, Enrollment campaigns etc.
16. Coordination with different nodal agencies for preparation of Residential school management manual and other guidelines for development of system and practices of schools. Etc
17. Any other work assigned by the Secretary, OMTES.

**E. Desired Skills:**

- Working Knowledge of **Tally Accounting System**.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English, Hindi & Odia.
- Capacity to work in a multitasking environment.

## APPLICATION FORM FOR PROJECT CO-ORDINATOR(EDUCATION)

### (A) Personal Bio-Data

1. Name of the candidate(In Block Letters):-
2. Address for correspondence:-
3. Permanent Address:-
4. Telephone No.:-
5. Mobile No.:-
6. E-mail Address:-
7. Date of Birth:-
8. Age as on 31.08.2012:-
9. Category(SC/ST/OBC/General):-
10. Sex:-

### (B) Educational Qualification

Qualification	Board/ University	Year of passing	Division	% of marks
HSC				
Graduation				
Post Graduation				
Professional				
Others				

### (C) Computer Literacy

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### (D) Experience

Name & Address of the Employer	Your designation in establishment	Period	Brief description	Salary drawn

**(E)Language Proficiency:-**

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									

**(F)Reference:- (Two persons with whom you are professionally reported)**

Reference-I	Reference-II

**Declaration:-**

I 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/engagement may be cancelled without any notice.

**Date:-**

**Place:-**

**Full signature of the applicant**