

**Advertisement for Engagement in different posts on Contractual basis in the Office of the State Level Administrative Unit (SLAU) for Special Development Council under ST&SC Development, Minorities & Backward Classes Welfare Department.**

**ADVERTISEMENT**

No. 310 / E-34/2023/ Dated 26.05.2023.

Applications are invited from interested candidates for engagement in the vacant post of 1) Senior Tribal Domain Experts, 2) Office Assistant and 3) Office Attendant on contractual basis in the Office of State Level Administrative Unit (SLAU) for Special Development Council (SDC) under ST&SC Development, Minorities & Backward Classes Welfare Department. The details of the application format, criteria, remuneration, number of posts, terms & conditions of the posts and period of contract are available in the official website of State Level Administrative Unit [www.sdcodisha.in](http://www.sdcodisha.in) and ST&SC Development Department [www.stsc.odisha.gov.in](http://www.stsc.odisha.gov.in). The filled in application should be addressed to the “Secretary, State Level Administrative Unit (SLAU), SCSTRTI Campus, CRPF Square, Nayapalli, Bhubaneswar-751003”. The application in sealed envelope superscribed as “Application for the post of ..... (Name of the Post)” should reach the office of the SLAU on or before 5.00 PM of 17.06.2023 through registered post/ speed post only. Application(s) received after the due date and time will not be entertained.

Sd/-  
**Secretary, SLAU for SDC**

**STATE LEVEL ADMINISTRATIVE UNIT FOR SPECIAL DEVELOPMENT COUNCIL  
ST & SC Development, Minorities & Backward Classes Welfare Department,  
Govt. of Odisha, SCSTRTI Campus, CRPF Square, Bhubaneswar.**

**ADVERTISEMENT**

**No. 315 / E-34/2023 / Dt. 26.05.2023.**

Applications are invited from interested eligible candidates with the required qualification and experience for three posts of Senior Tribal Domain Expert in the Office of State Level Administrative Unit (SLAU) for SDC (Special Development Council).

**Position:** **Senior Tribal Domain Expert -3 (Three) Nos.**

**Job Location:** State Level Administrative Unit (SLAU) for SDC (Special Development Council), SCSTRTI Campus, CRPF Square, Bhubaneswar.

**Period of Contract:** The engagement in the posts is purely contractual and for a period of one year subject to extension on satisfactory performance.

**Job Requirement:**

Special Development Council (SDC) is a *Special Purpose Vehicle* (SPV) constituted by Government of Odisha in ST & SC Development Department, with the mandate to facilitate culture-centered development towards conserving, promoting, propagating, and popularizing tribal culture in 9 tribal dominated districts of the State. In order to provide technical guidance, mentorship, strategy building and knowledge process support; the State Level Administrative Unit (SLAU) for SDCs requires filling up three subject matter specialists designated as **Senior Tribal Domain Experts**. The incumbent shall operate from SLAU and will need to make field visits to the selected tribal-dominated districts to interact with the communities, hold discussions with the Chairpersons, Vice-chairpersons as well as other members of the SDCs, PA, ITDAs and Collector cum CEO of the SDCs for knowledge support, monitoring, progress review and other statutory requirements in order to provide expert inputs & suggestions for smooth implementation of the SDC activities.

**Responsibilities**

- Provide guidance, mentorship, expert input and effective knowledge management within SDCs and assist in the preparation of work plans to ensure smooth program implementation.
- Conduct required empirical research, assist in developing frameworks, and formulate work models around the SDC objectives.
- Interact with think tanks, domain specialists, relevant agencies, and departments in order to further the process of SDC interventions.
- Ensure compliance as per the action plans and deliverables.
- The Experts will make periodic visits to the selected tribal pockets of each SDC area and study the situation in respect of various activities meant for retaining the cultural identity of the tribals.
- To make suggestions for the implementation of various activities for the retention of tribal identity.

**Remuneration:**

Consolidated amount of Rs.75,000/- (Rupees Seventy-Five Thousand) only per month excluding travel as per actual.

**Eligibility:**

- Postgraduate, preferably with M.Phil./PhD in Tribal Studies, Anthropology, Sociology, Social Work Development Studies, Culture Studies, Environment Science and relevant multi-disciplinary subjects from a recognized university.
- More than 15 years of multi-disciplinary work experience in tribal development, culture, and policy interventions.
- Fairly good understanding of forest and tribes' issues, NTFP and biodiversity, Forest Rights Act, Forest based enterprises, tribal art and craft, tribal cultural heritage, tribal language, etc.
- Proven record of ethnographic and development research on tribal people of Odisha.
- Should have adequate research publications in credible journals, periodicals, book chapters and others.
- Should be above 45 years and less than 65 years of age.

**Preference:**

- At least 5 years of experience in Research/ Implementation/ Academic/ related activities in the Tribal Sector.
- Evidence-based track record in Research and Publications, Editing and Reviewing of research papers, Manuscripts and relevant knowledge products on tribal matters.
- Involvement in multidisciplinary research and studies pertaining to tribal culture and development.

The interested candidates may submit their detailed CV and relevant testimonials in support of their qualifications and experience along with the requisites, detail address for correspondence, contact telephone number, passport-size photograph and email address in a sealed envelope superscribed as "Application for Senior Tribal Domain Expert" addressed to the Secretary, SLAU, SCSTRTI Campus, CRPF Square, Nayapalli, Bhubaneswar-751003, so as to reach the SLAU on or before 5.00 PM of 17.06.2023 by Registered Post/Speed Post only.

- Any application received after the due date and time or in incomplete form is liable to be rejected.
- Canvassing in any form will be treated as disqualification.
- Selection of eligible candidate from among the short listed candidates shall be made on the basis of interview by the Selection Committee constituted for the purpose.

**Sd/-**

**Secretary, SLAU for SDC**

Affix Photo

**APPLICATION FORM**

**a. POSITION APPLIED FOR:**

**b. PERSONAL DETAILS:**

<b>Name of the Candidate</b>	
<b>Father's Name</b>	
<b>Address for Correspondence</b>	
<b>Mobile/Phone Number</b>	
<b>Email ID</b>	
<b>Category (SC/ST/GEN)</b>	
<b>Gender</b>	
<b>Date of birth (Copy of Matriculation Certificate to be attached)</b>	

**c. EDUCATIONAL QUALIFICATION {Graduation onwards (Highest Qualification first)}**

<b>Qualification</b>	<b>Board/University</b>	<b>Subjects/ Specialization</b>	<b>Year of Passing</b>	<b>Division/ Grade</b>	<b>Percentage of Marks</b>

**\*Documents Photocopy (Self Attested) as Proof of Educational Qualification and Date of birth must be attached**

**d. OTHER QUALIFICATION (Including relevant short-term certificate/ professional courses)**

<b>Course Name</b>	<b>Duration (From Date to Date)</b>	<b>Year of Passing</b>	<b>Institution</b>	<b>Course Details</b>

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**e. RELEVANT EMPLOYMENT/ WORK EXPERIENCE (Current Employment First)**

<b>Name of Employer/ Organization</b>	<b>Duration of Employment</b>	<b>Major Responsibilities Held, Relevant to the scope of work</b>

**N.B.**

**1. Proof of Relevant Employment/ Work Experience required to be submitted during document verification and interview.**

**2. Any other information (May be provided by the Applicant on Professional Capacity to strengthen candidature)**

\* May include Publications/ Paper presented in Seminars, Membership etc.

(To be provided in a separate sheet)

**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 assigning any notice.

**Date:**

**Place:**

**(Signature of the Applicant)**

STATE LEVEL ADMINISTRATIVE UNIT FOR SPECIAL DEVELOPMENT COUNCIL  
ST & SC Development, Minorities & Backward Classes Welfare Department,  
Govt. of Odisha, SCSTRTI Campus, CRPF Square, Bhubaneswar.

**ADVERTISEMENT**

No. 316 / E-21/2023/ Dt. 26.05.2023.

Applications in the prescribed format (copy enclosed) are invited from interested retired Government employees in the rank of Section Officer and Group-D not above the age of 65 years and having good service records and physical fitness for engagement as Office Assistant and Office Attendant respectively on contractual basis against vacant posts in the State Level Administrative Unit (SLAU) for Special Development Council under ST&SC Development, Minorities & Backward Classes Welfare Department created vide letter No. 4142/P dtd. 26 March 2018.

**CRITERIA, REMUNERATION, NUMBER OF POSTS, TERMS AND CONDITIONS AND PERIOD OF CONTRACT FOR THE POST OF OFFICE ASSISTANT AND OFFICE ATTENDANT**

Sl. No.	Name of the post	No. of Posts to be filled up	Consolidated Remuneration per month (in Rs.)	Regular Counterpart in Government Service
1	Office Assistant	01	20,000/-	Section Officer
2	Office Attendant	02	10,000/-	Group-D rank

- The contractual engagement shall be made initially for a period of 2 years and may be extended for a subsequent period of two years with spells of one year each subject to satisfactory performance up to a total period of four years not beyond the age of sixty five (65) years of age in any case.
- The terms and conditions are subject to codal provisions, memoranda and resolution issued by the Finance Department from time to time.
- The appointee has to discharge such duties and in such a manner, as may be prescribed by ST& SC Development Department from time to time.
- The retired officer against whom a Vigilance Case or Departmental Proceeding or criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period up to five years preceding his/her retirement, or is a member of a political party will not be considered eligible for re-engagement.
- Candidates having computer knowledge (MS-Word, MS-Excel) will be given preference for the post of Office Assistant.
- Consolidated remuneration of the contractual employee shall beat the rate mentioned above and excluding the pension and TI which are availed by them.
- During the period of the contractual appointment, the appointee shall also be entitled to get Travelling allowance / Daily allowance in the requisite grade and scale/level as admissible to their regular counterparts on performance of official tour with the approval of competent authority.
- The period of contractual engagement shall not be counted as Government Service for the purpose of pension and any other retirement benefits.

- The engaged officer will be subject to and will abide by the Conduct Rules applicable to the Government Servants.
- The contractual engagement may be terminated at any time by the SLAU for SDCs for unsatisfactory performance, on notice of one month and in case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- In case the officer desires to resign from the engagement, she/he may do so by giving a notice of one month in writing to the Secretary of SLAU. After expiry of the notice period, the officer may be relieved after handing over full charges of records to the Relieving Officer as decided by the Authority.
- The Secretary, SLAU reserves the right to reject any / all applications without assigning any reason thereof.
- The applications complete in all respect in the FORMAT provided in the official website of State Level Administrative Unit [www.sdcodisha.in](http://www.sdcodisha.in) and ST&SC Development Department [www.stsc.odisha.gov.in](http://www.stsc.odisha.gov.in) along with the copies of all testimonials should be addressed to the Secretary, State Level Administrative Unit (SLAU), SCSTRTI Campus, CRPF Square, Pin-751003, Bhubaneswar by Speed post / Registered post and should reach the office of SLAU for SDC on or before 5.00 PM of 13.06.2023. The authority will not be held responsible for any postal delay.
- The envelope containing the filled in application should be superscribed with the name of the post applied for.

Application(s) received thereafter shall not be entertained.

Sd/-  
Secretary, SLAU for SDC

**FORMAT**

**APPLICATION FORMAT / FORM FOR CONTRACTUAL APPOINTMENT OF  
RETIRED GOVERNMENT SERVANT.**

Affix  
Passport  
Size  
Photograph

**a. POST APPLIED FOR:**

**b. Personal Details:**

Name of the Candidate	
Father's / Husband's Name	
Permanent Address	
Present Address	
Telephone / Mobile No.	
E-Mail Address	
Date of Birth	
Name / Designation of last Post held with Date and Duration	
Date of Retirement (Self attested copy of retirement order to be attached)	
Last Pay drawn	
Educational Qualification (Self attested copy of certificate to be attached)	
Posts held in last ten years	
Whether any Criminal case or Vigilance inquiry or Departmental proceeding was initiated or is pending against the applicant. If yes, did it lead to conviction or imposition of punishment or it is still pending? Give details.	
Any other relevant information	

**DECLARATION**

I, Sri/Smt. \_\_\_\_\_ son/wife of \_\_\_\_\_ do hereby solemnly declare that the information furnished above is true to the best of my knowledge and belief. If at any time, the information furnished is found to be incorrect; I will be liable to be discharged from re-employment without assigning any reason thereof.

Place:

Date:

Signature of Applicant