



**ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME (OTELP) PLUS
INTEGRATED TRIBAL DEVELOPMENT AGENCY, KARANJIA
ST & SC Development Department, Govt. of Odisha
Ph. (06796) 220909, PIN-757037, E-Mail -otelpkaranjia@gmail.com**



ADVERTISEMENT

Project Administrator, ITDA, Karanjia, Mayurbhanj invites application from eligible candidates for filling up different posts in OTELP Plus, Karanjia purely on contractual basis for Thakurmunda Block.

Sl. NO	Name of the Post	Place of Posting	No. of Vacancy	Educational Qualification/Eligibility Criteria	Age Limit	Consolidated Remuneration
1	Expert- Social -cum- Livelihood	Thakurmunda Block	1	Post Graduate in Sociology/ Rural Development/ Rural Management/ Anthropology/ MSW/ MBA (Specialization in Marketing) or equivalent qualification with 1 year relevant experience in Watershed. OR Graduate in Agriculture/ Horticulture/ Forestry / B.V.SC. / B.F.SC. OR Graduation with Biology/ Zoology as one of the subject with no experience OR Post Graduate in Rural Development / Rural Management having 1 year experience in Soil conservation / Watershed.	21 to 45 Years	Rs 20,000/- Per Month
2	Expert-Land & Water Conservation Engineering		1	Graduate in Agriculture Engineering/ Civil Engineering. Candidates with an additional qualification in post graduation in soil and water conservation engineering will be given preference. OR Graduate in Engineering in any discipline OR Diploma holder in Civil with minimum one year relevant experience in watershed / Rural development related programme in promoting farm, off farm and nonfarm based livelihoods interventions. Candidates with experience in similar external aided projects will be given preference.	21 to 45 Years	Rs 20,000/- Per Month
3	Expert- Accounts & Data Management		1	Post Graduate / Graduate in Commerce with Tally Certificate BBA finance / MBA (finance) with no experience.	21 to 45 Years	Rs 15,000/- Per Month

Eligible candidates with required qualification and experience may send their application through Speed post/Registry Post/ Ordinary Post or by hand at the address mentioned above. The last date of receipt of application is by 11.09.2017 till 5 PM. Only Shortlisted Candidates will be intimated to attend interview. The undersigned reserves the right to reject any or all applications without assigning any reason thereof. The application formats and general instructions/ Terms & conditions are available in the OTELP Plus website www.otelpl.org. & Mayurbhanj District website www.mayurbhanj.nic.in from 29.08.2017.

Project Administrator
I.T.D.A., Karanjia



TERMS AND CONDITIONS

1. Candidates are required to send duly filled application along with self attested copy of documents. Incomplete application in any form will be rejected.
2. The candidate has to work in the tribal areas.
3. The candidates need to have their own two wheeler vehicle for field movement.
4. This engagement does not confirm any right to regular appointment at any time as Expert in the programme or any other State Govt. organization.
5. The Candidate after selection has to sign an undertaking to continue in the same job upto 31st March 2018.
6. The engagement is purely temporary basis & contractual in nature and can be terminated without assigning any reason.
7. Preference will be given to the candidates having respective field experience in OTELP.
8. If any Candidate is found to have suppressed any material information or furnished false information/ documents, his/her candidature is liable to cancelled.
9. The panel for above positions shall also remain valid for one year for similar post with same educational qualification and same remuneration, as will be decided by authority.
10. Number of vacancies/remuneration as mentioned under this advertisement may vary at the time of actual engagement.
11. The authority reserves the right to accept/cancel any or all the applications/ positions at any stage of recruitment process without assigning any reason thereof.



TERMS OF REFERENCE

Expert- Social -cum-Livelihood

- Assisting General body of the Micro Watershed (VDA) in construction of the VDC and VDA and their functioning.
- Organising and nurturing User Groups, Self-Help Groups and other Community Based Organization.
- Conducting the participatory base-line surveys, training and capacity building.
- Preparing detailed resource development plans to promote sustainable livelihoods at household level. This should be included in Village Development and livelihoods plan (VDLP).
- Assisting VDC and VDA in the formation of the VDLP including CB Plans and facilitate implementation and monitoring.
- Preparation of monthly/quarterly/Annual Work Plan Budget (AWPB) and progress reports.
- Conducting livelihood mapping and facilitating community to grow different types of agricultural produces as the feasibility.
- Providing necessary facilitation support to the community for growing different crops.
- Promote and build the capacities of the community on collective and cluster marketing approaches.
- Analyse village based resources, products, skills and the scale of operations, design marketing strategies for different products so as to achieve max returns to the primary producer.
- Assisting Village Development Committee (VDC) and Village Level Committee (VLSC) in the formulation of the Village Development and livelihood plan (VDLP) including Capacity Building plans of Agriculture and Horticulture development and facilitate implementation and monitoring.
- Facilitate common property resource management and equitable sharing.
- Monitoring, checking, assessing, undertaking physical verification and measurement of the work done with respect to agriculture and Horticulture development.
- Facilitating the development of livelihood opportunities for the landless.
- Facilitate the communities in maintaining programme records and accounts.
- Arranging physical, financial and social audit of the work undertaken.
- Preparation of monthly /quarterly/annual work plan and budget and progress reports.
- Coordination and promotion of Agriculture, Horticulture related activities in the watersheds. Facilitate development of cropping /farming system in different land situations both for rain-fed and irrigated situation.
- Promote crops enhancing, household nutrition and food security.



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- Facilitate to organize seed bank in each village and linkage with SHGs.
- Identify viable micro-enterprise options suitable for the area and facilitate individuals/ SHGs in developing business plans and its implementation.
- Conducting Capacity Building events for individual/group members on value addition, processing, marketing and provide hand holding support during the execution of these activities.
- Coordination and converging with line departments like Agriculture, Horticulture at block /district level to pull resources and inputs for programme villages.
- Providing a focused support to small and marginal landholders and resource poor interventions.
- Facilitate proper functioning of Agriculture Resource Centre (ARC) promote through OTELP.
- Ensuring the land based interventions reflected in the VDLP and pro-poor focused, equitable and have incorporated adequate negotiations with well offs, clear protocols for beneficiary contributions and trade-offs with respect to the well being classes.
- Identify existing gaps and constraints faced in limiting production and productivity potentials; Build capacity of farmers and volunteers so as to effectively transfer relevant technologies and package of practices.
- Setting up suitable arrangements for post- operation, maintenance and future development of the assets created during the project period.
- Documentation and communication of better practices, success stories and learning from the programme.
- Facilitate in providing land titles to the landless and preparing livelihoods plan for family.
- Facilitate linkage between CBOs and line department.
- Liaison with grass root level staff on line department and banks for convergence.
- Facilitate SHG members for preparation of business development plan on Agriculture and Horticulture Enterprises.
- Coordinating with banks and Micro Finance Institutions to ensure common norms are followed to capacitate village based women SHGs.
- Undertake any other activity as assigned by SMS, ITDA & PSU/ PA, ITDA / Chairman, OTELP/ PD, OTELP from time to time.



EXPERT- LAND AND WATER CONSERVATION ENGINEERING

- Assisting General body of the Micro Watershed (VDA) in Construction of the VDC and VDA and their functioning.
- Organising and nurturing User Groups, Self- Help Groups and other Community Based Organisations.
- Conducting delineation of the micro watersheds, preparation of maps through participatory baseline surveys, training and capacity building.
- Undertake engineering surveys, prepare engineering drawings and cost estimates for all land interventions.
- Assisting Village Development Committee (VDC) and Village Level Sub- Committee (VLSC) in the formulation of the Village Development and Livelihood Plan (VDLP) including Capacity Building plans and facilitate implementation and monitoring.
- Facilitating the planning and implementation of Natural Resources based interventions namely; Soil and Water Conservation, Water Management, Water Harvesting and Common Property Resources etc.
- Mobilizing, organizing and building the capacity of the community to develop participatory Natural resources Management Plan following the principles of Ridge to valley approaches to be included in VDLP.
- Ensuring that the land based interventions reflected in the VDLP are Pro-poor focused, equitable and have incorporated adequate negotiations with well-offs, clear protocols of VDF contributions and trade- offs with respect to the well being classes.
- Monitoring, checking, assessing and undertaking physical verification and measurements of the work done.
- Facilitate the communities in maintaining program records and accounts.
- Arranging physical, financial and social audit for the work undertaken.
- Preparation of monthly/quarterly/annual work plan and budget and progress report.
- Setting of suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.
- Documentation and communication of better practices, success stories and learning from the programme.
- Liaisoning with Line Department for convergence.
- Facilitation in preparation of project proposal in respect to Land Water Management, MGNREGS and other Engineering activities.
- Undertake any other activity assigned by SMS of ITDA & PSU/ PA, ITDA & PD, OTELP Plus.



EXPERT- ACCOUNTS & DATA MANAGEMENT

- Imparting training to VDC office bearer (President & Secretary)/ Leaders of SHG, SHG Federation and Apex Federation, Community Service Provider on Maintenance of Books of Accounts at different level Institutions.
- Closely monitor, supervise and extend hand holding support to the Office bearers and others associated with book keeping and maintenance of records for proper maintenance of records.
- Extend all supports for preparation of periodical statements. e.g. MPR/ UC etc.
- Conduct Internal Audit for all the people institutions (VDC, SHG, SHG Federation, Apex Federation, UG and CIG) promoted through programme on regular basis to maintain the transparency.
- Facilitate to conduct external audit with a proper procedure of ITDAs to maintain financial record transparent.
- Comply the points raised by the external audit during the audit process.
- Facilitate the community in preparation of AWPB and submitting the same to ITDA.
- Analysis of approved budget Vs actual expenditure and suggesting the measures to the team in regards to any deviation in lieu of principles.
- Maintain MIS at block level.
- Keeping track of funds requested and released and its expenditure pattern.
- Preparing MPR at block level and submitting the same to ITDA.
- Data entry for different software and excel sheets (LAMS, E-Reporting, SHG Monitoring) are designed for necessary report generation.
- Analyzing the reports generated from different software and appraising the same to the concerned experts.
- Extending supports to CSP or persons involved in writing books of accounts for microenterprise activities.
- Verifying the monthly/fortnight/weekly report sheets submitted by CSP for SHG & its federation.
- Entering the same data into software and providing necessary reports to concerned CSP.
- Surprise field visit to check the books of account are maintained at different institution.
- Any other jobs or assignment relating to maintenance of accounts and financial management as and when assigned by SMS of ITDA & PSU/ PA, ITDA & PD, OTELP Plus.

APPLICATION FORM

Post Applied for:		Attach a Self Attested Photograph
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1. First Name:	Middle Name	Last Name:
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2. Date of Birth: (As per HSC Certificate)	3. Sex:	
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4. Address of Correspondence	5. Permanent Address
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6. Email Address:		7. Mobile No:
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8. Education: High school onwards, please list all your qualifications

Degree	Institute/Board	Year of Passing	Subjects	Total marks	Marks Secured	% of Marks	Full/ Part Time / Distance Learning

9. Level of Proficiency in computers	
MS Office Program	Ability to Use

12. Understanding of Job; Skills, Interests and Experience of Relevance to your Application: Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

13. References: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	<u>Reference -1</u>	<u>Reference -2</u>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		

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/ appointment may be cancelled/ terminated without any notice.

Place :

Date:

Signature of the Applicant

Encl:-

- 2 Nos of Passport size Photo.
- All relevant Documents with self attested.