

**ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME
PROGRAMME SUPPORT UNIT
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCC Building, Rupali Square, Bhubaneswar - 751022**

***Empanelment for the post of GIS Expert for contractual engagement at
Programme Support Unit, OTELP***

Programme Director, OTELP invites applications from eligible candidates for empanelment of GIS Expert to be purely engaged on contract. Application form along with details of posts can be downloaded from the Web Site of OTELP i.e. www.otelp.org. Eligible candidates may apply for the position by Regd. Post / Speed post / Courier service, so as to reach the above office by 5.00 pm of 27th July, 2013. Only shortlisted candidates will be called for Personality Test and Interview for empanelment. Programme Director, OTELP reserves the right of accepting or rejecting the applications without assigning any reason.

Programme Director

Date:

Place:

TERMS OF REFERENCE

Name of the post	Qualification	Work Assignment	Experience and Age on last date of application	Place of posting	Remuneration
GIS Expert (One post)	Post Graduate in Geography/ Geology/ Applied Geology with Diploma in GIS/ GIS & RS	The GIS Expert will be responsible for overall management of the GIS cell of OTELP for collection, storing, retrieving and analyzing the spatial and temporal data, help the management with statistics and map outputs for planning and monitoring of the developmental work, visit the field area to collect spatial data from the field and execution of any other GIS related work and any other work as would be given by PD, PSU, OTELP, Bhubaneswar.	i. Minimum of 3 years of experience in handling spatial data base and GIS, conversant with preparation of thematic maps in Govt./ private sector ii. Age: Maximum 35 years	PSU, OTELP, Bhubaneswar	Rs. 20,000/- per month. (consolidated) + Conveyance Allowance as per OTELP TA Rules.

Odisha Tribal Empowerment & Livelihoods Programme (OTELP)

APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms, Miss, Mrs, Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone - Residence		
Telephone Office		
Email address		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

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3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

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5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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6. Language Proficiency (Please tick in the Appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. Reference: (Two person with whom you are professionally reported)

Reference 1	Reference 2

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.

Date:
Place:

Signature of the Applicant