

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

**EMPANELMENT OF PROGRAMME OFFICER (PLANNING MONITORING & EVALUATION),
REVENUE & ADMINISTRATIVE OFFICER AND PROGRAMME OFFICER (LIVELIHOOD &
NATURAL RESOURCE MANAGEMENT) FOR PSU, OTELP.**

Programme Director, OTELP invites applications from eligible candidates for empanelment of Programme Officer (Planning Monitoring & Evaluation), Revenue & Administrative Officer & Programme Officer (Livelihood & Natural Resource Management) for PSU, OTELP to be purely engaged on contract. Application form along with the details of post can be downloaded from the website i.e. www.otelp.org. Last date of receipt of applications is 25th June, 2014 at 5.00 pm.

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

TERMS OF REFERENCE

Sl No.	Name of the post	Qualification	Work Assignment	Remuneration(Rs.)	Experience and Age on last date of application
1	Programme Officer(Planning Monitoring & Evaluation)	Programme Officer (Planning Monitoring & Evaluation) should be a Management Graduate from a reputed Institute	<ul style="list-style-type: none"> i. Consolidation of Annual work plans and Budgets and submission to the Governing Body and nodal agencies; ii. Designing and implementation a participatory monitoring and evaluation system in close collaboration with the selected resource NGO/ M&E Agency and the project management group supported through DFID technical assistance; iii. Establishing a computerized Programme Monitoring system including developing formats and procedures for establishing a web based Management Information System(MIS); iv. Ensuring gender desegregation and analysis of data; v. Organizing appropriate training for district (PM &E) programme officer and relevant NGO staff in participatory monitoring, MIS and the computer skills necessary for these; vi. Collating and analyzing data from the field and preparing monthly progress reports on implementation and impact; vii. Providing constructive feedback to the ITDAs concerning reports received; viii. Disseminating the strengths and weakness of programme implementation for undertaking mid-course correction; ix. Collaborating with agencies selected to conduct the Mid-Term-Review , concurrent impact assessment, and evaluation; and x. Providing necessary back- stopping to the individuals/Organization selected to undertake process documentation. 	Salary – 40,000/- PM, Conveyance allowance – 2500/- PM, Mobile- 500/- PM (Revision of salary under consideration)	<ul style="list-style-type: none"> Having 5-6 years of experience in development sector, with knowledge on M&E tools. ii. Maximum 35 Years (Can be relaxed in case of deserving candidate)
2	Revenue & Administrative Officer	Retired OAS Officer not below the rank of Deputy Secretary or Joint Secretary	<ul style="list-style-type: none"> i. Expediting the release of land to the landless. ii. All aspects related to personnel and general administration matters. iii. Processing and preparing documents for procurement of all goods & services required by the programme in accordance with prescribed (in the AR and PLA) procurement procedure. 	Salary – 40,000/- PM, Conveyance allowance – 2500/- PM, Mobile- 500/- PM (Revision of salary under consideration)	Maximum 62 years

3	Programme Officer (Livelihood and Natural Resource Management)	Programme Officer (Livelihood and Natural Resource Management) Should be a management from reputed Institute or should be senior person having cross departmental experience in agricultural research and extension , livelihood enhancement and could be rank of a Deputy Director of Agriculture.	<ul style="list-style-type: none"> i. Supervising the activities of the Watershed Development Officers at the ITDAs including preparation of work plans and budget; ii. Checking quality of watershed construction and release of funds; iii. Liaising with the Soil Conservation Department and Forestry Department to ensure interagency coordination for programme interventions; iv. Liaising with Watershed Mission; and capacity building of ITDA and NGO staff in livelihood support activities. 	Salary – 40,000/- PM, Conveyance allowance – 2500/- PM, Mobile- 500/- PM (Revision of salary under consideration)	<ul style="list-style-type: none"> i. Having 5-6 years of experience in Horticulture & Agriculture sector, with knowledge of Livelihood & Natural Resource Mgt. ii. Maximum 35 years iii Maximum 62 years (Retd.)
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- The post is purely contractual in nature, Terms and Conditions of Contractual staff are as per (Annexure-I)
- Candidates are advised to apply only in the prescribed format (Annexure-II)
- No application will be entertained after the due date of receipt
- Canvassing in any form will be liable for disqualification.
- Only shortlisted candidates, based on qualification, experience and relevance to the post, will be called for personal interview.

Annexure-I

TERMS & CONDITIONS OF STAFF ON CONTRACT BASIS

1. Initially the appointment will be on provisional basis and the contract for period on one year will be made subject to verification of.
Medical Certificate issued by medical officer not below the rank of Assistant in support of physical fitness.
Character certificate issued by two gazette officers.
Relieve order, clearance certificate from previous employer, if employed.
2. The appointment will be on consolidated emoluments per month, which will comprise of consolidated salary, inclusive of all allowance like H.R.A, conveyance allowance, etc, No other allowance of benefit of facility shall be granted except as may be mandatory (like CPF/pension fund contribution)
3. The engagement does not confer any right to a regular appointment at any time in the PSU or any other State Govt. organizations; the engagement is purely temporary in nature and shall not invite any legal recourse now in the future.
4. The staff will be allowed a maximum of 15days leave in year subject to prior approval of the Programme Director, Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
5. Women staff members will be additionally entitled to 45 days maternity leave, subjected to completing one year of service in the project. The maternity leave could be availed only once during the project period.
6. The staff will be entitled to accumulate leave as long as they are working in the project and they will be allowed to encash the accumulated leave at the end of the contract.
7. That in the event of unauthorized absence beyond a period of fifteen days during the contract period (i.e. for one) or any other misconduct shall render the staff liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behavior, bad management, misbehavior etc. whether an act is misconduct or not be construed by P.D. at his discretion.
8. During tour TA & DA will regulated as under:
 - A. Travel Entitlement of Tour for PSU Staff and ITDA Staff

Designation	Cash allowance		Loading Allowance subject to a ceiling of Rd.		Lodging allowance without receipt in Rs.	Local conveyance per day in Rs. Where office vehicle will not be available
	Inside State	Outside State	Inside State	Outside State		
(A), Staff at PSU for visiting programme Districts inside the state and other places outside the state	180/-	380/-	1000/-	3000/-	150/-	i).400/- (for outside the state) ii) 200/- (for inside the state)
(B) Staff posted at ITDAs for tour inside the programme district	180/-	N.A.	500/-	N.A.	100/-	N.A.
(c) Staff posted at ITDAs for Tour outside the programme district but inside the state for other places outside the state	180/-	380/-	1000/-	i).2000/- (Metro City New Delhi, Mumbai, Chennai, Kolkata, Bangalore and Hyderabad & other state capitals ii)/1500/- for all other places	150/-	200/-
D)Accounts Assistant, Office Assistant, Steno-Cum-DEO, DEO	150/-	300/-		500/-	100/-	150/-

B. For any day not spent wholly outside the headquarters the quantum of cash allowance admissible will be as under:

For tour of:

Less than 3 hours	:	Nil
Between than 3 to 9 hours	:	50%
Above 9 hours	:	Full

- C. While claiming Lodging allowance on total ceiling, claimant is to produce the bill and the money receipt, However, if free lodging is provided by any Organization/ Institution, no lodging allowance would be admissible.
- D. Reimbursement of the cost of Hotel accommodation shall not be entertained as matter of course. Before allowing such reimbursement the controlling officer shall satisfy himself about bona fides of the claims with reference to the voucher produced by the Officer concerned.

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

Odisha Tribal Empowerment & Livelihoods Programme (OTELP)

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

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

Odisha Tribal Empowerment & Livelihoods Programme (OTELP)

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