

Odisha Tribal Development Society (OTDS)

(An autonomous Society under the administrative control of ST & SC Development Department)

Adivasi Exhibition Ground, Unit – I, Bhubaneswar – 751009

Walk in Interview for engagement of professional in OTDS

Director (ST) cum Chief Executive Officer, Odisha Tribal Development Society (OTDS) invites candidates to participate in a Walk-in Interview for the following posts to be filled in State Unit of OTDS, Bhubaneswar.

Name of Post	No. of Posts	Place of Posting	Education Qualification & Experience	Walk in Interview Date & time
Technical Expert (MIS)	1	State Level Position Bhubaneswar	Master in Computer Application / Master in Computer Science / Master Degree in Statistics / B. E. in Computer Science from a recognised University / Institute. Minimum 10 Years of Post-Qualification Work Experience	31.07.2023 at 9.30 am
Technical Expert (Forest Rights Act - FRA)	1	State Level Position Bhubaneswar	Bachelor's Degree/ Master's Degree either in Anthropology / Tribal Studies / Social Work / Development studies / Rural Development or in any other relevant stream from recognized University / Institute Minimum 10 Years of Post-Qualification Work Experience	29.07.2023 at 9.30 am

The engagement is purely contractual & project specific and does not assure of any regular engagement in future. Application Form along with Terms of Reference for the position can be downloaded from the website www.stsc.odisha.gov.in

Venue: Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI), CRP Square, Near CRP, Fire Station Rd, Unit - VIII, Bhubaneswar, Odisha 751012

Interested candidates are requested to come for the walk-in interview with all relevant information in support of qualification and experiences, duly filled application form complete in all respects.

Sd/-

Director (ST) cum CEO OTDS

Odisha Tribal Development Society (OTDS)

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Letter No. 172

Date 20.07.2023

From,

**Director (ST) cum Chief Executive Officer,
Odisha Tribal Development Society (OTDS)**

To,

The Director,
I & PR Department
Govt. of Odisha, Bhubaneswar

Sub: Publication of Advertisement for Walk in Interview for engagement of professional in OTDS

Sir,

Enclosed please find herewith an Advertisement for Walk in Interview for engagement of professional in OTDS. It is hereby requested to take immediate steps for publication of the advertisement on 21st July 2023 positively in one English daily – The New Indian Express and one Odia daily – The Samaja for wide circulation.

The copy of those publications along with bills in triplicate involving expenditure on advertisement favouring Director (ST) cum CEO OTDS, ST & SC Development, Minorities & Backward Classes Welfare Department, Bhubaneswar may please be provided for necessary payments.

Hard Copy & Soft copy of the Advertisement is enclosed for your information and necessary action. This may please be treated on priority basis.

Yours faithfully



Director (ST) cum CEO OTDS

Date - 20.07.2023

Memo No - 173

Copy along with enclosure forwarded to the Deputy Director (Publication), I & PR Dept. for information and necessary action.



Director (ST) cum CEO OTDS

Date - 20.07.2023

Memo No - 171

Copy along with enclosure forwarded to the Statistical Officer, ST & SC Development Department for uploading the Advertisement along with ToR in the official website of ST & SC Development website.



Director (ST) cum CEO OTDS

ToR for Technical Expert (Forest Rights Act - FRA)

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one "Technical Expert (Forest Rights Act - FRA)" in OTDS State Office at Bhubaneswar to look after all FRA related activities as per the Terms of References (ToR) outlined below:

Place of Posting: State Office of Odisha Tribal Development Society (OTDS), Bhubaneswar.

A. Qualification: Bachelor's Degree/ Master's degree either in Anthropology / Tribal Studies / Social Work / Development studies / Rural Development or in any other relevant stream from recognized University / Professional academic institution.

B. Post Qualification Work Experience:

- Minimum 10 years of work experience in the field of tribal development, policy and action research.
- Candidate must have the knowledge and experience of working in Forest Rights Act (FRA).
- Candidate must be equipped with revenue and forest laws and issues as applicable in the State.
- Candidate should have strong skills of research, documentation and report writing, etc.
- Candidates with experience of working with Government will be an added advantage.

C. Remuneration: Gross remuneration of Rs. 60,000.00 per month.

D. Duration and terms of Engagement:

- a. The position is purely contractual in nature;
- b. The selected candidate will be given annual contract of 1 year and subsequent renewal will be based on satisfactory performance;
- c. The candidate will work under the direct supervision of Chief Executive Officer, OTDS and will be placed in the State Office of OTDS.

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E. Expected Service Deliverables: The role & responsibilities of the selected candidate, as “Technical Expert (Forest Rights Act)” under Odisha Tribal Development Society (OTDS) would encompass various tasks related to the effective implementation of the Forest Rights Act in the State. The key duties would include:

- Develop detailed plans and strategies for the successful implementation of the Forest Rights Act initiatives in the State.
- Coordinate with different stakeholders, including government agencies, community representatives, NGOs, and other partners involved in the program.
- Set up a robust monitoring and evaluation framework to assess the progress of the FRA implementation.
- Regularly collect and analyze data to measure the impact and effectiveness of the program and identify areas for improvement.
- Organize and conduct training sessions and workshops for field-level staff, community members, and other relevant stakeholders to enhance their understanding of FRA provisions, rights, and entitlements.
- Ensure proper documentation of all activities, achievements, challenges, and lessons learned during the implementation of the FRA program.
- Prepare regular reports and submit them to higher authorities.
- Keep abreast of any changes or updates to the Forest Rights Act or related policies and ensure that the program's activities are aligned with the legal requirements.
- Assist in the budgeting and financial planning for the FRA program.
- Monitor expenditures and ensure that funds are utilized appropriately and in line with the approved budget.
- Foster collaboration with other government departments, civil society organizations, and relevant agencies working in the field of tribal and forest development. Leverage partnerships to enhance the impact and outreach of the FRA program.
- Provide technical support and guidance to field-level staff involved in the implementation of the program. Address their queries and challenges and facilitate effective project execution.
- Promote a culture of learning and innovation within the OTDS and the programme's implementation.
- Encourage the adoption of best practices and innovative approaches to enhance the programme's outcomes.

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- Any other work assigned by the CEO, OTDS.

F. Desired Skills: Besides the candidate may possess the following skills.

- Must have proficiency in handling computers.
- Strong writing and communication skills in English and local language.
- Ability to work under deadlines.
- Excellent oral and written communication skills.
- Interpersonal and team work skills

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ToR for Technical Expert (MIS)

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one "Technical Expert (MIS)" in OTDS State Office at Bhubaneswar to look after all IT and MIS activities of the OTDS as per the Terms of References (ToR) outlined below:

Place of Posting: State Office of Odisha Tribal Development Society (OTDS), Bhubaneswar.

A. Qualification : Master in Computer Application / Master in Computer Science / Master Degree in Statistics / B. E. in Computer Science from a recognised University / Institute.

B. Post Qualification Work Experience : Candidates should have at least 10 years of post qualification work experience in MIS Software / Websites and experience in setting up and maintaining management information systems (MIS) in rural development or rural livelihoods projects; experience of having worked as MIS officer in a similar project would be an advantage.

C. Remuneration : Gross remuneration of Rs. 60,000.00 per month.

D. Duration and terms of Engagement :

- a. The position is purely contractual in nature;
- b. The selected candidate will be given annual contract of 1 year and subsequent renewal will be based on satisfactory performance;
- c. The candidate will work under the direct supervision of Chief Executive Officer, OTDS and will be placed in the State Office of OTDS.

E. Expected Service Deliverables: The selected candidate, as "Technical Expert (MIS)", is expected to perform the following duties.

- Oversee the design and establishment of MIS for the programmes;
- Supervising and providing technical inputs on the development of the MIS;
- Facilitate & undertake all information technology oriented needs of OTDS;



- Maintaining the MIS and ensuring that data is accessible through user-friendly interfaces when needed;
- Manage information and preparation of analytical reports for action;
- Develop physical and financial progress reports and ensure timely submission;
- Development of appropriate software for the programme and for development of web based systems / applications for both physical and financial monitoring and reviewing;
- Develop data capture formats for collection of data, Consolidation, compilation and analysis of data;
- Manage & maintain the MIS unit including hardware, software requirements / resources;
- Manage all data effectively and ensure timely backup of existing databases;
- Crosscheck data entered into the format so as to ensure its accuracy, indicate gaps, inconsistency or ambiguity if any to the team for corrective actions; &
- Any other suitable task assigned by CEO, OTDS.

F. Desired Skills : Besides the candidate may possess the following skills.

- Working knowledge on Development of Website / Programmes.
- Strong writing and communication skills in English and local language.
- Ability to work under deadlines.
- Excellent oral and written communication skills.
- Interpersonal and team work skills

APPLICATION FORM

Position Applied For: <hr style="border: 0; border-top: 1px solid black; margin-top: 10px;"/>	Paste Recent Passport- Size Photograph
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1. PERSONAL DETAILS

Name of the Candidate	<hr style="border: 0; border-top: 1px solid black;"/> (First Name)	<hr style="border: 0; border-top: 1px solid black;"/> (Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile / Phone No.		
Email Id.		
Date of Birth: (DD / MM / YY)		
Category: (<u>ST / SC / OBC / General</u>)		
Gender : (<u>Male / Female</u>)		
Marital Status: (Tick as relevant)	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/>	
Medical History: (Tick relevant)	Serious Illness (if any) No <input type="checkbox"/> Yes <input type="checkbox"/> _____	

2. EDUCATION QUALIFICATION* (10th Standard Onwards)

Qualification	University / Institution	Subjects	Completion Year	Division / Grade	Percentage
10 th :					
12 th : (Science / Commerce / Arts)					

(* Documents as proof of the educational qualification to be attached)

3. OTHER QUALIFICATION / TRAINING (Including Relevant Short Training Courses and professional courses)*

Course Name	Duration	Year	Institution	Course Details

(* Documents in proof of trainings to be attached)

4. EMPLOYMENT / WORK EXPERIENCE DETAILS (Current Employment first)*

Name & Address of Employer	Category of Employer (Govt./Pvt.)	Designation & Location	Duration		Total years of experience	Major Responsibilities
			From	To		

(* Documents as proof of the work experience to be attached)

Current Salary Drawn Rs. _____ per annum

5. COMPUTER LITERACY

Software Package / Application	Level of Knowledge (<u>Please Tick Relevant Column</u>)		
	Basic	Working	Expert
Word Processing :			
Spread sheet :			
Database :			
Presentation :			
Web / E-Mail :			

6. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

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

7. ANY OTHER INFORMATION* (May be Provided by Applicant to Strengthen Candidature)

* May include Publication, Paper presented in Seminar, Membership etc. & continue in separate sheet.

8. REFERENCES (Two Persons to whom you have Professionally Reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)

9. 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 any notice.

Date:

Signature : _____

Place:

Name : _____