

**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME**  
**ST & SC DEVELOPMENT DEPARTMENT**  
**2<sup>nd</sup> floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022**

**EMPANELMENT OF VARIOUS POSTS FOR PROGRAMME MANAGEMENT UNIT(PMU) AND MICRO PROJECT AGENCY (MPA) UNDER OPELIP.**

Programme Director, OPELIP invites applications from eligible candidates for empanelment of various posts to be positioned at PMU, Bhubaneswar & MPAs to be on engaged on contractual basis. Application form along with the detailed ToR can be downloaded from two websites i.e. [www.opelip.org](http://www.opelip.org) & [www.otelp.org](http://www.otelp.org). Last date of receipt of applications **by post/courier only is 18.11.2018 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for empanelment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

**-Sd/-**  
**Programme Director**

**VACANCY POSITION**

<b>Sl. No</b>	<b>Name of Post</b>	<b>No of Vacancy</b>	<b>Place</b>
1.	PO(CI & RF)	1	PMU, Bhubaneswar
2.	Manager(GIS)	1	PMU, Bhubaneswar
3.	Social Mobiliser /Field Assistant	3	Micro Project Agency (LSDA-Serango-Gajapati, LDA-Morada- Mayurbhanj & PBDA- Khuntagaon-Sundergarh)
4.	Junior Agriculture Officer	Empanelled list	Micro Project Agency(MPA)

- Vacancy position and place of posting at MPA level may vary if needed



## APPLICATION FORM

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
<b>Date of application</b>		

### 1. Personal Details

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

### 2. Education Qualification (10<sup>th</sup> Standard onwards)

<b>Qualification</b>	<b>Institution</b>	<b>Subjects</b>	<b>Year of Completion</b>	<b>Division/ Grade</b>



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 persons to whom you have professionally reported)

Reference 1	Reference 2

**Declaration:**

I do hereby declare that all statements made in the application form 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 further notice.

**Date:**

**Place:**

**Signature of the Applicant**

## **TOR OF MANAGER(GIS) OF PMU**

### **Manager - GIS**

#### **Qualification:**

- Post Graduate in Geography/ Geology/ Applied Geology /M. Tech or Post Graduate Diploma in Remote Sensing & GIS Application or equivalent from recognized university / institute.

#### **Experience:**

- Minimum 7-8 years of experience in handling spatial database and GIS conversant with preparation of thematic maps in Govt./Private Sector, handling GIS software like Geomedia, Arcgis ,Autocad and QGIS; familiarity with rural development would be added advantage.
- Upper age limit is 45 years, with 5 years relaxation for exceptionally qualified candidate/s.( **Age and experience as on 01.11.18**)
- Proficiency of communication in English and regional language.

#### **Job Description:**

- (i) Overall supervision and guidance for the GIS activities at MPA level including preparation of the work plan and budget;
- (ii) Capacity building of MPA staff and NGO level staff in developmental activities;
- (iii) Overall management of the GIS cell of OPELIP for collection, storing, retrieving data and maps;
- (iv) To analyze the spatial and temporal data of the project;
- (v) To help the management with statistics and map outputs for planning and monitoring of the developmental work;
- (vi) Visit the field area to collect spatial data from the field and execution of any other GIS related work;
- (vii) Regular follow up and monitoring with the MPA staff;
- (viii) Any tasks as may be reasonably assigned by the Programme Director.

- **Consolidated Remuneration:** Rs.50,000.00 per month and Monthly allowances will be paid as admissible.

#### **NB:**

- Monthly allowances will be paid as admissible.
- Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection and should attach the attested photo copy of certificates for proof of qualification, age and experience.
- All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. and Identity card.

## **TOR OF PROGRAMME OFFICER(CI & RF), PMU**

### **Programme Officer - Community Institutions & Rural Finance**

#### **Qualification:**

- Post Graduate degree in Management/Sociology/Social Works/Economics/Rural Development/Rural Management from recognized university / premier institute.

#### **Experience:**

- Minimum 7-8 years of experiences in community institution building & rural finance in a reputed Govt. Programme/Organization or bi-lateral/externally-aided projects.
- Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates. (**Age and experience as on 01.11.18**)
- Ability to write and communicate in English and regional language.
- Knowledge in computer.

#### **Job Description:**

- (i) Overall supervision and guidance for the community institution and rural finance activities at MPA level including preparation of the work plan and budget;
- (ii) Capacity building of MPA staff and NGO level staff in developmental activities;
- (iii) Prepare necessary guidelines and manuals for capacity building die institution building and rural finance, etc.;
- (iv) Coordinate with MPA Staff for promotion/strengthening of SHG/federation /apex institutions.
- (v) Develop rural finance guideline/training module/report return/SHG software and monitoring of SHG management/federation/apex institutions.
- (vi) Provide guidance to field staff for preparation of business development plans and convergence with line departments.
- (vii) Responsible for implementation of various institution building & social mobilization measures for strengthening CBOs taken or to be taken in the programme from time to time.
- (viii) Assist in the implementation of capacity building activities for strengthening of community institutions and Community Mobilizers/Community Service Providers, etc;
- (ix) Work closely with all programme officers and particularly with Manager (MIS and M&E) for identifying appropriate M&E indicators and thereafter for efficient data collection, validation, analysis and evaluation relating to community institution and rural finance;

- (x) Undertake regular knowledge management activities for the sector; document successful and good interventions as case studies;
- (xi) Regular follow up and monitoring with MPA staff;
- (xii) Any other tasks may be assigned by Programme Director.

- **Consolidated Remuneration:** Rs.50,000.00 per month and Monthly allowances will be paid as admissible.

**NB:**

- Monthly allowances will be paid as admissible.
- Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection and should attach the attested photo copy of certificates for proof of qualification, age and experience.
- All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. and Identity card.



## ToR for MPA Level Staff

SL No	Position	Job Description	Education Qualification	Age as on 01.11.18	Professional Experience( as on 01.11.2018)	Monthly Consolidated Salary(in Rs.)
1	Junior Agriculture Officer	<p>Liaising with the Agriculture &amp; Horticulture &amp; Animal Husbandry/ Fisheries Department in developing cropping and farming systems including horticultural crops keeping in view the traditional farming practices of the tribal people, new opportunities to increase farm production and the household income, and overcome seasonal household food insecurity; Developing key extension messages and designing demonstrations for promoting improved cultural practices and livestock practices in the context of micro-project areas</p> <p>Liaising with the NGO Staff for feedback on the agriculture and horticulture and livestock development needs;</p> <p>Supporting and supervising any micro-project development for crop diversification e.g. on horticultural crops such as turmeric, ginger, pepper, etc.</p> <p>Taking necessary actions to develop</p>	<p>A graduate/post-graduate in Agriculture allied sciences like Agriculture, Horticulture, Agricultural Engineering,, Dairy Engineering, Fishery, Veterinary Sciences, Animal Husbandry etc.</p>	<p><b>Age limit:</b> Max. 55 years of age, with 5 years relaxation for exceptionally experienced persons.</p> <ul style="list-style-type: none"> <li>• Ability to write and communicate in English and Odia language.</li> <li>• Ability and willingness to travel extensively in the programme areas.</li> </ul>	<p>With a minimum of 2-3 years of relevant experience in rural development sector. Must be a computer literate.</p>	<p>20,000/- for less than 05 years and Rs. 30,000/- for 05 years &amp; above experience.</p>

SL No	Position	Job Description	Education Qualification	Age as on 01.11.18	Professional Experience( as on 01.11.2018)	Monthly Consolidated Salary(in Rs.)
		<p>solutions through adaptive/action research and exposure visits to areas with best practices;  Overseeing the performance of the livestock development activities promoted under the Programme and resolving any implementation issues; and  Monitoring all agricultural and livestock activities at the field level in collaboration with the communities.  Exploring market linkages and demand and price trends for the relevant products; and  developing linkages with private sector input supply and output marketing</p>				
2	Social Mobilizer/ Field Assistant	<p>Mobilizing community and promoting different cadres of institutions(SHG,VDA.VDC,UG etc.) at different level  Coordinating and supervising all activities related to training and development of Palli Sabha level committees, SHGs, and Village Volunteers  Coordinating with the line agencies to</p>	Should be an Post Graduate in Rural Management/ Economics/ Sociology/ Social Work/Rural Development from	Maximum 45 years	with a minimum of 5-6 years of relevant experience in development sector. Must be a computer literate	20,000/-

SL No	Position	Job Description	Education Qualification	Age as on 01.11.18	Professional Experience( as on 01.11.2018)	Monthly Consolidated Salary(in Rs.)
		<p>ensure harmonization of government sponsored schemes with that of the OPELIP interventions;</p> <p>Assisting in forming and training SHGs, preparing lending procedures and policies for intra-group lending, providing equity grants linking with banks and reviewing performance in collaboration with the facilitating NGOs;</p> <p>Conducting district level workshops for bank staff, NGO officials, community leaders, lead bank staff and NABARD officials to increase the level of confidence between the tribal communities and the formal financial institutions;</p> <p>Assisting the facilitating NGOs to obtain loans from the Programme to on-lend to SHGs;</p> <p>Assisting NGOs to establish linkages with different agencies;</p> <p>Organising study tours and exposure visits for bankers and SHG members;</p> <p>Acting as nutrition focal person, and coordinating with health and ICDS for reducing malnutrition in the target communities;</p>	<p>recognized University/ institutes.</p>			

<b>SL No</b>	<b>Position</b>	<b>Job Description</b>	<b>Education Qualification</b>	<b>Age as on 01.11.18</b>	<b>Professional Experience( as on 01.11.2018)</b>	<b>Monthly Consolidated Salary(in Rs.)</b>
		Implementing the gender strategy of OPELIP in the MPA target areas; Conducting various gender sensitization workshops as per the requirement of project; Supervising and monitoring for gender equity in all activities; Monitoring project activities and reporting accordingly;				

**NB:**

- Monthly allowances will be paid as admissible.
- The salary of Social Mobiliser likely to be revised.
- Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection and should attach the attested photo copy of certificates for proof of qualification, age and experience.
- All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. and Identity card.