



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
ST & SC DEVELOPMENT DEPARTMENT  
PROGRAMME MANAGEMENT UNIT**

**2ND FLOOR, TDCC BUILDING, RUPALI SQUARE, BHUBANESWAR-751022**



*Notice No.325/ Date.25/01/2023*

**ENGAGEMENT OF PROJECT MANAGER, SOCIAL MOBILISER AND  
JUNIOR AGRICULTURE OFFICER FOR MPAs UNDER OPELIP**

Programme Director, OPELIP invites applications from eligible candidates for the post of **Project Manager, Social Mobiliser and Junior Agriculture Officer** to be positioned at different MPAs under OPELIP purely on contractual basis. Application form along with the detail ToR can be downloaded from the Website i.e. [www.opelip.org](http://www.opelip.org). Last date of receipt of applications by **Speed Post/Registered Post/Courier Service** only is **dt.13.02.2023 up to 5.00 PM**. Only short-listed candidates will be called for interview for engagement.

Programme Director, OPELIP reserves the right to accept or reject the applications without assigning any reason thereof.

Date: **25.01.2023**

Place: **Bhubaneswar.**

Sd/-  
**Programme Director**

## ToR for Project Manager (as per Chapter-4 of PIM)

Sl. No	Position	Job Description	Educational Qualification	Age (As on 01.01.2023)	Professional Experience	Monthly Consolidated Salary (in Rs)
1	<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Responsible for day to day implementation of the project at MPA.</li> <li>• Focal point for Programme Implementation in the MPA areas.</li> <li>• Coordinating with the PMU with regard to implementation of Programme activities including approval of Village Development Plans.</li> <li>• Coordinating with the District Administration for ensuring convergence with MGNREGS and other government programmes.</li> <li>• AWPB preparation for each Village and also covering activities of FNGO and submission to OPELIPPMU for approval.</li> <li>• Supervising field level activities of FNGOs and providing support required from the district administration.</li> <li>• Ensuring that the FNGOs comply with the targeting requirements of the Programme with respect to poverty and gender while selecting beneficiaries for participation in Programme activities.</li> <li>• Recommending to the MPA Special Officer the release of funds to the VDCs as per their approved AWPB.</li> <li>• Facilitating convergence between Programme activities and activities of other line departments.</li> <li>• Reviewing field level activities and submitting reports to the MPA Special Officer/ Deputy Commissioner/ PMU on a regular basis.</li> <li>• Functioning as a focal point to resolve issues faced by VDCs and FNGOs with regard to implementation of Institution Building, NRM and Livelihood activities.</li> <li>• Ensuring mainstreaming of gender and knowledge management in the activities of district staff and FNGOs.</li> <li>• Providing technical information to missions such as IFAD and others as and when undertaken.</li> <li>• Any other task assigned by the SO/DPD/PD</li> </ul>	GoO Cadre Position / or Postgraduate Diploma in Rural Management or graduate degree in Agriculture Engineering, Agriculture /Horticulture and preferably with postgraduate degree/diploma in Rural Development	Maximum 45 Years	As per GoO norms /or About 7 years' experience in implementing natural resource management and livelihood related activities. Experience working with ST/PVTG households and knowledge about development issues related to STs/PVTGs will be an advantage.	<b>30,000/-</b>

## **ToR for Social Mobiliser/Field Assistant under OPELIP**

<b>Position</b>	<b>Job Description</b>	<b>Education Qualification</b>	<b>Age on 01.01.23</b>	<b>Professional Experience</b>	<b>Monthly Consolidated Salary (in Rs.)</b>
Social Mobilizer / Field Assistant	<p>Mobilizing community and promoting different cadres of institutions(SHG,VDA.VDC,UG etc.) at different level</p> <p>Coordinating and supervising all activities related to training and development of Palli Sabha level committees, SHGs, and Village Volunteers</p> <p>Coordinating with the line agencies to 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>Implementing the gender strategy of OPELIP in the MPA target areas;</p> <p>Conducting various gender sensitization workshops as per the requirement of project;</p> <p>Supervising and monitoring for gender equity in all activities;</p> <p>Monitoring project activities and reporting accordingly;</p>	Should be an Post Graduate in Rural Management/ Economics/ Sociology/ Social Work/Rural Development from recognized University/ institutes.	Maximum 45 years	with a minimum of 5-6 years of relevant experience in development sector. Must be a computer literate	<b>20,000/-</b>

**TERMS OF REFERENCE FOR JUNIOR AGRICULTURE OFFRICER AT MPAs LEVEL UNDER OPELIP**

Name of the post	Qualification	Work Assignment	Consolidated Remuneration ( in Rs.) per month	Experience and Age on 01.01.2023
<p align="center"><b>Junior Agriculture Officer</b></p>	<p>A graduate / Postgraduate in Agriculture allied sciences like Agriculture, Horticulture, Agricultural Engineering, Dairy Engineering, Fishery, Veterinary Sciences Animal Husbandary</p>	<p>(i). Liaising with 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;</p> <p>(ii) Developing key extension messages and designing demonstrations for promoting improved cultural practices and livestock practices in the context of micro- project areas.</p> <p>(iii) Liaising with NGO staff for feedback on the agriculture and horticulture and livestock development needs;</p> <p>(iv) Supporting and supervising any micro-project development for crop diversification e.g. on horticultural crops such as turmeric, ginger, pepper etc.</p> <p>(v) Taking necessary actions to develop solutions through adaptive/ action research and exposure visits to areas with best practices;</p> <p>(vi) Overseeing the performance of the livestock development activities promoted under the programme and resolving my implementation issues;</p> <p>(vii) Monitoring all agricultural and livestock activities at the field level in collaboration with the communities.</p> <p>(viii) Exploring market linkages and demand price trends for the relevant products; and developing linkages with private sector input supply and output marketing.</p>	<p>i) <b>20,000/-</b> till they complete 5years of experience. After completion of 5years of experience, their remuneration will be enhanced to <b>Rs.30,000/-</b>.</p> <p><b>30,000/-</b> for those who have more than 5years of experience</p>	<p>-With a minimum of 1 year of relevant experience in rural sector. Must be a computer literate</p> <p>- Ability to write and communicate in English and Odia language.</p> <p>-Ability and willingness to travel extensively in the programme areas.</p> <p><b>AGE LIMIT-55</b>years of age, with 5 years relaxation for exceptionally experienced persons</p>

- The post is purely contractual and temporary in nature
- The initial engagement will be for a period of one year and further renewable subject to satisfactory performances.
- Incomplete applications in any form will be summarily rejected.
- Canvassing in any form will be liable for disqualification.
- Candidates fulfilling eligibility criteria shall only be admissible to appear interview.
- 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.
- All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. along with a photocopy of each documents for verification.



## 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>Age as on 01.01.2023</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>

**3. Other trainings/ qualifications including relevant short training courses**

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

--

**5. Employment / Experience Records**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

**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 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**