

**Government of Odisha**  
**Sch. Caste & Sch. Tribes Research and Training Institute, Bhubaneswar**

No 1905

dated 28.09.13

**CONTRACTUAL ENGAGEMENT AS FULL TIME CONSULTANT FOR TRAINING**  
**(PCR & POA ACT)**

Application are invited from retired government servants who have retired in the rank of Additional Secretary or above, for a contractual appointment as Consultant (Training , PCR & POA) in Scheduled Caste and Scheduled Tribes Research and Training Institute (SCSTRTI), a State level Government organization. The engagement shall be full time and for a period of one year subject to satisfactory performance.

Candidates should not be over 63 years of age as on the 1<sup>st</sup> September,2013. The officer will be paid a remuneration @ 30,000/- per month inclusive of everything. Selection will be drawn through an interview.

Candidates having past experience of imparting training in Government Training Institute and MCA degree from a Government recognized university shall be given preference.

Interested officers should submit their application with their brief resume indicating their age, academic qualification, posts held by them in their career in Government, their experience in handing training programmes and details of departmental proceedings and criminal prosecutions against them, if any. The application should include complete detail address for correspondence and a contact telephone number.

Application may be submitted by hand or by post so as to reach the Director, SCSTRTI under ST & SC Development Department on or before **10<sup>th</sup> October, 2013**.

Sd/-  
DIRECTOR

Memo no 1906

dated 28.09.13

Copy along with copy of eligibility criteria and terms and conditions forwarded to Officer-in-charge, IT Center, Odisha Secretariat, Bhubaneswar for uploading the advertisement on ST & SC Department website.

Sd/-  
DIRECTOR

## **ToR for consultant for Training (PCR & POA), SCSTRTI**

Scheduled Caste and Scheduled Tribes Research and Training Institute (SCSTRTI) under ST & SC Development (SSD) Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of research on tribal development and development of Scheduled Castes and training for officers engaged to take care of Scheduled Tribes and Scheduled Castes in the State of Odisha. Tribal areas of the state SCSTRTI intends to engage one “Consultant PCR & POA (Training and Coordination)” in the institute to assist in various stages of training and conferences and assist in various activities of PCR & POA (training awareness etc)

**Education & Experience:** Candidates with education qualification such as MCA from a recognized university and at least five years of experience in imparting training in government training institutes and programs and having worked in SC & ST Development Department and different tribal districts shall be given preference.

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

- Leadership skills with sound knowledge on Project Management;
- Proficiency in computer application (MCA from a recognized university shall be given preference);
- Skills on Official writing and drafting;
- Capacity to work in a multi-tasking environment.

**Language Proficiency:** can speak, write and read in **English, Hindi** and preferably **Odia**.

**Term of Reference (TOR):** The selected candidate is expected to perform the following duties.

- Conceptualization and formulation of Annual Action Plan for focused training programmes covering all aspects relevant including PCR & POA.
- Annual training calendar and model for draft proceedings
- Drafting and Documentation of Project Proposals (Training, Seminars & Workshops)for financial assistance under various schemes of Govt. of India, State Government for financial assistance under the schemes meant for welfare of Scheduled Tribes;
- Arrangements of different seminars, conferences and interactive training programs aimed at orientation of trainees towards ST & SC Development and protection of their civil and constitutional rights and privileges( including PCR & POA matter)
- Organize all training programs and their monitoring and evaluation in SCSTRTI;
- Compile information and feedback on the training programs conducted;
- Carry out any other tasks as entrusted by the Director, SCSTRTI

The consultant (training & Coordination) will work under the overall supervision of the Director, SCSTRTI

**Term & Conditions:** The following terms and conditions will apply for this position.

1. The position is purely contractual in nature for one year
2. The appointment will be on consolidated gross emoluments per month comprising of consolidated salary of Rs.30,000/- per month.
3. TA/DA as admissible during travel.

Sd/-  
DIRECTOR, SCSTRTI