

ODISHA TRIBAL DEVELOPMENT SOCIETY (OTDS)

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

Walk-in-Interview for engagement of Professionals in OTDS

CAD-129 : Chief Executive Officer, OTDS invites candidates for walk-in-interview for following posts under OTDS.

Sl. No.	Name of the Post	No. of posts	Place of posting	Date of walk-in-interview	Reporting Time	Venue
1	Technical Expert (HR & Documentation)	1	Bhubaneswar	17.6.2020	10 : 30 am to 12 pm	OTDS Conference Hall, Adivasi Exhibition Ground, Unit-1, Bhubaneswar
2	State Programme Manager (MGNREGA)	1	Bhubaneswar	18.6.2020	10 : 30 am to 12 pm	
3	Junior Engineer (Civil)	1	Bhubaneswar	19.6.2020	10 : 30 am to 12 pm	
4	Subject Matter Specialist (Agriculture)	13	ITDA level	25.6.2020	10 : 30 am to 12 pm	

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.stscodisha.gov.in and www.otds.in.

Interested candidates shall attend the walk-in-interview with relevant documents in support of qualification and experience, duly filled in application form complete in all respect at the above mentioned venue on scheduled date and time. Candidates need to report for the walk-in-interview in between 10 : 30 to 12 pm failing which she / he will not be allowed to appear for the interview. Any change in the schedule will be published in the above websites.

OIPR - 26017/11/0003/2021

Sd/-
Chief Executive Officer

ToR for Technical Expert (HR & Documentation)

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 (Human Resources and Documentation)” in OTDS state office at Bhubaneswar to look after all HRD 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: Masters Degree in Social Science/ MBA in HR from a recognised university/ reputed institute.

B. Post Qualification Work Experience: Candidates should have at least 5 years of post qualification experience, preferably in Human Resources Development in any corporate or government sector organisation.

C. Remuneration: Gross remuneration of Rs. 50,000.00 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 (HR & Documentation)”, is expected to perform the following duties.

- To facilitate management of available human resources under different sectors of the OTDS and ITDAs, extraction of desirable output with optimum utilization of the HRs through their capacity building and upgrading the efficiency.
- To provide necessary handholding support to the field functionaries in gap assessment and efficient utilization of the manpower available for the field activities and monitoring of the schemes.

- To extend support and coordinate with the field officials for effective execution of the field activities.
- Responsible for engagement/ recruitment of staff under OTDS, performance appraisal, renewal of the officials basing on the output of their performance.
- Responsible for compilation of Annual Reports, News Letters, preparation of IEC materials, documentation of photo gallery of the activities both in headquarters and field of OTDS.
- Collection of relevant information and Documentation of Best Practices, Case Studies, Success stories etc.
- Periodic visit to field and analyse the gap in implementation of the programme.
- Any other task assigned by the C.E.O, OTDS.

APPLICATION FORM

Position Applied For: <hr/>	Paste Recent Passport-Size Photograph
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1. PERSONAL DETAILS

Name of the Candidate	<hr/> — (First Name)	<hr/> — (Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile / Phone No.		
Telephone – Residence		
Telephone – Office		
Email Id.		
Date of Birth: (DD/MM/YY)		
Category: (ST/ SC/OBC /General)		
Sex: (Male/ Female)		
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"/> <hr/>	

2. EDUCATION QUALIFICATION* (Recent First; 10th Standard Onwards)

Qualification	University/ Institution	Subjects	Completion Year	Division/Grade	Percentage

(* 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 .)	Designati on & Location	Duration		Total years of experience	Major Responsibilities
			From	To		

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

5. Current Salary Drawn Rs. _____ per annum

6. 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			

7. 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 _____)									

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

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

9. REFERENCE(Two Persons to whom you have Professionally Reported)

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

10. 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:

Place: