ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)
PROGRAMME MANAGEMENT UNIT (PMU)
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCC Building, Rupali Square, Bhubaneswar – 751022

EMPANELMENT OF SUBJECT MATTER SPECIALLISTS & ACCOUNTS ASSISTANT FOR PMU, OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for empanelment of different Subject Matter Specialists and Accounts Assistant to be positioned at PMU, OPELIP to be on engaged purely on contract basis. Application form along with the detailed ToR of each posts can be downloaded from the website i.e. www.opelip.org. Last date of receipt of applications **by post/courier only is 31.05.2018 at 5.00 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.

Date : 17.05.2018   **Sd/-**
                                                                                                    Programme Director

Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP)

The Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP) goal is to achieve enhanced living conditions and reduced poverty of the PVTGs and other poor communities. The programme is funded by Government of (GoO), the International Fund for Agricultural Development (IFAD), & the beneficiaries' contribution. It is a 8 year programme from 2016 to 2024.

Presently, the programme is operating in 17 Micro Project Agencies (MPA) in 20 blocks and spread over 12 districts. The programme implementation is facilitated by the Micro Project Agencies (MPAs) and FNGOs. The strategy approach is to empower the Particularly Vulnerable Tribal Groups (PVTG) so as to enhance their food security, increase their income and improve their overall quality of life. The emphasis is on promoting participatory processes, building community institutions and fostering self –reliance, while respecting the indigenous knowledge and value of tribal.

The Programme Components are:

i. Community Empowerment
ii. Natural Resources Management and Livelihood Improvement
iii. Community Infrastructure and Drudgery reduction.
iv. Programme Management.

TERMS OF REFERENCE

Sl No.	Name of the post	Qualification	Consolidated Remuneration (in Rs.) per month	Experience and Age as on 01.05.2018
1	Programme Officer- Community Institutions & Rural Finance	-Post Graduate degree in Management/Sociology/Social Works/Economics/ Rural Development/Rural Management from recognized university / premier institute.	50,000.00	-Minimum 7-8 years of experiences in community institution building & rural finance in a reputed Govt. Programme/Organization or bi-lateral/externally-aided projects. **Age limit**: 45 years of age with 5 years relaxation for exceptionally qualified candidates. -Ability to write and communicate in English and regional language. -Knowledge in computer.
2	Programme Officer - Livelihoods & Convergence	-A graduate/post-graduate in Veterinary Sciences ,Animal Husbandry or Allied Sciences -Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above in Veterinary /Agriculture / Horticulture Department, having above qualification and with no serious health conditions, can also be engaged as per prevailing norms, with at least 3 years remaining before attaining the age of 65 years	50,000.00	Minimum of 7-8 years field experience in research/ extension in livestock or Agri. allied sciences/rural livelihood enhancement project in tribal areas; experiences in working with tribal households and knowledge about development issues related to tribal communities will be an advantage or candidates having experiences in tribal development programmes would be given preference. **Age limit**: 45 years of age, with 5 years relaxation for exceptionally experienced persons. -Ability to write and communicate in English and regional language
3	Manager(MIS and M & E)	-Master Degree in Statistics, Computer Science/MCA/B.Tech in Computer Application or equivalent from recognized university/institutes.	50,000.00	-7-8 years of experience in developing MIS Software/Websites etc and experience in setting up and maintaining management information systems (MIS) in rural development or rural livelihoods projects; experience of having worked as MIS / M&E officer in a similar project would be an advantage. -Ability to write and communicate in English and regional language would be preferred. **Age limit:** Maximum 45 years; upper age relaxable by 5 years for exceptionally experienced candidate.

Sl No.	Name of the post	Qualification	Consolidated Remuneration (in Rs.) per month	Experience and Age as on 01.05.2018
4	Accounts Assistant	-Graduate/Post-graduate in Commerce; preference will be given to candidates with degree/diploma/certificate in computer science/computer application	20,000.00	-4-5 years of work experience for Post Graduates and 7-8 years' experience for Bachelor degree; have worked in similar projects including company / CSR / NGOs/INGOs/government projects or schemes. -Knowledge in Tally. -Knowledge in computer. -Age limit: 40 years, relaxable by 5 years for exceptionally experienced candidates.

- 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 performance.
- Incomplete applications in any form will be summarily rejected.
- Candidates are advised to apply only in the prescribed application form.
- No application will be entertained after the due date and time of receipt.
- Canvassing in any form will be liable for disqualification.
- Only shortlisted candidates, based on qualification and experience relevant to the post shall be called for interview.

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

APPLICATION FORM

Position applied for		**Paste recent Passport size photograph here**
Date of application		

1. Personal Details

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

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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**