

Government of Odisha
Department of Higher Education



Odisha Higher Education Program for Excellence and Equity (OHEPEE)
invites applications from eligible individuals as Project Assistants

Higher Education Advertisement No: 02/2018/OHEPEE, Dated: 16.07.2018

The Higher Education Department (HED), Government of Odisha in association with the World Bank is working on a project that aims to strengthen the capacity and improve governance of the Higher Education Sector in the state and also work towards providing equitable access and quality to selected Higher Education Institutions (HEIs).

The project invites application in the prescribed format (Annexure-1) from interested individuals. The objective of hiring individual consultants is to act as cluster Project Management Unit (PMU) who will assist the PMU, OHEPEE (World Bank assisted project) for successful implementation of the program. They will be operating from the PMU- OHEPEE Headquarters at Bhubaneswar.

The individual Project Assistants are required to provide support to HED in different activities as decided by the State Project Director, OHEPEE.

The individuals will be shortlisted on the basis of their educational qualification for the assignment. Based on the qualifications, top ranked individuals of four times the number of positions against each stream in Arts, Science and Commerce will be shortlisted for document verification and interview.

Summary of the Position of the Project Assistants is as follows:

Sl.No.	Stream	No. of Position	Amount of consolidated Remuneration (in Rs)	Terms of References
1	Arts Stream	3	25,000/-	Annexure-1
2	Science Stream	4		
3	Commerce Stream	3		

Applications from eligible candidates for the Project Assistants are invited in the enclosed proforma (Annexure-1). The completed applications only in hard copy are to be sent to: State Project Director-cum-Joint Secretary to Government, OHEPEE-PMU, Pustak Bhawan (2nd floor), A-11, Suka Vihar, Bhubaneswar-751022. Only appropriate marks and percentage are required for shortlisting the applicants for interview. **The applicants should not attach any certificate/ mark sheet while submitting their application.** However, the shortlisted candidates called for interview have to provide one copy of their self-attested certificates and mark sheets of Matriculation (H.S.C), +2 and +3; bring original certificates and mark sheets of educational qualifications; date of birth proof; address proof; and ID proof for verification during interview. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for the interview. The Higher Education Department reserves the right to reject any or all applications without assigning any reason thereof.

Last date of receipt of application: 08 / 08 / 2018 - 5.00 pm

Applications can be received **only through Post/ courier, super scribing on the sealed envelope “Application for the post of Project Assistants”**. Applications received after due date will not be considered.

Duration and Type of Contract:

The position of the Project Assistants is purely on contract basis for a period of 5 years or till the completion of the project whichever is earlier. An annual performance appraisal mechanism at the end of every year will determine the continuation of the Project Assistants for the subsequent year. One month notice

will be served for disengagement of the candidate in case of unsatisfactory performance. The selection list will be valid for a period of 2 years.

Key Responsibilities: S/He will be responsible for

- Assisting the PMU Officials in carrying out activities relating to OHEPEE
- Carrying out follow up with the selected HEIs relating to OHEPEE including program monitoring, implementation and reporting
- Undertaking field visit for data collection, hand holding and follow up with the selected HEIs. For field visits, Travel Allowance will be provided at rates fixed by the Government
- Generating and maintaining files & records for the PMU and project staff
- Collecting data and feeding the same into the computer
- Generating information/report on project components for the physical & financial decision making
- Maintaining information on MIS system
- Any other responsibility assigned by the State Project Director

Minimum Qualifications:

- Graduate degree (+3) in Arts / Science / Commerce stream
- Freshers without work experience are also eligible
- At least 60% marks in Matriculation / H.S.C.
- At least 60% marks in +2
- At least 50% marks in +3
- Born on or after 09.08.1988
- Excellent communication skills
- Proficiency in English and Odia languages
- Proficiency in working with computer

Age: Age of the applicant should be within 30 years by the last date of application.

Remuneration: Remuneration for the position is Rs. 25,000/- per month which will be enhanced @ 5% every completed year based on satisfactory performance.

Selection Process: For selecting the candidates, the following weightage will be assigned

Selection Process for Project Assistants		
Sl. No.	Action	Weightage (total 100)
1	Educational qualification	90
2	Interview	10

Annexure-1

APPLICATION FORM FOR PROJECT ASSISTANTS

**Paste recent
Passport size
photograph here**

1. Personal Details

Name of the Candidate	
Father's Name	
Permanent Address	
Present Address	
Mobile number	
E-Mail Address	
Alternate E-Mail Address	
Date of Birth (DD/MM/YYYY)	
Sex (Male / Female)	

2. Educational Qualification (from Matriculation to Graduation)

Qualification	Stream	Board / University	Year of Completion	Marks Secured	Maximum Marks	Percentage of Marks	Weightage to Qualification	Weightage obtained
1	2	3	4	5	6	7	8	9
10 th / H.S.C.	Not Applicable						30%	(A) [#]
+2							30%	(B) [#]
+3							30%	(C) [#]
						Total	90%	(A+B+C)

Note:

(1) Specify stream as Arts/Science/Commerce in case of +2 and +3

(2) Do not attach any certificate or mark sheet

(3) # Column 9 (weightage obtained) should be filled by multiplying column 7 with column 8. E.g. For 10th, if column 7 is 70% then column 9 (A) is $0.7 \times 0.3 = 0.21$. Values of A, B, C can be maximum upto 3 decimal points.

(4) For +3 marks, column 5 and column 6 should include all papers (Pass and Honours papers [if applicable])

Declaration:

I do hereby declare that all the information submitted 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 and I am liable for legal action.

Date

Place

Signature of the Applicant