

Odisha Tribal Development Society (OTDS)
(under Administrative control of ST & SC Dev. Dept., Government of Odisha)

Walk in interview for engagement of professional in OTDS

Chief Executive Officer, OTDS invites candidates for walk in interview for following posts to be filled in State Support Unit of OTDS, Bhubaneswar.

Name of Post	No. of Posts	Place of posting	Education Qualification and Experience	Date and time of walk-in interview/Venue
Technical Expert (Quality Education)	1	Bhubaneswar	MBA/Masters in Social Work /Social Science from a recognised university/reputed institutes with 5 years of post qualification experience, preferably in ensuring quality education in government sector.	06.06.2020 Reporting Time- 10.30 am to 12 pm. Venue-SCSTRTI CRP Square, Unit - VIII, Bhubaneswar, Odisha 751012

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 & www.otds.in.

Interested candidates shall attend the walk in interview with all relevant documents in support of qualification and experiences, duly filled application form complete in all respect at SCSTRTI, CRP Square, Unit - VIII, Bhubaneswar, Odisha 751012 on scheduled date and time. Candidates need to report for the walk-in interview in between 10.30 am to 12 PM failing which she/he will not be allowed to appear the interview.

Sd/-
Chief Executive Officer, OTDS

ToR for Technical Expert (Quality Education)

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 (Quality Education)” in OTDS state office at Bhubaneswar to look after quality learning outputs under Mission Suvidya initiatives.

Place of Posting: State office of Odisha Tribal Development Society, Bhubaneswar.

A. Qualification: MBA/Masters in Social Work/Social Science from a recognised university/ reputed institutes

B. Post Qualification Work Experience: Candidates should have 5 years of post qualification experience, preferably in quality education in government sector.

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 (Quality Education)”, is expected to perform the following duties.

- To facilitate, supervise and monitor implementation of different programmes under Mission Suvidya & Quality education under this department.
- To facilitate capacity building programmes under promotion of quality education.
- To provide necessary handholding support to the field functionaries in gap assessment of Schools & Hostels operational under ST & SC Development Department.
- To monitor, supervise data collection under Mission Suvidya at district level.

- To Coordinate with School & Hostel Monitoring Cell for redressal of grievances at district level.
- Ensure effective planning to develop positive learning environment in SSD schools.
- Assist and support various education teams in providing good learning environment.
- Assess and evaluate emotional, behavioural and learning aspects of students to design educational programmes.
- Collaborate and coordinate with students, parents and communities in building educational programmes.
- Assist and support in functionalities of planning, implementation, assessment and school improvement processes.
- Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- Periodic visit to schools & hostels of this department for ensuring quality education as per the required standards and specifications.
- Any other task assigned by 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: