Directorate of

Sch. Castes & Sch. Tribes Research and Training Institute (SCSTRTI) CRPF Sqaure, Bhubaneswar - 751003

(Telephone No.-0674-2563649/Fax No. 0674-2561635, Email: scstrti@yahoo.co.in)

No. 982/Training

Date: 04/03/2023

# **ADVERTISEMENT**

#### FOR INVITING APPLICATIONS FROM ELIGIBLE PERSONS FOR SHORT TERM CONTRACTUAL POSITION TO UNDERTAKE TRAINING ACTIVITY UNDER ST PRI TRAINING PROGRAM.

Government of India in the Ministry of Tribal Affairs (MoTA) has sanctioned the project on 'Capacity Building Training Program for the newly elected ST PRI Representatives in residential mode' during FY 2022-23 in favour of the Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Odisha.

SCSTRTI has decided to engage one Consultant on contractual basis for smooth organization of the said training activity within the stipulated time. For this, SCSTRTI invites applications from interested eligible persons with the required qualification and experience for the contractual engagement to organize the training program. The engagement is purely temporary and contractual and is not regular engagement.

The interested candidates may submit their applications enclosing copies of their bio-data and documents in support of their qualification and experience along with requisite detailed address for correspondence, contact telephone number and email address in a sealed envelope super scribing the name of the training activity and post for which applied, addressed to the Director, SCSTRTI, CRPF Square, Nayapalli, Bhubaneswar-03.

Interested applicants are to download the Terms of Reference (ToR) from the Govt. Website www.odisha.gov.in and website of SCSTRI www.scstrti.in to know details about the position. They are to submit their applications in the prescribed application format posted in the website indicated above so as to reach the undersigned on or before 15th March 2023 by Speed Post or Registered Post during office hours (10:00 A.M to 5:30 PM).

Incomplete Applications, Applications without supporting documents, Applications submitted through any mode other than Registered Post/Speed Post and Applications received after the prescribed date and time shall be rejected.

Canvassing in any form will be treated as disqualification of Candidature.

Sd/-

**Director, SCSTRTI** 

Memo No.983/Training Date: 04/03/2023

Copy to the Head Portal Group Secretariat IT Centre, Bhubaneswar and M/s Luminous for wide circulation of the notice through Govt. website. Asst. Director (Admin)

Memo No. Training Date: 04/02/2023

Copy to the Notice Board of ST & SC Dev. Deptt. / SCSTRTI/ ATLC/OTELP Bhubaneswar for information.

Memo No. 78 Training Date: 04/02/2023

Copy to the Chief Receptionist, Secretariat, Bhubaneswar for information with request to publish the advertisement in the Notice Board.

Asst. Director Admin)

#### TERMS OF REFERENCE

## CAPACITY BUILDING TRAINING FOR THE NEWLY ELECTED ST PRI REPRESENTATIVES IN RESIDENTIAL MODE (AT BLOCK/GP LEVEL) @ 2 DAYS PER BATCHES X 165 BATCHES (119 TSP BLOCKS + MADA BLOCKS)

Tittle of the Project	CAPACITY BUILDING TRAINING FOR THE NEWLY ELECTED ST PRI REPRESENTATIVES IN RESIDENTIAL MODE
Program Duration	08 Months
No. of Personnel	01
Position Title	Consultant – 01

#### Background:

With the aim to develop the capacities of the elected tribal representatives of the Gram Panchayats and their functionaries, Ministry of Tribal Affairs, Govt. of India has initiated the nation-wide programme on 'Capacity building training for all PRI members belonging to Scheduled Tribes & other key stakeholders for tribal development'. Ministry of Tribal Affairs in partnership with the State Governments intends to conduct such capacity building programmes across all the States. It is intended to enhance the capacities of the elected tribal PRI representatives to enable them to function effectively.

The Constitution of India provides special guarantees to the Scheduled Tribes which constitute 8.6 percent of India's population to protect their socio-cultural traditions and their rights to habitation and livelihoods. The Act and Rules that apply in areas dominated by the tribal population and recognized as such, are different from those applicable to other parts of the country. The administrative procedures related to development planning, programme implementation and addressing the issues of rights on land and forests are also unique. The Gram Panchayats are the duty bearers of most of these functions. The Panchayat Elections in Odisha was held during February 2022 and it is imperative that the capacities of the newly elected PRI representatives are developed to understand their roles and responsibilities and execute their functions effectively.

It is proposed that SCSTRTI, ST & SC Development Department, Govt. of Odisha will conduct the capacity building training for all the elected tribal PRI members of the State in a phased manner. The training will be conducted in Residential Mode at Block/GP Level and will cover all 119 TSP Blocks and 46 MADA pockets. It is intended to cover all the elected PRI members and key stakeholders within a period of 8 months duration.

#### **Objectives:**

- To ensure that the elected tribal representatives are familiar with the rights, laws, Acts, Rules and development programmes that are applicable to the tribal communities
- To ensure that they understand the role of the Gram Panchayat in ensuring that the communities access their rights and entitlements as enshrined in the Constitution and as per various laws, Rules, Acts and design of programmes
- To equip the elected tribal representatives of Gram Panchayats with skills to perform their day-to-day functions effectively

### **Location of the Training Programmes:**

- The Training will be conducted in Residential Mode at Block/GP level
- Districts 24 districts
- Blocks-119 TSP blocks + 46 MADA Pockets
- The training will cover all STPRI members in 165 batches, covering 119 TSP blocks + 46 MADA pockets. The training will be for 2 days for each batch

## **Expected Outcomes:**

- Training Modules (both in print & soft copy and AV format) developed.
- Elected tribal representatives are aware of the rights, laws, Acts, Rules and development programmes that are applicable to the tribal communities
- Tribal PRI members understand the role of the Gram Panchayat in ensuring that the communities access their rights and entitlements as enshrined in the Constitution and as per various laws, Rules, Acts and design of programmes
- Elected tribal representatives of Gram Panchayats are equipped with skills to perform their day-to-day functions effectively

## Required Human Resource with Qualification:

• One Consultant (8 Months)

## **Educational Qualification:**

Name of the position	Educational Qualification & Work Experience	Job Responsibility
Consultant	training programmes on government programmes and schemes  • Must have proficiency in handling computers.  • Must have efficiency in developing training modules and writing training reports  Work Experience  • Minimum 10 years of experience in organization of capacity building trainings and sensitizations program among ST & SC Communities with regards to various Govt.	field level in 165 batches covering 24 TSP Districts & MADA Projects areas.  To prepare a data base of newly elected ST PRI Members & Consolidation of available ST PRI data.  To develop training materials and modules for Refresher Course Training for Master Trainers and ST PRI Members.  To coordinate and supervise the training at field level.  To Prepare guidelines and Training Reports.  Coordination with Govt. Officials at field level in collection of UC reports.

#### Remuneration:

Following will be the structure of the consolidated monthly remuneration for the Contractual Personnel subject to satisfactory performance.

SI No	Designation	Tenure in Months	Monthly Remuneration (in INR)
1	Consultant	08 months	30,000/-

The Consolidated Remuneration will be paid on each month against the deliverables linked accomplishment of task as would be indicated to the satisfaction of the Director. TDS will be deducted from the total remuneration as applicable, against which TDS certificate will be issued. Travel fare, TA and DA for the field visits will be paid as per the entitlements. No other allowance will be admissible.

#### **Terms of Engagement:**

- The position is purely contractual in nature and co terminus with the program duration.
- The selected candidate will be given contract as per the tenure mentioned above vis-à-vis the position.
- The candidate will work under the direct supervision of the Director, SCSTRTI and will be placed in the Office of SCSTRTI.
- The Candidate will have to travel to concerned districts/ ITDAs/ Block offices/ Gram Panchayats etc. during the program.

#### **Mode of Selection:**

The selection will be done by review of the candidates' Application Form. The applicants will be short listed based on the minimum eligibility criteria as indicated in the qualification and work experience requirements. If required, the Consultant will be asked to interact with the Team of Experts for selection and may be asked to make presentation about the design and roadmap of the training program. However, in special cases the age, educational qualification may be relaxed keeping in view the expertise & experience of the Applicant.

## APLICATION FORM

- 1. Position Applied for:
- 2. PERSONAL DETAILS:

Name of the Candidate	
Father's Name	
Correspondence Address	
Mobile/Phone Number	
Telephone- Residence/Office	
Email ID	
Category (General/ST/SC/SEBC)	
Sex	
Age (As on 31.01.2022)	

3. EDUCATIONAL QUALIFICATION (Recent First: Graduation Onwards)

Qualification	Board/University	Subjects/Specialization	Year of Passing	Division/Grade	Percentage of Marks
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<sup>\*</sup>Documents as Proof of Educational Qualification must be attached

4. OTHER QUALIFICATION (Including relevant short-term certificate/professional courses)

Course Name	Duration (From Date to Date)	Year of Passing	Institution	Course Details

# 5. RELEVANT EMPLOYMENT/WORK EXPERIENCE (Current Employment First)

Name of Employer/Organization	Duration of Employment	Major Responsibilities Held, relevant to the scope of work

#### 6. COMPUTER LITERACY

Software Package/ Application	Level of Knowledge				
	Basic	Working	Expert		
Word Processing					
Spread sheet					
Database					
PowerPoint presentation					
Web/Email					

## 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									
Odia									

- 8. ANY OTHER INFORMATION (May be provided by Applicant on professional capacity to strengthen his/her candidature)
- 9. REFERENCE (Two Persons to whom you have Professionally reported)

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)
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#### 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 assigning any notice

Place:	(Signature of the Applicant)
Date:	