Office of the Nodal Officer

Mukhya Mantri Janajati Jeevika Mission

Walk in interview for engagement of professionals in ITDA

Nodal Officer, Mukhya Mantri Janajati Jeevika Mission invites eligible and interested candidates for Walk in Interview against the following positions on purely contractual basis in different ITDA Level, for a period of one year which can be extended further. The candidate shall have no claim for future regularization

Name of Post	Date and time of walk-in interview
Project Manager (MIS, Convergence)	03.04.2023 Reporting Time -9:00 AM to 10:30 AM
Subject Matter Specialist (Agriculture/ Horticulture)	04.04.2023 Reporting Time -9:00 AM to 10:30 AM
Subject Matter Specialist (Social Mobiliser & Institution Building)	05.04.2023 Reporting Time -9:00 AM to 10:30 AM

Venue for Walk in Interview : OTDS Conference Hall, Adivasi Exhibition Ground, Unit – I, Bhubaneswar

For complete advertisement, application form, qualifications and ToR, refer the website www.stsc.odisha.gov.in

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Sd/-

Jt. Secretary to Govt.

Nodal Officer, MMJJM

APPLICATION FORM

Position Applied For: _____	**Paste Recent Passport-Size Photograph**

1. PERSONAL DETAILS

Name of the Candidate	_____ (First Name)	_____ (Surname)
Address	Permanent	Present
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 ☐ Married ☐ Separated ☐ Widow(er) ☐	
Medical History: (Tick relevant)	Serious Illness (if any) No ☐ Yes ☐ _____	

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.)	Designation & Location	Duration		Total years of experience	Major Responsibilities
			From	To		

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

Current Salary Drawn Rs._____ per annum

5. COMPUTER LITERACY

Software Package/ Application	Level of Knowledge (Please Tick Relevant Column)		
	Basic	**Working**	**Expert**
Word Processing :			
Spread sheet :			
Database :			
Presentation :			
Web / E-Mail :			

6. 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 _____)									

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

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

8. REFERENCES (Two Persons to whom you have Professionally Reported)

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

9. 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: Signature : _____

Place: Name : _____

I) Name of the Post: Project Manager (MIS, Convergence)

Place of Posting: Different ITDAs.

A. Qualification: PG Diploma in Rural Management / Rural Development / MA in Social Work / MA in Economics / MA in Dev Studies from a recognised university/ reputed institute.

B. Post Qualification Experience: The Applicant should have a minimum of 3 years of full time work experience in the field of livelihood promotion and implementation of projects related to Development sector.
Applicants having work experience in the National / State flagship programmes or any such state sponsored programme on livelihood promotion will be preferred. Candidate having work experience at ITDA level will be prioritised.

C. Remuneration: Gross Remuneration of Rs 50,000/- per month.

D. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

E. Scope of service: The "Project Manager (MIS & Convergence)", is expected to perform the following duties.

- Conceptualisation and formulation of project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Compile information on various central/ state schemes for the livelihood dev. of tribal people & Liaise with various line Depts. for resource allocation;
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to SSD;
- Appraise to PA ITDA regarding regular progress of the project
- Coordinate with FNGOs, CBOs and line Depts. for implementation of projects;
- Design and implement monitoring and evaluation system for livelihood development projects;
- Facilitate capacity building programmes for project stakeholders;

- Collection of relevant data, managing MIS, Documentation of physical (Qualitative & Quantitative) progress of project at ITDA & Submission of the same to SSD;
- Managing all online MIS portal of SSD;
- Periodic visit to project locations to facilitate project implementation and monitoring;
- Preparation of MPR and other reports submission to the Department in time;
- Coordinate with Project staff and ensure timely completion of the assigned target;
- Appraise the Project progress to PA ITDA, District Collector and Programme Director;
- Any other task by PA ITDA and Nodal officer of the scheme in respect of the activities pertaining to different schemes and programme being implemented at ITDA level.

F. Desired Skills:

- Strong interpersonal skill
- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya.
- Capacity to work in a multitasking environment.

ToR for the post of Subject Matter Specialist (Agriculture/ Horticulture)

Place of Posting: Different ITDAs.

A. Qualification: B.Sc. (Horticulture) / B. Sc. (Agriculture) / B. Tech. (Ag. Eng.) from a recognized University / Board.

Applicants having work experience in the National / State flagship programmes or any such state sponsored programme related to livelihood programme will be preferred. Candidate having work experience in Cluster livelihood programme at ITDA level will be prioritised.

B. Post Qualification Experience

The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ Skill Development and implementation of projects related to Development sector. Applicants having adequate work experience in the National and State flagship programmes on livelihood programme will be preferred. Candidate having work experience at ITDA level will be prioritised.

C. Remuneration: Gross Remuneration of Rs 50,000/- per month**.**

D. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

E. Scope of Services:

The selected candidate, as “Subject Matter Specialist (Agriculture/ Horticulture)”, is expected to perform the following duties.

- Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to SSD
- Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to agriculture and horticulture based interventions;

- Appraise to PA ITDA regarding regular progress of the project
- Assist to Project Manager for preparing MPR and other reports on regular basis
- Assist to Project Manager for updating all the online MIS portal of SSD
- Keeping all relevant information both in soft copy and hard copy
- Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
- Coordinate with FNGOs, CBOs and line Depts. for implementation of projects;
- Ensure to facilitate quality inputs to farmers in time and provide technical support to farmers in the field
- Facilitate capacity building programmes for project stakeholders;
- Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD;
- Assist to Project Manager for updating all online MIS of SSD
- Any other task by PA ITDA and Nodal officer of the scheme in respect of the activities pertaining to different schemes and programme being implemented at ITDA level.

F. Desired Skills:

- Strong interpersonal skill
- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya.
- Capacity to work in a multitasking environment.

ToR for the post of Subject Matter Specialist (Social Mobiliser & Institution Building)

Place of Posting: Different ITDAs.

A. **Qualification:** PG Diploma in Rural Management / Rural Development / MA in Social Work / MA in Economics / MA in Dev Studies from a recognised university/ reputed institute.

B. **Post** Qualification **Experience** : The Applicant should have a minimum of 3 years of full time work experience in the field of livelihood promotion/ community mobilisation/ Capacity building and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmes on livelihood promotion through State or Central Government sponsored Scheme Development programmes will be preferred. Candidate having work experience at ITDA level will be prioritised.

C. Remuneration: Gross Remuneration of Rs 50,000/- per month.

D. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

E. Scope of service: The "Subject Matter Specialist (Social Mobiliser & Institution Building)", is expected to perform the following duties

- Organize and manage activities related to Social Mobilization such as targeting and mobilization of farmers , WSHG , PG , PC ,Youths and Community members
- Coordinating and supervising all activities related to training and development of committees and SHGs
- Organising Capacity Building of such as training, exchange visits, stakeholders' orientation and community awareness;
- Mobilising community and promoting different cadres of institution (SHG, PG, PC etc.) at different level

- Strengthening Capacity of filed level functionaries
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to SSD
- Appraise to PA ITDA regarding regular progress of the project
- Assist to Project Manager for preparation of different reporting documents,
- Documentation of best practices and case studies
- Keeping all relevant information both in soft copy and hard copy
- Assist to Project Manager for updating all online MIS of SSD
- Coordinating with line agencies to ensure harmonisation of government sponsored schemes
- Assisting in forming and training SHGs, preparing lending producers and policies for intra-group lending, providing equity grants linking with banks and reviewing performance in collaboration with the facilitating NGOs.
- Create awareness campaign and ensure service delivery
- Organising District level / Block level/ GP level workshops and meetings
- Assist the facilitating NGOs to establish linkages with different agencies
- Organising study tours and exposure visit for SHG members and community members
- Develop IEC materials and organise different awareness campaign in ITDA areas
- Monitoring project activities and report to PA ITDA
- Any other task by PA ITDA and Nodal officer of the scheme in respect of the activities pertaining to different schemes and programme being implemented at ITDA level.

G. Desired Skills:

- Strong interpersonal skill
- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya.
- Capacity to work in a multitasking environment.