

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

**EMPANELMENT OF SUBJECT MATTER SPECIALISTS AND SUPPORT STAFF FOR PMU,OPELIP.**

Programme Director, OPELIP invites applications from eligible candidates for empanelment of different Subject Matter Specialists and Support Staff 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.otelp.org](http://www.otelp.org). Last date of receipt of applications **by post/courier only is 11.05.2016 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.

**Sd/-  
Programme Director**

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME(OPELIP)

**TERMS OF REFERENCE**

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
1	<b>Programme Officer - Natural Resource Management (NRM)</b>	<p>-Post Graduate Degree in Agriculture / Agriculture Engineering/ Horticulture / Forestry; Environmental Management with forestry or rural development as one of the subjects;</p> <p>-Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above in 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.</p>	<p>(i)Overall supervision and guidance for the agriculture/ horticulture/ forestry activities at MPA level including preparation of the work plan and budget;</p> <p>(ii)Prepare or facilitate preparation of resource or training materials / manuals for capacity building of project staff in INRM;</p> <p>(iii)Prepare guidelines in consultation with NGOs and other technical support (such as experts / consultants) for preparation of Village Development Plan (VDP);</p> <p>(iv)Build Capacity of MPA staff and NGO level staff in developmental activities particularly on Integrated Natural Resource Management;</p> <p>(v)Facilitate field based Integrated Natural Resource Management (INRM) training for the FNGOs &amp; MPA staff and based on the training, make further facilitation to prepare INRM based Village Development Plan (VDP) that combines Land &amp; Water Resource Development with forestry and farming system development for livelihoods and forstering implementation</p>	50,000.00	<p>-Minimum of 7-8 years field experience in research/ extension/ rural livelihood enhancement project/ implementing integrated natural resource management activities in tribal areas;</p> <p>-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.</p> <p><b>Age limit:</b> 45 years of age, with 5 years relaxation for exceptionally experienced persons.</p> <p>-Ability to write and communicate in English and regional language.</p>

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			<p>through convergence;</p> <p>(vi)Facilitate up-scaling of the good practices under Agriculture and Horticulture Development in the programme areas through convergence;</p> <p>(vi)Develop strategies to ensure timely availability of quality planting materials (seeds, seedlings, Horticulture saplings etc) as per people's demand;</p> <p>(vii)Liaising with the Agriculture, Horticulture, Forest and other line department to ensure inter-agency coordination for Programme interventions as well as extension services;</p> <p>(viii)Undertake necessary M&amp;E and knowledge management activities relating to INRM in the project; document successful case studies and good practices in NRM;</p> <p>(ix)Regular follow up and monitoring with MPA staff;</p> <p>(x)Any other tasks as may be assigned by the Programme Director.</p>		
2	Programme Officer-Community Institutions & Rural Finance	-Post Graduate degree in Management/Sociology/Social Works/Economics/ Rural Development/Rural Management from recognized university / premier institute.	(i)Overall supervision and guidance for the community institution and rural finance activities at MPA level including preparation of the work plan and budget; (ii)Capacity building of MPA	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. <b>Age limit:</b> 45 years of age with 5 years relaxation for exceptionally qualified

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			<p>staff and NGO level staff in developmental activities;</p> <p>(iii)Prepare necessary guidelines and manuals for capacity building die institution building and rural finance, etc.;</p> <p>(iv)Coordinate with MPA Staff for promotion/strengthening of SHG/federation /apex institutions.</p> <p>(v)Develop rural finance guideline/training module/report return/SHG software and monitoring of SHG management/federation/apex institutions.</p> <p>(vi)Provide guidance to field staff for preparation of business development plans and convergence with line departments.</p> <p>(vii)Responsible for implementation of various institution building &amp; social mobilization measures for strengthening CBOs taken or to be taken in the programme from time to time.</p> <p>(viii)Assist in the implementation of capacity building activities for strengthening of community institutions and Community Mobilizers/Community Service Providers, etc;</p> <p>(ix)Work closely with all programme officers and particularly with Manager</p>		<p>candidates.</p> <p>-Ability to write and communicate in English and regional language.</p> <p>-Knowledge in computer.</p>

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			<p>(MIS and M&amp;E) for identifying appropriate M&amp;E indicators and thereafter for efficient data collection, validation, analysis and evaluation relating to community institution and rural finance;</p> <p>(x)Undertake regular knowledge management activities for the sector; document successful and good interventions as case studies;</p> <p>(xi)Regular follow up and monitoring with MPA staff;</p> <p>(xii)Any other tasks may be assigned by Programme Director.</p>		
3	Programme Officer- Livelihoods & Convergence	<p>-A graduate/post-graduate in Veterinary Sciences ,Animal Husbandry or Allied Sciences</p> <p>-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.</p>	<p>(i)Overall supervision and guidance for the livelihoods &amp; Convergence activities at MPA level including preparation of the work plan and budget;</p> <p>(ii)Build capacity of MPA staff and NGO level staff in developmental activities;</p> <p>(iii)Develop necessary training manuals on livelihoods and convergence; and necessary guidelines for livelihoods strategies and implementation;</p> <p>(iv)Monitor the facilitation of the Village Level Sub Committee (VLSC) for their involvement in Annual Palli Sabha planning event for MGNREGS and subsequent documentation of outcome;</p> <p>(v)Setting up of livestock</p>	50,000.00	<p>-Minimum of 7-8 years field experience in research/ extension in livestock or allied sciences/rural livelihood enhancement project in tribal areas;</p> <p>-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.</p> <p><b>Age limit:</b> 45 years of age, with 5 years relaxation for exceptionally experienced persons.</p> <p>-Ability to write and communicate in English and regional language.</p>

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			<p>based livelihoods such as poultry, goat rearing, piggery, etc. in programme areas;</p> <p>(vi)Facilitate the Procurement of livestock &amp; birds and arranging their health management including insurance;</p> <p>(vii)Draw the calendar of vaccination and provide training on livestock activities to the field functionaries and community;</p> <p>(vii)Prepare strategy for feeds and fodder development and management;</p> <p>(viii)Arrange convergence of funds of fishery &amp; ARD Dept. to implement in programme areas;</p> <p>(ix)Facilitate the marketing of livestock and birds in a systematic manner;</p> <p>(x)Work with other Programme Officers, facilitate the officials of MPAs and FNGOs for promotion of integrated livelihoods based on integrated farming system (such as agriculture/ horticulture/ livestock/ home gardens/ fishery in the community tanks and farm ponds) for economic and nutrition development of the communities in programme areas;</p> <p>(xi)Prepare a strategy paper covering different possible models (suited to the</p>		

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			<p>condition of OPELIP areas) for integrated livelihoods based on integrated farming in consultation with OUAT and other institutes;</p> <p>(xii)In coordination with Manager (MIS and M&amp;E) to develop appropriate M&amp;E indicators for the sector; perform regular data collection, review, validation, analysis and evaluation that will feed to the project M&amp;E system;</p> <p>(xiii)Regular follow up and monitoring with the MPA staff;</p> <p>(xiv)Any other task as may be assigned by the Programme Director.</p>		
4	Programme Officer- Capacity Building, Gender & Nutrition	Post Graduate degree in rural management/sociology/rural development / MSW / MBA in rural management or rural development from recognized universities / premier institutes.	<p>(i)Overall supervision and guidance for the Capacity Building, Gender &amp; Nutrition activities at MPA level including preparation of the work plan and budget;</p> <p>(ii)Build capacity of PMU, MPA staff and NGO level staff in gender and nutrition mainstreaming in developmental activities;</p> <p>(iii)Design and develop gender mainstreaming and nutrition mainstreaming strategy and action plan for the project;</p> <p>(iv)Develop training manuals for capacity building of PMU, MPA, NGOs and communities in gender and nutrition;</p> <p>(v)Work in close coordination</p>	50,000.00	<p>-Minimum of 7-8 years of experience in the field or having worked in reputed government/NGO/INGO/bilateral/multilateral projects with capacity building / gender / nutrition activities as part of project component, or experience in working in similar project/s.</p> <p>-Ability to write and communicate in English and regional language.</p> <p>-Knowledge in computer.</p> <p>-Maximum age limit would be 45 years, with 5 years relaxation for exceptionally qualified individuals.</p>

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			<p>with other programme officers particularly PO (Community Institution), procurement of resource NGOs and other service providers at the apex level for gender and nutrition mainstreaming;</p> <p>(vi)Coordination and supervision of all activities related to training and development of Palli Sabha level committees, SHGs, and Village Volunteers;</p> <p>(vii)Capacity building of facilitating NGOs, Village Animators and MPA staff in various programme activities in coordination with component managers / officers;</p> <p>(viii)Coordinate with other line departments and implementing partners including the W&amp;CD and Health Departments for joint programming and activities in the areas of health, sanitation and nutrition;</p> <p>(ix)Undertake periodic / regular review visits, identify issues and constraints relating to gender and nutrition mainstreaming, and support the MPA and NGOs in addressing and overcoming the challenges;</p> <p>(x)Develop indicators for assessing progress with gender and nutrition mainstreaming adapted to</p>		

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			<p>the various types of experiments within the project; and capture in the M&amp;E system in coordination with the Manager (MIS and M&amp;E);</p> <p>(xi)Conduct various gender and nutrition workshops as per the requirement of project;</p> <p>(xii)Supervise and monitor gender equity in all activities;</p> <p>(xiii)Coordinate with the line agencies to ensure harmonization of government sponsored schemes with that of the programme interventions;</p> <p>(xiv)Document good practices and successful activities in gender mainstreaming, women empowerment, nutrition mainstreaming, etc. as part of knowledge management and learning culture of the project;</p> <p>(xv)Regular follow up and monitoring with the MPA staff;</p> <p>(xvi)Any other task as may be assigned by the Programme Director.</p>		
5	Manager(MIS and M & E)	-Master Degree in Statistics, Computer Science/MCA/B.Tech in Computer Application or equivalent from recognized university/institutes.	(i)Overall MIS and M&E tasks of the project including establishing/ setting up a computerized Programme monitoring system and developing formats and procedures for establishing a web based management	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.

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			<p>information system (MIS);</p> <p>(ii)Focal point for defining the choice of software according to database requirements, degree of user-friendliness, possibilities of updating the database and the technical facilities available in the field/each MPA;</p> <p>(iii)Providing technical advice as regards to procurement of hardware, software, network related products and maintenance as per requirements;</p> <p>(iv)Overall supervision and guidance for the Management Information System and focal point for preparation of the Annual Work Plan and Budget and Procurement Plan of the project each year;</p> <p>(v)Capacity building of MPA staff and NGO level staff in the operation and use of computerized MIS;</p> <p>(vi)Setting up M&amp;E matrix and required formats for field data collection in consultation with the Programme Officers;</p> <p>(vii)Organize appropriate training for MPA and NGOs to familiarize with the project data formats, collection and entry systems, etc.;</p> <p>(viii)Develop participatory monitoring and evaluation system for the project that can be used by the communities and to ensure the skills</p>		<p>-Ability to write and communicate in English and regional language would be preferred.</p> <p><b>Age limit:</b> Maximum 45 years; upper age relaxable by 5 years for exceptionally experienced candidate.</p>

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			<p>necessary for these in coordination with capacity building officer;</p> <p>(ix)Ensure that regular field data is collected, entered in the appropriate system, data validated with concerned Programme Officer, analysed and reported as required;</p> <p>(x)Ensuring gender disaggregation of data in all indicators;</p> <p>(xi)Collate and analyze data from the field and prepare monthly progress reports/quarterly reports/half-yearly reports/annual progress reports on implementation and impact;</p> <p>(xii)Focal point for RIMS+ baseline, mid-term and RIMS+ endline survey of the project;</p> <p>(xiii)Focal point for Annual RIMS Report and Annual Outcome Survey of the project</p> <p>(xiv)Provide constructive feedback to the Project Management, Programme Officers, and MPAs concerning reports received;</p> <p>(xv)Monitor MIS software and check the data coming from the MPAs is complete in every manner;</p> <p>(xvi)Analyze, disseminate and communicate the strengths and weaknesses of Programme implementation based on MIS for undertaking mid-course correction;</p>		

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			<p>(xvii)Provide necessary back-stopping to the individuals/organization selected to undertake process documentation.</p> <p>(xix)Develop project website, hosting and updating the same on regular basis as part of project knowledge platform;</p> <p>(xx)Training and support of hardware and software as and when required;</p> <p>(xxi)Any other task as may be reasonably assigned by the Programme Director.</p>		
6	Senior Engineer	Graduate/Post-Graduate/B.Tech/M.Tech in Civil/Agricultural Engineering from a recognized university/institute.	<p>(i)Overall planning, supervision and guidance for the engineering activities at MPA level including preparation of the work plan and budget and procurement relating to the sector;</p> <p>(ii)Capacity building of MPA staff and NGO level staff in developmental activities;</p> <p>(iii)Preparing the engineering design and cost estimates for all engineering structures;</p> <p>(iv)Assessment of the sites for construction of community infrastructures / engineering structures;</p> <p>(v)Checking the quality of all construction works;</p> <p>(vi)Developing strategy and procedures for community procurement for rural engineering activities, quality checke/control mechanism,</p>	50,000	<p>-Minimum of 7-8 years field experience for Post Graduate / 10 years for Bachelor degree in projects relating to village development/ soil and water conservation engineering in the public or private sector/ minor irrigation, or have worked in similar rural development/tribal development project funded by reputed NGOs/INGOs/bilateral/multilateral agencies.</p> <p>-Upper age limit 45 years, with 5 years relaxation for exceptionally qualified and experienced person/s.</p> <p>-Retired persons of Govt./ Govt. Public Sector Undertaking having above qualification and experiences but having at least 2 years before attaining the age of 65 years, may also be considered.</p> <p>-Ability to communicate in English and regional language.</p>

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			<p>and participatory monitoring and evaluation in community infrastructures;</p> <p>(vii)Outlining parameters for M&amp;E data in the sector; regular data collection, validation, analysis and evaluation of the activities;</p> <p>(viii)Liaising with the Soil Conservation Department, Forest Department, Irrigation Department and other line department to ensure inter-agency coordination for Programme interventions;</p> <p>(ix)Regular follow up and monitoring with MPA staff on rural/community infrastructures, effective utilization, management and maintenance of the infrastructures, etc;</p> <p>(x)In coordination with the capacity building Programme Officer, to facilitate community learning and exposure visits for effective utilization, management and maintenance of infrastructures;</p> <p>(xi)Any other tasks as may be assigned by Programme Director.</p>		
7	Manager-GIS	-Post Graduate in Geography/ Geology/ Applied Geology /M. Tech or Post Graduate Diploma in Remote Sensing & GIS Application or equivalent from recognized university / institute.	<p>(i)Overall supervision and guidance for the GIS activities at MPA level including preparation of the work plan and budget;</p> <p>(ii)Capacity building of MPA staff and NGO level staff in</p>	50,000.00	<p>-Minimum 7-8 years of experience in handling spatial database and GIS conversant with preparation of thematic maps in Govt./Private Sector, handling GIS software like Geomedia, Arcgis ,Autocad and QGIS; familiarity with rural development would be added advantage.</p> <p>-Upper age limit is 45 years, with 5 years</p>

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			<p>developmental activities;</p> <p>(iii)Overall management of the GIS cell of OPELIP for collection, storing, retrieving data and maps;</p> <p>(iv)To analyze the spatial and temporal data of the project;</p> <p>(v)To help the management with statistics and map outputs for planning and monitoring of the developmental work;</p> <p>(vi)Visit the field area to collect spatial data from the field and execution of any other GIS related work;</p> <p>(vii)Regular follow up and monitoring with the MPA staff;</p> <p>(viii)Any tasks as may be reasonably assigned by the Programme Director.</p>		<p>relaxation for exceptionally qualified candidate/s.</p> <p>-Proficiency of communication in English and regional language.</p>
8	System Analyst	-A graduate with Post Graduate Diploma in Computer Application from recognized university / institute.	<p>(i)Support in the works of Manager (MIS and M&amp;E);</p> <p>(ii)Evaluating/ documenting the hardware and software needs of the project;</p> <p>(iii)Assisting in developing a participatory MIS system;</p> <p>(iv)Collecting data from the MPAs in the specified format on a regular basis and entering the data in the MIS;</p> <p>(v)Analyzing MIS data and generating progress reports, trends on a monthly basis for review and follow up action;</p> <p>(vi)Consolidating information at the State level for the</p>	25,000.00	<p>-Minimum of 4-5 years of work experience in MIS Development.</p> <p>-Knowledge and competency in software and hardware applications.</p> <p>-Maximum age limit 45 years, with 5 years relaxation for exceptionally qualified candidates.</p> <p>-Ability to communicate in English and regional language.</p>

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			<p>Programme and providing regular updates.</p> <p>(vii)Support in all the training requiring system analyst;</p> <p>(viii)Support in all the repairs of hardware and updates of the software as assigned;</p> <p>(ix)Any other tasks that may be given by the Programme Director.</p>		
9	Manager-Finance	-Member of the ICAI (Chartered Accountant)/ICWAI (Cost Accountant) or Holder of Masters Degree in Commerce as an alternate qualification	<p>(i)Overall supervision and guidance for the financial management activities at PMU and MPA level including preparation of the work plan and budget;</p> <p>(ii)Capacity building of MPA finance staff and NGOs in financial management and accounting;</p> <p>(iii)Budgeting and accounting of the Programme;</p> <p>(iv)Consolidating accounts of the PMU and MPAs on a monthly basis;</p> <p>(v)Release of funds for timely implementation of different activities by the PMU, MPAs and NGOs;</p> <p>(vi)Monitor fund utilization and financial records at the PMU and MPAs;</p> <p>(vii)Maintaining records of all financial transactions related to the Programme by category and by component;</p> <p>(viii)Preparing requests for release of funds from the State as well as the Central</p>	50,000.00	<p>-In case of member of ICAI/ ICWAI, minimum of 7-8 years' experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.</p> <p>-In case of holder of Masters Degree in Commerce, minimum 10 years of experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.</p> <p>-Computer literacy and proficiency in Tally and use of spreadsheets.</p> <p>-Good knowledge of Accounting Standards and Chart of Accounts.</p> <p>-Knowledge of audit requirements for financial compliances.</p> <p>-Communicable knowledge in English and regional language</p> <p><b>-Maximum age limit</b> 45 years, with 5 years relaxation for exceptionally qualified candidates</p>

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			<p>Government and preparation of Statement of Expenditures and submission of withdrawal applications;</p> <p>(ix) Processing and preparing documents for procurement of all Goods, Works and Services required by the Programme in accordance with the prescribed (in the Programme Loan Agreement) procurement procedure;</p> <p>(x) Preparing financial statement of the programme, ensuring internal and statutory annual audit of the programme at PMU &amp; MPA, and ensuring compliances to audit reports and observations;</p> <p>(xi) Ensuring that expenditure is made as per approved AWPB and make supplementary/revised budget when required;</p> <p>(xii) Ensuring timely settlement of all advances;</p> <p>(xiii) Ensuring compliance with loan covenants and financial and administrative regulations;</p> <p>(xiv) Ensuring proper recording and cataloguing of all project assets;</p> <p>(xv) Maintaining proper records of all PMU financial transaction including staff salary, PF, insurance, claims, travel expenses, daily allowances, etc. together with</p>		

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			<p>other service matters of the staff;</p> <p>(xvi)Assisting the PD regarding investment of surplus fund;</p> <p>(xvii)Ensuring economy of expenditure and speedy release of funds;</p> <p>(xviii)Ensuring that all periodical reports and returns relating to financial matters are submitted in time;</p> <p>(xix)Complying to audit objections and observations;</p> <p>(xx)Regular follow up and monitoring with the MPA staff;</p> <p>(xxi)Any other matter may be assigned by the Programme Director.</p>		
10	Executive Assistant	-Graduate in any subject with Post Graduate Diploma in computer application	<p>(i)Management of PMU office including systematic storage and care of all files, reports, documents, etc. relating to the programme;</p> <p>(ii)Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.;</p> <p>(iii)Attend to any query about the programme from government, public or any authorized entities including any assembly questions;</p> <p>(iv)Provide assistance in organizing meetings, workshops, training programmes, managing stores &amp; stationaries, records &amp; office</p>	15,000.00	<p>-4-5 years of experience in Office Management/ data entry experience will be added advantage.</p> <p>-Ability to communicate in English and regional language.</p> <p>-Good knowledge in computer application.</p> <p>-Age limit: 40 years, with 5 years relaxation for exceptionally qualified candidates.</p>

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			<p>files;</p> <p>(v)Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, wi-fi, photocopier, books, etc.;</p> <p>(vi)Focal point for records of office vehicles including periodic check of vehicle log books and other records relating to vehicle movement, repairs, insurance, etc;</p> <p>(vii)Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.;</p> <p>(viii)Assisting Programme Director in performing any office task specifically assigned by the Programme Director;</p> <p>(ix)Miscellaneous minor functions as may be assigned from time to time.</p>		
11	Accounts Assistant	-Graduate/Post-graduate in Commerce; preference will be given to candidates with degree/diploma/certificate in computer science/computer application	<p>(i)Maintaining computerized data on the day to day accounts/records of all financial transactions of the programme;</p> <p>(ii)Support in all financial and accounting functions of the project including in preparation SoE, withdrawal application, audit preparation, response to audit observations, etc.;</p> <p>(iii)Periodic field visits of MPA for compliance of fiduciary functions;</p>	20,000.00	<p>-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.</p> <p>-Knowledge in Tally.</p> <p>-Knowledge in computer.</p> <p>-Age limit: 40 years, relaxable by 5 years for exceptionally experienced candidates.</p>

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			(iv)Assisting Manager-Finance of PMU in all matters related to financial management of the project; (v)Any other tasks may be assigned from time to time.		

- 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.

## APPLICATION FORM

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
<b>Date of application</b>		

### 1. Personal Details

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

### 2. Education Qualification (10<sup>th</sup> Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

**3. Other trainings / qualifications including relevant short training courses**

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

**5. Employment / Experience Records**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

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**