

Government of Odisha
SC & ST Research and Training Institute (SCSTRTI)
CRPF Square, Bhubaneswar-751003, Odisha

No. 1558

Date: 19/04/2023

ADVERTISEMENT

INVITATION OF APPLICATIONS FOR TEMPORARY & CONTRACTUAL
POSITION [CONSULTANT (IT)] IN SCSTRTI, BHUBANESWAR

Scheduled Castes and Scheduled Tribes Research and Training Institute, ST & SC Development Department, Government of Odisha has decided to engage 01 (One) Consultant (IT) to carry out the effective functioning of the Institute.

The engagement will be purely Temporary and Contractual and continue till the authority feels the need of such position for the Institute.

Interested applicants may download the Terms of Reference (TOR) from the official website of ST & SC Development Department, Odisha www.stscodisha.gov.in or official website of SCSTRTI www.scstrti.in to know about the position that is to be filled up for the Institute. They may submit their applications enclosing copies of documents in support of their qualifications and experiences along with requisite detail address for correspondence, contact number and email address in a sealed cover super scribing the name of the project and positions for which applied, addressed to The Director, SCSTRTI, CRPF Square, Nayapalli, Bhubaneswar-751003 through Registered Post / Speed Post only. The last date for receiving the applications is 29.04.2023, 5.30 PM.

Incomplete Applications, Applications without supporting documents, Applications submitted through modes other than Registered Post / Speed Post and Applications received after the prescribed date shall be rejected. Canvassing in any form will be a disqualification. Applicants, who have already submitted their applications in response to Advertisement No 1180 dtd 20.03.2023 of SCSTRTI, need not apply again. Applicants are required to submit a brief write up indicating their work experience supported by relevant documents.

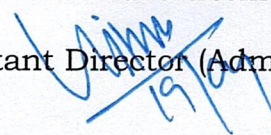

Director

Memo No 1559

Date: 19/04/2023

Copy forwarded to The Head, Portal Group, Secretariat I.T. Centre, Lok Seva Bhawan, Bhubaneswar / Luminous for wide circulation of the Advertisement through Government / SCSTRTI websites.

Assistant Director (Admn.)


19/04

Memo No 1560

Date: 19/04/2023

Copy forwarded to Notice Board of ST & SC Development Department / SCSTRTI / OSFDC / OTELP / ATLC for information and necessary action.


Assistant Director (Admn.)

Memo No 1561

Date: 19/04/2023

Copy to Chief Receptionist, Lok Seva Bhawan, Bhubaneswar for information with a request to publish the Advertisement in the Notice Board.


Assistant Director (Admn.)

TERMS OF REFERENCE

For smooth functioning of the Institute, Scheduled Castes and Scheduled Tribes Research and Training Institute, ST & SC Development Department, Government of Odisha has decided to engage 01 (One) Consultant (IT) purely on Temporary and Contractual basis.

A. Educational Qualification, Work Experience and Responsibilities:

Position Title	Educational Qualification and Work Experience	Responsibilities
Consultant (IT)	<p>Education:</p> <p>Regular Master Degree in Computer Science / MCA / B. Tech in Computer Science from any Recognized University</p> <p>Work Experience:</p> <p>The candidate must have minimum 10 Years of work experience (as on 31st December 2022) in developing MIS Software / Websites etc. and in setting up and maintaining Management Information Systems (MIS).</p> <p>He must have adequate knowledge in handling Social Media Platforms like Facebook, Instagram and Twitter etc.</p> <p>Age: Above 40 years but less than 50 years as on 31.12.2022.</p>	<p>The candidate, as Consultant (IT) is expected to perform the following duties.</p> <ol style="list-style-type: none">01. Be the Focal point for defining the choice of software according to database requirements, degree of user-friendliness and possibilities of updating the database.02. Provide technical advice as regards to procurement of hardware, software, network related products and maintenance as per requirements.03. Be responsible for overall supervision and guidance for the Management Information System of the Funding Agencies and focal point for preparation of the Annual Work Plan and Budget and Procurement Plan of the project each year.04. Set up M&E Matrix and required formats for field data collection in consultation with the Program Officers.05. Ensure that regular field data is collected, entered in the appropriate system, data validated with concerned Authority, analyzed and reported as required relating to the concerned project.

Position Title	Educational Qualification and Work Experience	Responsibilities
		<ul style="list-style-type: none"> 06. Ensure gender disaggregation of data in all indicators. 07. Collate and analyze data from the field and prepare monthly progress reports/quarterly reports/half-yearly reports/annual progress reports etc. 08. Provide constructive feedback to the Authority. 09. Monitor MIS software of the funding agency and check the data coming from the field is complete in every manner. 10. Analyze, disseminate and communicate the strengths and weaknesses MIS software of the funding agency for undertaking immediate correction. 11. Provide necessary back-stopping to the individuals/organization selected to undertake process documentation. 12. Develop project website, hosting and updating the same on regular basis as part of project knowledge platform. 13. Impart Training and support of hardware and software as and when required. 14. He shall handle the Social Media Platform of SCSTRTI. He shall upload data, videos, photos, information etc. in the Social Media Platform of SCSTRTI. 15. Any other work assigned by the Director, SCSTRTI.

B. Remuneration:

Following shall be the monthly remuneration for the selected Personnel:

Designation	Tenure in Month	Monthly Remuneration
Consultant (IT)	06 (Six)	Rs. 75, 000/-

Remuneration of Consultant (IT) will be paid on consolidated basis each month against the deliverable linked accomplishment of task as would be indicated in the mutual agreement and TDS will be deducted as applicable, against which TDS certificate will be issued.

C. Terms of Engagement:

- The engagement will be purely contractual, target job specific and co-terminus with the tenure of the post.
- The candidate will work under the direct supervision of the Director, SCSTRTI. They will be placed in SCSTRTI.

D. Mode of Selection:

The selection will be done by scrutiny of the Candidates' Application Form. The applications will be short listed based on the minimum eligibility criteria supported by documents as indicated earlier. The short listed candidates shall be invited to appear before the Selection Committee. The authority reserves the right to reject the application of any or all candidates without assigning any reason thereof.

ANNEXURE-A
APPLICATION FORM

1. **Position Applied for :** _____

2. **PERSONAL DETAILS :**

Name of the Candidate	
Father's / Husband's Name	
Correspondence Address	
Mobile / Phone No.	
Telephone (Residence/Office)	
Email ID	
Category (Put a Tick)	ST / SC / OBC / SEBC / General
Sex (Put a Tick)	Male / Female
Age (as on 1 st September 2022)	

3. **EDUCATIONAL QUALIFICATION:**
(Recent First: Graduation Onwards)

Qualification	Board / University	Subjects / Specialization	Year of Passing	Division / Grade	Percentage of Marks

NB: Certified Documents as proof of the educational qualification must be attached failing which the application will be rejected.

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 Professional Responsibilities held, relevant to the scope of work

6. LANGUAGE PROFICIENCY:

[illegible]

7. ANY OTHER INFORMATION*:

(May be provided by Applicant on professional capacity to Strengthen Candidature)

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*May include Publication, Paper presented in Seminar, Membership etc. and continue in separate sheet, if required

8. REFERENCE:

(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 assigning any notice.

Place:

Date:

(Signature of the Applicant)