



**ODISHA TRIBAL EMPOWERMENT AND LIVELIHOODS PROGRAMME PLUS
PROGRAMME SUPPORT UNIT
ST & SC DEVELOPMENT DEPARTMENT
2nd Floor, TDCC Building, Rupali Square, Bhubaneswar - 751022**



**RECRUITMENT FOR THE POST OF PROGRAMME OFFICER (LIVELIHOODS & NRM - LIVESTOCK)
& ASSISTANT FOR PSU, OTELP PLUS, BHUBANESWAR**

Programme Director, OTELP Plus invites application from eligible candidates for recruitment of Programme Officer (Livelihoods & National Resource Management - Livestock) & Assistant to be positioned in PSU, OTELP Plus purely on contractual basis. Application form along with the detail TOR for each post can be downloaded from the Website i.e. www.otelp.org. Last date of receipt of applications by Speed Post/Registered Post/Courier Service only is dt.16.08.2018 up to 5 PM. Only shortlisted candidates will be called for interview for recruitment.

Programme Director, OTELP Plus reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Programme Director

TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED AT PSU, OTELP PLUS, BHUBANESWAR.

TERMS OF REFERENCE (DIRECT RECRUITMENT)

| SI No. | Name of the post | Qualification and Eligible Criteria | Work Assignment | Experience and Age as on last date of Application |
|--------|---|--|---|--|
| 1 | Programme Officer (Livelihoods and Natural Resource Management-Livestock) | <p>The Programme Officer (Livelihood & Natural Resource Management-Livestock) should be A graduate/post-graduate in Veterinary Science / Animal Science / Poultry Science /Livestock Production & Management.</p> <p>Recently, retired employee of Govt. /Govt. Public Sector Undertaking in the rank of a deputy/Joint Director or above in Veterinary & AH Department having above qualification with no serious health condition can also be engaged as per prevailing norms.</p> <p>Pending criminal/ departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/she should not have been punished/ convicted in criminal/ disciplinary proceedings.</p> | <ul style="list-style-type: none"> • Assisting the PSU and the ITDAs on Livestock and Animal Husbandry Development especially under goaterly, poultry, dairy, duckery and pisci culture activities by formulation suitable projects for OTELP PLUS ITDAs and implementation of the same. • Imparting CB programme to WDT (livestock), Para vets, LI, CSP and production of relevant training material in the above livestock sectors. • Conceptualize and develop projects based on poultry, goat rearing etc.; • Preparation/Consolidation of Annual Work/Action Plans livestock development submitted by ITDAs along with Budget; • Scrutinize proposals received from implementing agencies viz. ITDAs and recommend for approval; • Provide technical assistance in terms of breed improvement, poultry feed production and management, procurement of animals, best practices in livestock development etc.; • Design and implement monitoring and evaluation system for livestock project • Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection/observation and ensure successful implementation of projects; • Facilitate capacity building programmes on livestock development for project stakeholders; • Collection of relevant information and Documentation of Best Practices. • Periodic visit to project locations to facilitate project implementation. • Any other tasks as may be assigned by the Programme Director time to time. | <ul style="list-style-type: none"> • Minimum of 5 years experience in livestock production and management project in tribal areas • (i)Age below 65 years (Retired Person) (ii) Age below 45 years (in general) |

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|---|-----------|-------------------|--|---|
| 2 | Assistant | Graduate with DCA | <ul style="list-style-type: none"> • Management of OTELP Plus office including systematic storage and care of all files, reports, documents, etc. relating to the programme; • Support/undertake office work including typing, downloading data, service data entry, filing of information, etc.; • Attend to any query about the programme from government, public or any authorized entities including any assembly questions; • Provide assistance in organizing meetings, workshops, training programmes, managing stores & stationaries, records & office files; • Focal point for general maintenance and safe custody of all office assets including office almirahs, phones, fax, Wi-Fi, photocopier, books, etc.; • Focal point for records of office vehicles including periodic check of vehicle log books and other records relating to vehicle movement, repairs, insurance, etc.; • Provide general assistance to the office management including general office cleanliness, minor repairs in the office, etc.; • Assisting PA, ITDA & SMSs in performing any office task specifically assigned by the PA, ITDA; • Miscellaneous minor functions as may be assigned from time to time. | <ul style="list-style-type: none"> • 4-5 years of experience in Office Management / data entry experience will be added advantage. • Age limit: 45 years • Preference will be given to the candidates having Experience in OTELP |
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Odisha Tribal Empowerment & Livelihoods Programme Plus (OTELP PLUS)



APPLICATION FORM

| | | |
|-----------------------------|--|---|
| Position applied for | | Paste recent Passport size photograph here |
| Date of application | | |

1. Personal Details

| | | |
|---|------------------|----------------|
| Name of the Candidate (Ms./ Mrs./ Mr.) | (First Name) | (Surname) |
| Address | <u>Permanent</u> | <u>Present</u> |
| Mobile No.: | | |
| Telephone Residence | | |
| Telephone Office | | |
| E-mail id | | |
| Date of Birth | | |
| Category (ST/SC/ General) | | |
| Sex: (Male/ Female) | | |

2. Education Qualification (10th Standard onwards)

| Qualification | Institution | Subjects | Year of Completion | Division/ Grade |
|----------------------|--------------------|-----------------|-------------------------------|----------------------------|
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3. Other trainings / qualifications including relevant short training courses

| Course | Duration | Institution | Details |
|---------------|-----------------|--------------------|----------------|
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4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

| Name and Address of the Employer | Designation | Period | Experience In year and Month | Brief description of duties |
|---|--------------------|---------------|-------------------------------------|------------------------------------|
| | | | | |

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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