

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

No: 2894

Date: 10.10.2018

**ADVERTISEMENT**

**INVITATION OF APPLICATIONS FOR FOUR TEMPORARY & CONTRACTUAL POSITIONS OF THE “ANWESHA CONCURRENT MONITORING AND EVALUATION CELL (Acme Cell)” OF SCSTRTI**

In the year 2015-16, ‘Anwasha’ programme was launched by the State Government in ST & SC Department in partnership with urban educational institutions to provide best of education available in the state to the ST/SC students. It was planned to admit 5000 ST/SC students every year in standard-I in reputed schools of the state and provide them accommodation and education till completion of standard-X. The entire expenses of their accommodation and education were to be borne by the government. In the first three years of its launching 18588 students have already been admitted in 158 schools of repute in 17 districts of the state. To ensure that the effort made in this regard achieves the desired goal the Government of India in the Ministry of Tribal Affairs (MoTA) has sanctioned during 2017-18 F.Y. in favor of the Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI), Odisha to set up a monitoring and evaluation unit. This programme is aimed at concurrent monitoring and evaluation of the intervention effort, find out the grey areas and suggest appropriate measures to overcome them. Besides, a Dash Board Monitoring System for keeping hostel/school wise updated data base for all the students/boarders and facilities provided to them was felt necessary for smart documentation, visualization and dissemination of information in a realtime basis.

Keeping this in mind SCSTRTI has constituted an Anwasha Concurrent Monitoring and Evaluation Cell (Acme Cell) and has decided to engage four required technical personnel in various positions such as State Co-ordinator (one) / Programmer (one) / Program Assistant (one) / and Zone Co-ordinators (four: one each for its four zones) for smooth accomplishment of the tasks of the newly constituted Acme Cell. For this, SCSTRTI invites applications from interested eligible candidates with required qualifications, expertise and experiences for the contractual engagement against the above mentioned posts. The engagements are purely work specific, temporary and contractual and are not regular engagement.

The interested candidates may submit their applications enclosing copies of their bio-data and documents in support of their qualifications and experiences along with requisite detail address for correspondence and contact (telephone) number and email address in a sealed cover super scribing the name of the project and positions for which applied, **addressed to The Director & Special Secretary, SCSTRTI, CRPF Square, Nayapalli, Bhubaneswar-751003**. The sealed covers containing the applications may be dropped in the sealed box kept in the Office. **The last date of the**

**receiving the applications is dt.27.10.2018.** Any application received after due date and time or in any incomplete form is liable to be rejected. Canvassing in any form will be a disqualification. However, applicants who are interested to apply for the position of the State Co-ordinator are required to submit a brief note of their work experiences with institutions having their presence spread over the state such as CHSE, NIOS, CBSE and other similar organizations along with their applications.

Interested applicants are to download the Terms of Reference (TOR) from the website of ST & SC Development Department on Odisha Government Portal [www.stscodisha.gov.in](http://www.stscodisha.gov.in) or website of SCSTRI [www.stscrti.in](http://www.stscrti.in) between **11<sup>th</sup> October to 27<sup>th</sup> October 2018** to know details about the position that are to be filled up for the Academic Performance Monitoring Cell (APMC). **They are to submit their applications so as to reach the undersigned on or before 27<sup>th</sup> October 2018 by speed post or in person between 11<sup>th</sup> October to 27<sup>th</sup> October 2018 during office hours (10:00 A.M to 5:00 PM).**

Sd/-

**DIRECTOR & SPECIAL SECRETARY**

Memo No.2895

Dt. 10.10.2018

Copy to the Head, Portal Group, Secretariat, I.T. Centre, Bhubaneswar / M/s Luminous, BBSR for wide circulation of the Tender Notice through Govt. website.

Sd/-

Asst. Director (Admn.)

**Terms of Reference (TOR)**  
**For various positions in**  
**“Anwasha Concurrent Monitoring and Evaluation Cell”**  
**( Acme Cell )**

**A. Back ground**

“ANWESHA” is a pioneering initiative of the State Government for providing quality education to ST and SC students to nurture their inherent talent and expose them to spirit of competitiveness and excellence so that they shall stand out in their future life. There are many ST/SC parents who have aspirations to get their children educated in best of the urban schools but are deprived due to their socio-economic condition and unaffordable cost of education. So, to fulfill the aspiration of such parents and provide best of educational opportunities to their wards, the Govt. in ST & SC Development Department in partnership with urban educational institutions has initiated this Urban Education Programme named “Anwasha”. The scheme was launched in the year 2015-16. Under the scheme, it is planned to admit 5000 ST/SC students every year in standard-I in different private/aided/Govt. public schools of repute located in district head quarters/urban areas and provide them education till completion of standard-X. The entire cost of their education including tuition fees, uniform, books & study materials, transportation to schools and post school tutoring is borne by the State Govt. The Govt. has also created facilities for the free accommodation and food for the students in different hostels with provision of full time wardens and cook-cum-attendants. In the first three years of the programme a total 18,588 students have already been enrolled in 158 public schools of repute located in 17 operational districts of the State

To achieve the cherished goal, the Programme needs to be constantly monitored. Considering the grave requirement of a robust system for its monitoring & evaluation, Department has agreed upon setting a dedicated unit named “Anwasha Concurrent Monitoring and Evaluation Cell ( Acme Cell )”, The cell will function both at state & Zone level.

**B. Objectives-**

- To map the learning outcomes of the students enrolled.
- To ensure proper accommodation, food, nutrition, health, cleanliness & sanitation, security, transportation etc. to the boarder students enrolled in the programme
- To ensure timely provisioning of amenities, school uniforms, text books and writing materials etc. to the boarder students.
- To ensure a conducive atmosphere in the hostel for studies, handholding support for completion of home work and development of personality of the boarder students

- To create pressure on the monitoring officials, school & hostel functionaries to maintain best possible standards of services in the institutions covered under this programme.
- To identify grey areas, suggest measures and oversee its implementation on a continuous basis.

### C. The major activities proposed -

- The Acme Cell will have a State Level Unit. Three positions are proposed at the State Level, namely, a State Co-ordinator supported by one Programme assistant (MIS) and one Support Staff. The unit will function under administrative control of SCSTRTI Bhubaneswar.
- All the 17 operational districts are divided into four zones and each zone will have one Zone Co-ordinator. The Zone Co-ordinator will function from a centrally located CI office.

\* Zone 1- Nuapada, Bargarh, Bolangir, **Sambalpur** & Sundargarh

Zone 2- Mayurbhanj, **Keonjhar**, Anugul & Deogarh

Zone 3-Koraput, Nawarangpur, Malkangiri & **Rayagada**,

Zone 4-Gajapati, Kalahandi, **Kandhmal** & Ganjam

- Monitoring formats and guidelines for the district and block level reporting officers need to be developed. The proposed cell will develop mechanism for online reporting system for the field officials. Further, the visiting officials are required to send visual evidences from schools and hostels in form of photographs.
- A web based monitoring system would be put in place to track flow of reports and help in monitoring the management of the Anwasha urban schools and hostels.
  - ✓ Compilation of the data received from the district on the identified monitoring indicators
  - ✓ Analysis of the data, district wise report generation and comparative analysis of the monitoring indicators
  - ✓ Regular reporting and presentation of the status to the state level officials
  - ✓ Analysis of reports, visuals etc., feedback report to monitoring officials for action and feedback to districts.

Posts at State level

Sl. No	Position Title	Educational Qualification and work experience	Activities
1	State Co-ordinator (To be positioned in SCSTRTI)	<p><b>Education:</b> Post Graduate degree in Anthropology/ Tribal Studies/ Sociology/ Economics/ Commerce/ Social Work/ Education/ from a recognized university.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 30 years of work experience (As on 1st October 2018) in teaching/ Research/ Studies/ Evaluations.</li> <li>• Candidate should have three years experience in managing a state level organization with its area of operation spread over the entire state.</li> </ul> <p><b>Age:</b> 60 years and above as on 01.10.2018. (However in special cases the age, educational qualification, expertise &amp; experience of the Applicant may be relaxed).</p>	<p>The State co-ordinator is required to perform the following duties.</p> <ol style="list-style-type: none"> <li>1. Overall co-ordination of Anwasha Programme.</li> <li>2. Preparation of Annual budget.</li> <li>3. Development of guidelines, monitoring parameters and reporting formats.</li> <li>4. Guide and Supervise Zone Co-ordinators.</li> <li>5. Guide the programmer and programme assistant.</li> <li>6. Drafting of project report based upon study findings.</li> <li>7. Visit hostels/schools under the programme.</li> <li>8. Any other work assigned by the Director, SCSTRTI &amp; Special Secretary to Government relevant to the programme.</li> </ol>
2	Programmer	<p>Graduation with MCA, M. Tech. (IT), P.G.DCA, or equivalent professional courses on IT and proficiency in languages like JAVA,.NET, P.H.P, SQL, Oracle and other highly used application software. Must have proficiency in Dash Board Monitoring system and Web designing.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years of work experience (As on 1st October, 2018) in the field of Computer Application.</li> </ul>	<p>Programmer should perform following duties:</p> <ol style="list-style-type: none"> <li>1. He/she should assist State Co-ordinator in achieving the objectives of the Acme Cell.</li> <li>2. Develop programmes for data entry, processing, multivariate analysis, data base management, retrieving and report generation. Maintain the data base; prepare the web based format for online data transmission.</li> </ol>

		<ul style="list-style-type: none"> <li>• Having work experience, preferably in at least two Operating System Software.</li> <li>• Experience in working with government training and research organisations.</li> <li>• Candidate should have high profile skills with speed and accuracy. Must have proficiency and dedication to complete the work in due time.</li> </ul> <p>Age: 30 years and above but below 50 years on 01.10.2018.</p>	<ol style="list-style-type: none"> <li>3. Manage and modify the programme as per requirement of the project.</li> <li>4. Prepare a dash board monitoring system for monitoring school wise, hostel wise information relating to academic performance, staying comfort, mess facility, wellbeing, security etc. of boarders/students.</li> <li>5. Prepare individual data base of all boarders/students.</li> <li>6. Should have constant touch with all zone co-ordinators, ensure and help them in information generation, documentation and timely updating of information through web site.</li> <li>7. Any other relevant work assigned by the State co-ordinator.</li> </ol>
3	Programme Assistant	<p>Graduation with BCA/ B.Tech.(IT) / DCA, Professional course O Level Must have proficiency in Word , Excel, Power point and Net Surfing.</p> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years of work experience (As on 1<sup>st</sup> October, 2018) in the field of Computer Application.</li> <li>• Having work experience in latest Operating Software and internet surfing.</li> <li>• Experience in working with government training and research organisations.</li> <li>• Candidate should have high profile skills with speed and accuracy. Must have proficiency</li> </ul>	<p>Programme Assistant should perform the following duties:</p> <ol style="list-style-type: none"> <li>1. He/she should support the state team in achieving the objective of Acme Cell.</li> <li>2. Shall be responsible for day-to-day activities of office management, all official and communications, administrative and logistic arrangements. Help in documentation. Should preserve all information for ready reference.</li> <li>3. Any other relevant work assigned by the State Co-ordinator</li> </ol>

	and dedication to complete the work in due time.  <b>Age:</b> 30 years and above but below 50 years as on 01.10.2018.	
--	---	--

#### D. Posts at Zone Level

Sl. No	Position Title	Educational Qualification and work experience	Activities
1	Zone Co-ordinators (To be positioned in CI Office)	<p><b>Education:</b> Masters Degree or equivalent in Social Sciences/Social work/Rural Management etc., + DCA Diploma in computer Application. Must have proficiency in Word, Excel, Power point and Net Surfing.</p> <p><b>Work Experience:</b> At least 3 years experience in field work, handling computers, data analysis and reporting</p> <p><b>Age :</b> 25 years and above but below 50 years on 01.10.2018.</p>	<p>All Zone Co-ordinators should perform the following duties:</p> <ol style="list-style-type: none"> <li>1. Support the state team in achieving the objective of Acme Cell.</li> <li>2. Monitor, supervise and visit the Anwasha schools/ hostels under his/her jurisdiction.</li> <li>3. Remain in constant touch with WEOs, DWOs and District Collectors of assigned Districts.</li> <li>4. Generate and analyse different information, organize data for reporting &amp; retrieval and bringing out discrepancies if any etc.</li> <li>5. Timely furnishing of relevant information, generated by him/her or required by State co-ordinator</li> <li>6. Any other work assigned by State Co-ordinator relevant to the programme</li> </ol>

#### E. Remuneration/ Compensation:

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

Designation	No. Of posts	Monthly Remuneration	Tenure
State co-ordinator	one	Rs. 75,000.00	11 months
Programmer	one	Rs. 50,000.00	11 months
Programme Assistant	one	Rs. 25,000.00	11 months
Zone Co-ordinator	four	Rs. 30,000.00	11 months

- The Consolidated Remuneration will be paid on each month against the deliverables linked accomplishment of task as would be indicated in the mutual agreement for the programme and TDS will be deducted 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.

**F. Terms of Engagement:**

- a) The positions are purely contractual in nature and co-terminus with the programme duration.
- b) The selected candidate will be given contract as per the tenure mentioned above vis-à-vis the position
- c) The candidates will work under the direct supervision of Director SCSTRTI and Special Secretary to Government as per the terms of reference and will be placed in the office of SCSTRTI/CI

**G. 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. However in special cases the age, educational qualification, expertise & experience of the applicant may be relaxed. Only short listed candidates will be recruited through practical test and interview process.



**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:	SC <input type="checkbox"/> ST <input type="checkbox"/> SEBC <input type="checkbox"/> General <input type="checkbox"/>
Sex: (Male/ Female)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Age (as on 1 <sup>st</sup> August, 2018)	

3. EDUCATION QUALIFICATION (Recent First; Graduation Onwards)

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

Documents as proof of the 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



**8. ANY OTHER INFORMATION\* (May be Provided by Applicant on professional capacity to Strengthen Candidature)**

--

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

**9. REFERENCE (Two Persons to whom you have Professionally Reported)**

Reference 1 ( <u>Name, Official Address, Phone &amp; Email</u> )	Reference 2 ( <u>Name, Official Address, Phone &amp; Email</u> )

**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.

Date:

Place:

(Signature of the Applicant)