

Odisha Livelihoods Mission
Panchayati Raj & Drinking Water Department, Government of Odisha
Bhubaneswar - 751 012
Advt No: 129 Dated: 11 .01. 2019
Corrigendum to Advt No 2951 Dated: 24. 08. 2018
 Recruitment Notice for the position of District Project Co-coordinator (DPC) & Block Project Co-coordinator (BPC) for Azim Premji Philanthropic Initiative (APPI) Project for a period of 3(three) years. For Details of last date of application, application form, Role Responsibilities, Qualification, other Eligibility criteria and selection process etc for the above position can be accessed at www.jpn.org.in/
[www.olm.nic.in.](http://www.olm.nic.in) **Sd/-**
State Mission Director- cum-CEO

Corrigendum to Advt No: 2951 Dated: 24. 08. 2018

Odisha Livelihoods Mission (OLM), Panchayati Raj & Drinking Water Department, Government of Odisha , invites online applications, through **M/s Jagannath Prasad Nursery** from candidates for contractual engagement for the following positions for Azim Premji Philanthropic Initiative (APPI) Project with a period of 3(three) years.

Sl no	Positions	Nos	Category	Qualification	Age	Experience in Yrs	Pay Range in INR
1	District Project Co-coordinator (DPC)	30	UR 15(5W),SC 5(2W),ST 7(2W), SEBC 3(1W) ,PH 1*, Ex .S 1*	P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute	30-45	6	40,000
2	Block Project Co-coordinator (BPC)	60	UR 30(10W),SC 10(3W),ST 13(5W), SEBC 7(2W),PH 2*, Ex.S 2*	P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute	25-40	3	30,000

Details of Role Responsibilities, Qualification, other Eligibility criteria and selection process for the above position can be accessed at www.jpn.org.in / www.olm.nic.in.

N.B :-1. Candidates should apply on online by visiting www.jpn.org.in

2. **Last date of receipt of application is 20.01.2019**

3. OLM is not responsible for any delay in receipt of application.

4. The prescribed eligibility conditions viz age, qualification and experience etc should have been acquired as on application closing date.

5. Age relaxation as applicable.

6. Initially all the Positions are for a period of 1 (one) Year. Can be renewed on satisfactory Performance and requirement of the Project maximum to 3 Year.

7. The candidates those who have applied earlier in response to Advt. No - 2951 Dated:24.08.2018 need not to apply again and their candidature will be considered as per the new TOR / guideline.

8. Authority reserves the right either to cancel/to reject or to amend the clauses.

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Scope of Work, Job Profile, Experience & Remuneration: Applications are invited from eligible candidates for filling up of the posts mentioned below.

Designation	Qualification	Required Position	Experience	Max-Age (yr)	Monthly Salary	Job Profile
1. District Project Coordinator (DPC)	Minimum Educational Qualification: Post Graduate degree in Agriculture / Nutrition / Social Science / Rural Management / Rural Development / MBA / Post Graduate Diploma in Management from recognized institute.	30	Minimum 6 Years of Post Qualification experience in the field of Nutrition/ Rural Livelihoods/ Rural community management/ Natural Resource Management & experience with SHG or livelihood program will be an added advantage. Strong interpersonal and organizational skill. Excellent problem-solving skills. Excellent	30 to 45	Rs.40,000/(The gross remuneration shall be commensurate with the qualifications, experience and salary history, of the selected candidate.)	<p>Main Functions:-1.Will be the point person for the district operation and work closely with the district team.2.Will provide managerial and mentoring support to Block Project Manager in all the areas of program implementation.3 Will work closely with the State Project Manager, Project Manager Nutrition and other State Cadre officials in developing and implementing programmatic strategy.4 Will establish and maintain good rapport with government officials, RNGOs, development partners and other stakeholders at district and sub-district level and 5.Will be responsible and accountable for accomplishment of deliverable of the assigned district and timely compliance to all the routine reporting requirements.</p> <p>Key Role and Responsibilities: 1.Ensure mapping of the Community Resource Person-Community Mobilizer (CRP-CM), Krishimitra (KM) and Pranimitra (PM in the district and creation of a detailed database. 2. Develop plan and organize orientation of all the CRP-CM, KM and PM on nutrition garden and nurturing of Poultry & goatary.3. Ensure periodic programme review and planning meetings of CRP-CM, KM and PM. 4.Organise inter and intra district exposure visit of DPOs, CRP-CM, KM and PM to witness best practices for replication in own areas, and 5.Ensure mapping of the SHGs and Federations and SHSs in the district and creation of a database of them 6. Develop orientation plan for selected SHG representative on nutrition garden, nurturing of poultry & goatary preparing minutes of meeting and maintaining books of accounts.7. Ensure timely completion of orientation of selected SHG representatives as per the plan, 8.Facilitate development of village meeting micro-plan by block, ensure its implementation and track the progress on a monthly basis. 9. Facilities development of a 14 day meeting calendar for SHGs in the district 10.Ensure roll-out of SHG meetings a per the plan and its documentation, and 11. Conduct field visit to monitor meetings and provide hands-on support as needed. 12 Contribute finalization f topics & contains for the the module & hand outs of the meeting along with other state & district team</p>

			<p>written and oral communication skills in Odia and English.</p>		<p>member.13.Support collection & compilation of existing information IEC resources, such as flip chart, leaflet, posters, documentary movies etc .14 Support development of module & IEC materials for 14 meeting in Odia15.Develop plan and organize orientation for selected representation of SHG Gram Panchayat Level Federation (GPLF) on nutrition action, malnutrition mapping, mapping of scope for nutrition development etc.16.Monitor post-orientation activities of the GPLF in terms of exercising the plan in respective Gram Panchayats (GPs).17.Follow-up and track the status of meeting, household level efforts on nutritional initiatives like backyard kitchen garden, up take of services, community nursery etc.18.Ensure participation of CRP-CM, KM and PM in various village level forums such as VHND and SHG meetings etc, to discuss nutrition related activities.19.Organise launching of the programme at the district level including District Collector, District Social Officer (DSWO), Chief District Medical Officer (CDMO), Key District and Block Levels Officials of Allied Departments and representatives from NGOs, SHG Federations, development partners etc.20 Develop a detailed capacity building plan for all the key officials at district, block and panchayat level in consultation with district administration.21.Plan, facilitate and monitor implementation of the training plan.22.Point person for compilation and submission of monthly / quarterly / annual progress report and any other data, information and report desired by concerned line manager at the State.23.Responsible for preparation and submission of status update with the key distract authorities on a regular basis.24 Ensure documentation of case studies and best practices for dissemination at District and State Level. 25. Ensure convergence and establish rapport with other line departments and implementing partners.26 Coordinate and facilitate scientific and evidence-based studies and operation research such as base-line survey, mid-term survey and end-line survey etc.27 Work closely with the District Collector and district/block level line department for developing convergent work plans and monitoring of implementation. 28 Support state team in developing annual action plan.29 Undertake such other assignments, which may be assigned from time to time.Location: District Level where OLM Offices are there.</p> <p>Woman candidates are encouraged to apply.</p>
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<p style="text-align: center;">Block Project Coordinator (BPC)</p>	<p style="text-align: center;">Minimum Educational Qualification: Post Graduate degree in Agriculture / Nutrition / Social Science / Rural Management / Rural Development / MBA / Post Graduate Diploma in Management from recognized institute.</p>	<p style="text-align: center;">60</p>	<p>Minimum 3 Years of Post Qualification experience in the field of Nutrition/ Rural Livelihoods/ Rural community management/ Natural Resource Management. Experience with SHG or livelihood program will be an added advantage. Strong interpersonal and organizational skills. Excellent problem-solving skills. Excellent written and oral communication skills in Odia.</p>	<p style="text-align: center;">25 – 40</p>	<p>Rs.30,000/- (The gross remuneration shall be commensurate with the qualifications, experience and salary history, of the selected candidate.)</p>	<p>Main Functions:1.Will be accountable and responsible for all programmatic interventions in the assigned blocks/areas.2.Will work closely with the District Project coordinator (DPC) in developing and implementing programmatic strategy.3 Will establish and maintain good rapport with government officials, development partners and other stakeholders in the assigned areas and at district level.4 Will be responsible and accountable for accomplishment of deliverable of the assigned task in the assigned areas and timely compliance to all the routine reporting requirements.</p> <p>Key Role and Responsibilities- 1 Mapping of the CRP-CM, KrishiMitra (KM) and PraniMitra (PM) and creation of a detailed database.2 Support DPC in developing plan and facilitating orientation of all the CRP-CM, KM and PM on nutrition garden and nurturing of Poultry & goatary.3.Plan and conduct periodic programme review and planning meetings of CRP-CM, KM and PM.4. Organize and facilitate periodic interactive meetings of CRP-CM, KM and PM with other community-based functionaries such as, Anganwadi workers (AWWS) and Accredited Health Activists (ASHAs) etc. 5.Support DPC in inter and intra district exposure visit of DPOs, CRP-CM, KM and PM to witness best practices for replication in own areas.6 Ensure documentation of case studies and best practices in the assigned blocks/areas.7.Mapping of the SHGs and Federations of SHGs and creation of a database of them.8 Support DPC in developing orientation plan for selected SHG representative on nutrition garden, nurturing of poultry & goatary, preparing minutes of meetings and maintaining books of accounts.9 Facilitate orientation of selected SHG representative as per the plan.10 Develop village meeting micro-plan and ensure its adherence. 11 Develop a 14-day meeting calendar for SHGs of the assigned blocks/areas.12. Ensure roll-out of SHG meetings as per the plan and its documentation.13 Conduct regular field visit to monitor meetings and provide hands,-on support as needed.14 Support DPC in development of action plan for selected representatives of SHG Gram Panchayat Level Federation (GPLF) on nutrition action, malnutrition mapping, mapping of scope for nutrition development etc.15 Monitor post-orientation activities of the GPLF in terms of exercising the plan in respective Gram Panchayats (GPs).16 Follow-up and track and status of meeting, household level efforts on nutritional initiatives like backyard kitchen garden, up</p>
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					take of services, community nursery etc.17 Ensure participation of CRP-CM, KM and PM in various village level forums such as VHND and SHG meetings etc, to discuss nutrition related activities.18 Attend VHNDs and meetings of SHGs, to observe the quality of discussion by CRP-CM, KM and PM on nutrition related activities. 19. Provide regular mentoring and hands-on support to CRP-CM, KM and PM.20. Support DPC in organizing launching of the programme at the district level including.21 Develop a detailed capacity building plan for all the key officials at assigned block and panchayat level in consultation with respective officials. 22. Facilitate and monitor implementation of the training plan. Location: District/Block level where OLM offices are there. Woman candidates are encouraged to apply.
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PLACE OF POSTING: The place of posting for all the candidates will be in the state of Odisha, but individual place of posting will be decided as per post selected for and as per the direction of competent authority.

SELECTION PROCEDURE: Short listing will be done based on the basis of required qualification, Experience and verification of documents attached to the online application submitted by the candidates. After short listing the short listed candidates will be called for a written test. Qualified candidates in the written test will have to appear the personal interview (PI). The candidates successful in interview will be empanelled for appointment on merit wise on contractual basis for a period of one year within which six months will be for a probation period subject to renewal further on satisfactory performance (up to 3 years).

A. ELIGIBILITY CRITERIA: The interested candidates must fulfill the minimum eligibility criteria detailed against each post as given under Scope of Work, Job Profile, and Experience & Remuneration. The eligibility criteria specified herein are the basic criteria for applying the post. Candidates must produce the relevant documents in original and an attested photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualification etc., as indicated in the online application form at the time of Interview or any subsequent stage of recruitment process as required by the OLM Department. No change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category indicated in the online application. No request shall be entertained for considering candidature under any circumstances under any category other than the one in which one has applied.

I. Nationality / Citizenship:(a) A Candidate must be a citizen of India **II. Age** as on 01.08.2018

The upper age limit will be the age mentioned against each post as mentioned under Scope of Work, Job Profile, and Experience & Remuneration as on the date of advertisement.

Relaxation in Upper age limit:

Sl. No.	Category	Age Relaxation
1.	SC/ST	5 years
2.	SEBC	5 years
3.	Persons with benchmark Disabilities under “The Right of Persons with disabilities Act 2016” Submit certificate as per enclosed format)	10 years (PH persons are to
4.	Ex-Serviceman	5 years
5.	Women	5 years

6. The relaxation in upper age limit to SC/ST/SEBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above.

Candidates seeking age relaxation will be required to submit original certificate for the specified category along with attested photocopies at the time of verification of documents/certificates.

III. Educational Qualifications:

The required minimum educational qualification has been specified against each post as mentioned under Experience:- The minimum experience has been specified against each post as mentioned under

- i.** Candidates shall apply from 12.01.2019 to 20.01.2019 online and no other mode of application will be accepted. The Guideline can be downloaded by clicking “Download Guideline” button.
- ii.** Before applying, the candidates should have following things ready.
 - a) Scan the photograph in Jpg, jpeg, png format (pass port size)
 - b) Keep all the details/documents i.e. educational certificate & mark sheets (from 10th onwards), Age proof certificate, caste certificate if applicable or age relaxation certificate wherever applicable, experience certificate ready to make the online application.
 - c) Have a valid personal email (ID) which should be kept active till the recruitment process is over. The OLM may send various information through registered post/SMS/ e-mail (Id).
- iii.** Procedure for Applying online:
 - a) Go to the website www.jpn.org.in and the “Current Vacancy” will appear on the left side and click on the button “Current Vacancy”, a pop up window will display on screen to “LOGIN TO YOUR ACCOUNT” and click on “New User Registration” with your active email id as user and give your new password (minimum 6 character with a special character) and fill the relevant field given then click on submit to create your user id. Once your user id is created it will go to the previous page to login to access the online application form. Your user id will be your email id and the password you have given at the time of creating your user id.
 - b) Click on login button for login and access the online application form to fill up the personal details with post details. Select the appropriate post for which the application is to be made and in your personal details upload your passport size photograph and signature in the given space within the given size of the file and choose your right category clicking on category column along with filling up other relevant columns correctly.
 - c) Click on Educational details and fill up the relevant field carefully.
 - d) Click on Documents and attached the scanned photocopy of HSC/ Matric Certificate as age proof, scanned photocopy of mark sheet from 10th onward as relevant for the post along with your experience certificates.
 - e) Click on Experience and fill up the relevant field carefully and correctly.
 - f) Click on Others and fill up the relevant data correctly and click on submit button to submit the your online application form.
 - g) Print the application form and sign it. The same shall be retained for production before panel board/interview board, future reference. Click on “Logout” to close your id. In case of any query please contact to JPN through its email id. jagannathnursery@gmail.com.

NOTE: - BEFORE clicking button “Submit”, SEE THE INFORMATION THOROUGHLY. ONCE SUBMITTED, IT CAN NOT BE EDITED FURTHER OR APPLICANT CAN NOT APPLY FOR SAME POST ONCE APPLICATION IS SUBMITTED & REGISTRATION NUMBER IS GENERATED. HOWEVER, ONE CAN APPLY FOR SEPARATE POST & SEPARATE REGISTRATION NUMBER WILL BE GENERATED.