

STATE LEVEL ADMINISTRATIVE UNIT FOR SPECIAL DEVELOPMENT COUNCIL
ST & SC Development, Minorities & Backward Classes Welfare Department
Govt. of Odisha, SCSTRTI Campus, CRPF Square, Bhubaneswar.

No. 258 / Dated 22.02.2024
E-127/2023

From:

Sri Ashish Kumar Bhoi, OAS
Secretary, State Level Administrative Unit for SDC,
Bhubaneswar.

To

The Director,
Information & Public Relation Department,
Government of Odisha, Bhubaneswar.

Sub: Publication of Advertisement.

Sir,

In inviting reference to the subject mentioned above, I am enclosing herewith the hard and soft copy (through e-mail) of the advertisement for publication in 2 (two) Odia most widely circulated daily newspaper.

A complimentary copy of the newspaper containing the advertisement may also be sent to this office for reference and payment as per Government approved rate.

Yours faithfully,


Secretary, SLAU for SDC

Memo No. 259 Date 22.02.2024

Copy along with copy of advertisement and terms of reference forwarded to the Additional Secretary to Government (I/c SDC), ST & SC Development, Minorities & Backward Classes Welfare Department for information.


Secretary, SLAU for SDC

Memo No. 260 Date 22.02.2024

Copy along with soft copy (through e-mail) and hard copy of the advertisement and terms of reference (05 pages) forwarded to Sri Sujit Mukherjee, Statistical Officer, ST & SC Development, Minorities & Backward Classes Welfare Department with a request to upload the same in the website of ST & SC Development Department (www.stsc.odisha.gov.in) at the earliest.


Secretary, SLAU for SDC

Memo No. 261 Date 22.02.2024

Copy along with soft copy (through e-mail) of the advertisement and terms of reference (05 pages) forwarded to the Project Manager, Luminous Infoways Pvt. Ltd., DCB-615/616/617, 6th Floor, DLF Cyber City, Chandrasekharapur, Bhubaneswar with a request to upload the same in the website of SLAU for SDC (www.sdcodisha.in) at the earliest.


Secretary, SLAU for SDC

ADVERTISEMENT

No. 262 Date 22.02.2024

SHORT TERM ENGAGEMENT

FOR ONE POSITION OF DATA ANALYST TO CARRY OUT RESEARCH STUDY TITLED -
"RESEARCH STUDY ON UNDERSTANDING EXISTING AND EVOLVING CULTURES AND
CULTURAL CHANGES AMONG TRIBALS OF ODISHA IN 9 SDC DISTRICTS"

Title of the Project	Research Study on Understanding Existing and Evolving Cultures and cultural changes among Tribals of Odisha in 9 SDC Districts
Project Duration	Initially for a duration of 12 Months subject to further extension as per requirement.
No of Personnel required	1(One)
Position title	Data Analyst: 01 (One)

The State Level Administrative Unit (SLAU) for SDC has been assigned to carry out a research study titled "**Research Study on Understanding Existing and Evolving Cultures and Cultural Changes among Tribals of Odisha in 9 SDC districts**" approved by the ST & SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha.


For this, SLAU for SDC invites applications from interested eligible persons with the required qualification and experience for the assignment-based engagement to conduct the "Research Study on Understanding Existing and Evolving Cultures and cultural changes among tribals of Odisha in 9 SDC districts". **The engagements are purely assignment specific, temporary and are not regular engagements.**

The interested candidates may submit their applications enclosing copies of their bio-data and documents in support of their qualifications and experience along with the requisite detailed address for correspondence, contact telephone number, passport-size photograph and email address in a sealed envelope superscribing the "**Research Study on Understanding Existing and Evolving Cultures and Cultural Changes Among Tribals of Odisha in 9 SDC districts**" project and post for which applied, addressed to the **Secretary, State Level Administrative Unit for SDC, SCSTRTI Campus, CRPF Square, Nayapalli, Bhubaneswar-751003.**

Interested applicants are advised to download the Terms of Reference (ToR) from the Govt. website of ST & SC Development, Minorities & Backward Classes Welfare Department www.stsc.odisha.gov.in and SLAU for SDC portal www.sdcodisha.in to know details about the positions. They are to submit their applications in the prescribed application format posted on the websites indicated above so as to reach the undersigned on or before **29th February 2024** by **Regd. Post/ Speed Post** only during office hours (10:00 A.M to 5:00 PM).

Any application received after the due date and time or in incomplete form is liable to be rejected. Canvassing in any form will be treated as disqualification.

For the short-listed candidates there will be an interaction/interview with the expert team of SLAU for the concerned research project on the basis of which the selection will be done.


22.02.24
Secretary,
SLAU, Bhubaneswar

TERMS OF REFERENCE (TOR)

Duration: Initially for a duration of 12 Months subject to further extension as per requirement.

A. **Required Human Resources with Qualification:**

- One Data Analysts

Sl. No	Position Title	Educational Qualification and Work Experience	Roles and Responsibilities
1	Data Analyst	<p>Education: Graduate with PGDCA from a recognized institution.</p> <p>Work Experience: Should have at least 2 (two) years of experience working in research projects/ institutions, in handling data analysis and assisting interpretation and computerization of research reports including assisting the researchers in statistical analysis, and preparation of graphs, charts and tables of empirical data in research/ evaluation projects. Should have competence in page-making and designing reports.</p> <p>Age: 25 years and above but below 40 years as on the date of advertisement. (However, in special cases the age and educational qualification may be relaxed keeping in view the expertise and experience of the applicant)</p>	<ul style="list-style-type: none"> • The candidate for Data Analyst is required to support the Consultant and the Team in the following activities. • Assist the Consultant and the Team in data entry, organizing, classifying, management and analysis. • Maintaining the data bank, photo bank, backup, and designing reports of the Research Project • Preparing PowerPoint presentations • Making the analysis of empirical data using statistical tools, drafting, finalizing, and computerizing the report to the satisfaction of the Expert Committee and editing process subsequent to comments received from the Expert Committee • Besides, the candidate is required to carry out such work as may be assigned by the consultant and the study team

B. **Remuneration/ Compensation:**

Following will be the structure of the per-diem remuneration for the AOS team members subject to satisfactory performance.

Designation	No. of Months of Initial Engagement	Remuneration to be paid per month in (Rs.)
Data Analyst	12	20,000/-

Remuneration will be paid against the deliverables linked accomplishment of the task as would be indicated in the mutual agreement for the study/project and TDS will be deducted as applicable, against which a TDS certificate will be issued. Travel fare, TA and DA for the field visits will be paid as per the entitlements and norms of Government for research work. No other allowance is admissible.

C. **Terms of Engagement:**

- I. The position is purely assignment based in nature and co-terminus with the study duration.
- II. The selected candidates will be given a contract as per the tenure mentioned above vis-à-vis their positions.
- III. The candidates of the Research project will work under the direct supervision of the Secretary, SLAU for SDCs/ Nodal Officer, SLAU and Commissioner-cum-Secretary, ST & SC Development, Minorities & Backward Classes Welfare Department and will be placed in the office of State Level Administrative Unit for SDCs, Bhubaneswar.

D. Mode of Selection:

The selection will be done by review of the candidates' application forms and interaction/interview with the expert team of SLAU for SDCs. 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.

APPLICATION FORM

- a. Position Applied For:
b. PERSONAL DETAILS:

Name of the Candidate	
Father's Name	
Correspondence Address	
Mobile/Phone Number	
Telephone- Residence/Office	
Email ID	
Category	
Sex	
Age (As on 01.01.2023)	

- c. EDUCATIONAL QUALIFICATION (Recent First: Graduation Onwards)

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

*Documents as Proof of Educational Qualification must be attached

- d. OTHER QUALIFICATION (Including relevant short-term certificate/professional courses)

Course Name	Duration (from date to date)	Year of Passing	Institution	Course Details

- e. RELEVANT EMPLOYMENT/WORK EXPERIENCE (Current Employment First)

Name of the Employer/Organization	Duration of Employment	Major Responsibilities Held, relevant to the scope of work

f. **COMPUTER LITERACY**

Software Package/ Application	Level of Knowledge		
	Basic	Working	Expert
Word Processing			
Spread sheet			
Database			
PowerPoint presentation			
Web/Email			

g. **LANGUAGE PROFICIENCY (Please tick the appropriate column)**

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									

h. **ANY OTHER INFORMATION** * which include Publications/Papers presented in Seminars, Membership etc. (may be provided by the Applicant in separate sheet on professional capacity to strengthen candidature)

i. **REFERENCE (two persons to whom you have professionally reported)**

Reference 1 (Name, Official Address, Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)
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j. **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)