

**DIRECTORATE OF ECONOMICS & STATISTICS: ODISHA, BHUBNAESWAR
(PLANNING AND COORDINATION DEPARTMENT)**

ADVERTISEMENT

Invites application for engagement of following experts on purely contract basis.

- Expert (Data Base) – One
- Expert (Training Module/ Manual Development) – One

The application may be submitted as per guidelines given in websites:

<http://www.odisha.gov.in/pc> and www.desorissa.nic.in.

For any queries contact Deputy Director (SSS) Mobile No-9437268731

The Last date for Receipt of the application is by 5.00 PM on 23.12.2015.

Sd/-

Director, E&S.

Expert (Data base)

1.1 Responsibility of the Expert

The expert is required to perform the following duties.

- Preparation of road map / guidelines for development of Data base..
- Hire expert agencies for development of data base
- Conducting detailed system study for database in consultation with different stakeholders like NIC / ORSAC/ State data Centre / PHDMA and to bring out system study report.
- Ensure collection of data on various indicators for development, initializing of the Data base .
- Developing data base for efficient storage, updating and retrieval of data relating various statistical activities of DE&S. The database should have the features like: high integrity to promote user trust in data, easy and quick incorporation of changes, inbuilt charts, graphs and maps for data visualisation.
- Developing user-guide and manual to help stakeholders for easy retrieval and analysis of data.
- Preparing plan of action for data dissemination at State, district level for generating awareness among the stakeholders for use of data for planning, monitoring and advocacy.

1.2 Eligibility Criteria

Essential Qualification: B. Tech (computer / IT) / MCA from Govt. Institutions /AICTE approved institutions.

Desirable Qualification: M. Tech (computer / IT) / Degree in Management (MBA / PGDBA) from Govt. Institutions / AICTE approved institutions.

Experience: At least 5 years of Experience of working in the relevant field of IT having knowledge in hardware and software. He should have the proven experience of developing large database and working in a multidisciplinary team of experts.

Age: Minimum Age: Not below 35 as on 1st April 2015, Maximum Age: Not above 62 years as on 1st April 2015.

1.3 Remuneration

The Expert will get a consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty thousand only). Besides, he will be provided Travelling Allowances and Daily Allowances as per entitlement of Group A Officer having Grade Pay Rs.6600/- of Government of Odisha while performing Tours. He will also be provided

reimbursement of Mobile Recharge Vouchers up to a maximum of Rs.500/- per months for official telephone calls. However, he has to bear the cost of his handset and mobile sim-card.

Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before making the payment.

1.4 Time Period

The appointment will be for a period of one year or curtailed further basing upon requirement and satisfactory performance and availability of funds.

1.5 Recruitment and Engagement Procedure

The applications received for the post will be scrutinized by a **Screening Committee** comprising of :

- a) Principal, RIPAES, Chairman
- b) Deputy Director, RIPAES, Member
- c) Deputy Director, (SSS), Member

- d) The screening committee will verify the qualification, age limit, relevant experience etc of the applicant as per eligibility criteria including submission of concept notes.

Short listing of candidates for interview will be made based on weightage to the eligibility criteria to be fixed up by the selection committee and will be in the ratio of 1 : 7. That means for the post of data base expert, 7 (seven) applicants at the maximum will be shortlisted for interview. In case of less number of applicants, all will be called for interview subject to satisfaction of eligibility criteria.
- e) The sort listed candidates on the day of interview will give 10 minutes presentations on the concepts notes developed by them before the selection committee followed by the interview.
- f) The Communication for interview shall be on the postal address given in the application and /or through e-mail ID given by the Candidates.
- g) Selection criteria for selecting expert will be on a set of criteria with weightage on academic marks in eligible and desirable qualification (weight =20), Experience (weight =30), Concept notes (weight =20), Interview (weight=30).
- h) The selection committee will rank the candidates in order of score secured by the candidates as per the criteria suggested above. The committee will recommend the names of candidate securing rank 1 for engagement as Expert (Database Development) and also recommend the names of 2nd and 3rd candidate in order of rank for approval. In case the 1st candidate did not turn up for engagement, the 2nd candidate in the panel may be offered with the engagement and in case the 2nd one did not turn up, 3rd one may be offered the engagement.

How to Apply

i. Candidates fulfilling the above criteria are required to apply only by speed Post / Regd. Post to the **Director , Economics & Statistics, Odisha Heads of Deptt Building , 4th Floor , Bhubaneswar - 751001** with Bio-data / CV in the following prescribed format (Annexure-I) along with supporting documents so as to reach by **5.00 P.M. on Dt. 23.12.2015.**

ii. Envelope containing the application must be superscribed in bold letters **“APPLICATION FOR THE POST OF EXPERT (DATA BASE).**

iii. Applications received **after the closing date shall not be entertained.** The Department will not be responsible for any postal delay.

iv. Applications received incomplete in any respect are **liable to be rejected.** No correspondence on that score will be entertained.

The authority reserves the right to cancel or modify the interview process partially or fully, reject any or all applications without assigning any reasons, thereof.

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Director, Economics and Statistics

Signature of Applicant

(Name: _____)

Date:

Expert (Training Module/Manual Development)

1.6 Responsibility of the Expert

The expert is required to perform the following duties.

- a) Effective coordination with Scheme Officers of DES, DPMUs and other stake holders.
- b) Develop training modules, training manuals and training materials for the following key areas of activities. For this purpose they need to co-ordinate with all Stakeholders, Scheme Officers, Field Officers and Field staff of DE&S , Officers / Experts from other Govt Deptts / Organizations / Institutions including Govt of India. The broad areas for development of training resources include: Estimation of GSDP and DDP, Estimation of capital formation and savings, Budget Analysis, Crop Statistics, Socio-economic household surveys, Price Statistics, Annual Survey of Industries, Local Body Estimation, Index of Industrial Production, Environment Statistics, Housing Statistics and Transport Statistics,
- c) Preparation of Terms of Reference for engagement of specialized institutions and agencies on development of training materials on advanced statistics using real data preferably of DES.
- d) They will extend support in organizing the training programme at different level on the developed training modules and training resources.
- e) They will organize the seminars & workshops in the identified statistical activities under SSS.
- f) Develop list of stakeholders of statistical data, organize data dissemination workshops for wide publicity and sharing of DES data.
- g) Any other related activities as and when assigned to them by the authority.

1.7 Eligibility Criteria

Essential Qualification: Post Graduate in any discipline from recognized universities.

Experience: Minimum five years experience in Govt. Organizations, UN Agencies or reputed Non-Govt. Organizations / Institutions in the fields of Training Management, Content Development, Training Resource development, Training Evaluation, Organizing Seminars and Workshops and working with multiple stakeholders. Having good working knowledge of computers.

However, preference will be given to retired Senior Statistical officer of DE&S(not below the rank of DD) for the post of Expert (training module / manual development).

Age: Minimum Age: Not below 35 as on 1st April 2015, Maximum Age: Not above 62 years as on 1st April 2015. **For retired Senior Statistical Officer of DE&S, the maximum age limit will be 65 years as on 1.4.2015.**

1.8 Remuneration

The Expert will get a consolidated monthly remuneration of Rs.50,000/- (Rupees Fifty thousand only). Besides, he will be provided Travelling Allowances and Daily Allowances as per entitlement of Group A Officer having Grade Pay Rs.6600/- of Government of Odisha while performing Tours. He will also be provided reimbursement of Mobile Recharge Vouchers up to a maximum of Rs.500/- per months for official telephone calls. However, he has to bear the cost of his handset and mobile sim-card.

Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before making the payment.

1.9 Time Period

The appointment will be for a period of one year, which can be curtailed further basing upon requirement and satisfactory performance and availability of funds.

1.10 Recruitment and Engagement Procedure

- i) The applications received for the post will be scrutinized by a **Screening Committee** comprising of :
 - Principal, RIPAES, Chairman
 - Deputy Director, RIPAES, Member
 - Deputy Director, (SSS), Member
- j) The screening committee will verify the qualification, age limit, relevant experience etc of the applicant as per eligibility criteria including submission of concept notes.

Short listing of candidates for interview will be made based on weightage to the eligibility criteria to be fixed up by the selection committee and will be in the ratio of 1 : 7. That means for two posts of training experts, 14 (fourteen) applicants at the maximum will be shortlisted for interview. In case of less number of applicants, all will be called for interview subject to satisfaction of eligibility criteria.

- k) The sort listed candidates on the day of interview will give 10 minutes presentations on the concepts notes developed by them before the selection committee followed by the interview.

- l) The Communication for interview shall be on the postal address given in the application and /or through e-mail ID given by the Candidates.
- m) Selection criteria for selecting experts will be on a set of criteria with weightage on academic marks in Graduation and Post Graduation (weight =20), Experience (weight =30), Concept notes (weight =20), Interview (weight=30).
- n) The selection committee will rank the candidates in order of score secured by the candidates as per the criteria suggested above. The committee will recommend the name of top one candidate for engagement as Expert (Training Module / Manual Development) and also recommend the names of 2nd and 3rd candidate in order of rank . In case the 1st candidate did not turn up, the candidates in the panel may be offered with the engagement.

How to Apply

- i. Candidates fulfilling the above criteria are required to apply only by speed Post / Regd. Post to the **Director , Economics & Statistics, Odisha Heads of Deptt. Building , 4th Floor , Bhubaneswar - 751001** with Bio-data / CV in the following prescribed format (Annexure-I) along with supporting documents so as to reach by **5.00 P.M. on Dt. 23.12.2015**.
- ii. Envelope containing the application must be superscribed in bold letters **“APPLICATION FOR THE POST OF EXPERT (Training Module / Manual Development)**.
- iii. Applications received **after the closing date shall not be entertained**. The Department will not be responsible for any postal delay.
- iv. Applications received incomplete in any respect **are liable to be rejected**. No correspondence on that score will be entertained.

The authority reserves the right to cancel or modify the interview process partially or fully, reject any or all applications without assigning any reasons, thereof.

Director, Economics and Statistics

Annexure-I

**APPLICATION FOR ENGAGEMENT OF EXPERT (TRAINING MODULES /
MANUALS DEVELOPMENT) ON PURELY CONTRACT BASIS IN RIPAE&S,
BHUBANESWAR**

10. Name of the Applicant:

11. Father's Name:

12. Date of Birth: Age in Completed years as on 1st April 2015:

13. Sex (Male / Female):

14. Address for Communication with Telephone number and Email Id.

Affix recent
Passport
Size Photo

15. Permanent address (if other than the communication address)

16. Educational Qualification (Attach attested copies of documents)

Sl. No.	Degree	Year of Passing	Board/ University	% Marks Secured	Division and Grade	Subjects taken
1	Graduation					
2	PG					
3	Other Educational Qualification					
4	Computer related course, if any					

17. Experience Chronologically starting from the most recent one

Sl. No.	Period		Designation & name & address of the Organization	Experience in Brief (Attach documents showing Proof)	Remarkable Achievement if Any
	From	To			

18. Write a brief Concept note on each of the following aspects (Attach separate sheet)

- Systematic Approach to Training and design of training (500 words)
- Flipped Class room (500 words)

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

Signature of Applicant

(Name: _____)

Date: