ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022

ENGAGEMENT OF ASSISTANT PROGRAMME OFFICER(LAND ALLOCATION) FOR STATE PROGRAMME MANAGEMENT UNIT (PMU) UNDER OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for engagement of one post of Assistant Programme Officer (Land Allocation) to be positioned at PMU and to be on engaged on purely **CONTRACTUAL** basis. Application form along with the detailed ToR can be downloaded from two websites i.e. www.opelip.org &   www.otelp.org . Last date of receipt of applications (as per prescribe format) along with copies of certificates in support of their age, qualification, experience must reach to the above address **by speed/registered post only by 28.12.2021 at 05.00 PM**.

Only shortlisted candidates will be called for Interview. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

Date: 07.12.2021

-Sd/-
Programme Director

Details of Engagement of Personnel With Terms of Reference(ToR).

State PMU Level

Assistant Programme Officer (Land Allocation)

Qualification
- An retired officer from Odisha Administrative Service (OAS) Cadre ;

Experience
- Having at least 10 years of experience on revenue/FRA related matter visually land allocation through various Govt. schemes like OPLE, OGLS,FRA, CFR etc. s/he should have worked preferably in tribal development/rural development sector and have adequate knowledge about empowerment and development issues relating to tribal people / rural communities.

Age: The candidate must be below 65 years of age as on 01.12.2021

Reporting to: Deputy Programme Director

Job Description: Assist Deputy Programme Director in following aspects:

(i)   Coordinate All Revenue & Land related matter in the Programme areas;
(ii)   Liaise with Govt. as and when required;
(iii)   Assist Deputy Programme Director in his /her day to day functions related to land allocation actvities for the PVTGs;
(iv)   Supervise activities related to legal defence fund & coordinate for court related matter;
(v)   Guide the field officials of MPAs particularly to the staff working on land allocation activities and sort out their issues,
(vi)   Facilitate the MPA staff for processing the FRA as well as revenue land applications and ensure them to send to the appropriate authority,
(vii)   Attend to any other works may be assigned by the Programme Director.

Consolidated Remuneration: Rs.30,000.00 per month

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

APPLICATION FORM

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

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	Permanent	Present
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Age as on 01.12.2021		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. **Other trainings / qualifications including relevant short training courses**

Course	Duration	Institution	Details

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

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**