

# **CONTRACT RECRUITMENT**

**WALK-IN-INTERVIEW FOR POSITIONS OF STATE  
PROJECT MANAGEMENT UNIT (SPMU) UNDER  
FAO ASSISTED GEF-7 FOLUR PROJECT, ODISHA**



**INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)**

**( AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF ODISHA )**

**Siripur, BHUBANESWAR-751003, Odisha**

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**WALK-IN-INTERVIEW**

Walk-in-Interview will be conducted for two positions of GEF-7 FOLUR Project, Odisha i.e. State Food Systems Expert (State Technical Coordinator), M & E and Communications Expert at **IMAGE, Bhubaneswar** on **18.09.2024**. For details of advertisement, the departmental website: **www.agri.odisha.gov.in** may be referred for eligibility, remuneration, place of posting etc. No TA / DA are admissible for attending the Interview. It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.

*R.D. 20.8.24*

**Director, IMAGE**

Walk-in-interview for engagement of the following positions on contractual basis under FAO-GEF assisted GEF-7 FOLUR Project to be posted at SPMU, Bhubaneswar will be held at **IMAGE, Siripur, Bhubaneswar** as per the date and time mentioned below. The positions are purely contractual & coterminous with the project. Details of the positions, viz. designation, number(s) of positions, duty station and monthly remuneration are enumerated in the table below;

Sl. No	Name of the Position (Designation)	Date & Time of Interview	Reporting Time of Candidates
1	State Food Systems Expert (State Technical Coordinator)	18.09.2024 at 11.30 AM	18.09.2024 at 09.30 AM
2	M & E and Communications Expert	18.09.2024 at 03.30 PM	18.09.2024 at 01.00 PM

No candidate will be entertained after the reporting time. In case there is a need to change the above schedule under some exigencies, it will be notified in the departmental website. The interested candidates are advised to please check the departmental website ([www.agri.odisha.gov.in](http://www.agri.odisha.gov.in)) for any last minute changes/ amendments.

#### Details of the positions

Sl. No.	Job title/ Position	Nos. of Position	Duty Station	Monthly Remuneration
1	State Food Systems Expert (State Technical Coordinator)	1	SPMU Office, Bhubaneswar	1,50,000 (annual performance incentives @ 5%)
2	M & E and Communications Expert	1	SPMU Office, Bhubaneswar	1,00,000 (annual performance incentives @ 5%)

#### Recruitment Procedure

##### **A. Selection process**

The selection process will be through Personnel interview

##### **B. Criteria for CV screening**

CV screening will be based on Minimum Eligibility Criteria (MEC) as specified for each position.

No	Minimum Eligible Criteria (MEC)	Reference
1	Educational qualification	As per ToR
2	Years of relevant experience	As per ToR
3	Language required	As per ToR

##### **C. Eligibility to appear before the interview panel**

A preliminary screening will be done at the time of Walk in Interview by assessing the resume and certificates produced at that time against minimum eligibility criteria outlined in ToRs of respective positions. If the candidate qualifies the MEC then only he/she will be allowed to appear the personal interview. Further the interview process may be extended to next day if candidates are large in numbers eligible for appearing interviews.

#### **D. Documents to be produced by candidates during the Walk in Interview**

The applicants will be required to produce the information in the prescribed application form highlighting the academic qualifications and experience required for the position along with self attested photocopies of experience and academic certificates. The candidate additionally required to produce proof of identity at the time of Walk in Interview by producing authentic identity proof like Aadhaar Card, Voter ID etc.

#### **E. Final Selection procedures:**

**There would be three stages of scrutiny. These are**

##### **A. First stage**

- Age
- Minimum educational qualification
- Minimum relevant experience

**B. Second Stage:** The candidate who fulfils the first stage of scrutiny would be eligible for second stage scrutiny of Academic career & Relevant Experience for 70 marks

**C. Third Stage:** Candidates scrutinized through 2nd stage (Minimum Eligibility: 50 marks) will be called for Personal Interview of 30 marks

For final selection marks of both 2<sup>nd</sup> stage & 3<sup>rd</sup> stage will be taken together.

**F.** It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.

#### **Brief Project Profile**

- This is a five-year project which supports the development, application, validation and scaling out of a transformational model of sustainable integrated food systems (Rice/ Wheat) will be implemented in the two districts of four states- Punjab, Haryana, Odisha and Chhatisgarh. The project broadly comprises following objectives
- To promote sustainable, integrated landscapes and efficient food value and supply chains at scale in rice and wheat based food systems in India.
- Make agriculture, forestry and fisheries more productive and sustainable
- Improve agricultural productivity through sustainable natural resource management
- Reducing land degradation, biodiversity loss and greenhouse gas emissions.
- Providing the country with win-win benefits in terms of improvement in the environmental sustainability of food systems and the income and resilience of farmers.
- Generating additional benefit for other food system stakeholders such as improved access to safe and healthy food and creating employment opportunities.
- Create an enabling environment for policy support and demonstrate innovative models on productivity improvements in agricultural, farm and non-farm livelihood activities and sustainable natural resource management.
- Support sustainability of the rice-wheat food system in four states of India and deliver multiple global environmental benefits
- Institute on Management of Agricultural Extension (IMAGE) is the Operational partner and Directorate of Soil Conservation & Watershed Development is the Nodal Agency for the Project.
- The project implementing districts are Kalahandi and Ganjam with project blocks Koksora, Golamunda, Th-Rampur & Suroda, Digapahandi, Kabisury Nagar respectively.
- The project is for a period of 5 years.
- IMAGE being an Operational partner invites application from suitable candidates against the above positions.

## General Instruction to Candidates:

The positions are purely contractual and with a consolidated monthly remuneration fixed for various positions. The engagements will be for one year or closure of the project whichever is earlier from the date of joining, which may be extended on a yearly basis subjected to project continuance and satisfactory performance of the candidate. The engaged persons will be subjected to and will abide by the Conduct Rules applicable to the Government Servants of Odisha. Other allowances such as Dearness Allowance, House Rent Allowance and Medical Allowances etc. will not be applicable for these positions. Travelling Allowance/ Daily Allowance as per approved project norms will be applicable and for this purpose the consolidated remuneration shall be reckoned as the basic pay to determine the admissibility and transport for their tours. For outside tours, the approval of the Nodal Officer shall be obtained. These positions will be entitled to only Casual leave as applicable to State Government Servant and not for any other kind of leave. The engaged personnel if desires to resign from the assignment, she/he has to give 1 (One) months' notice to Director, IMAGE. The engagement can, however, be terminated at any time without assigning any reason whatsoever. Neither the Government of India nor Government of Odisha nor IMAGE nor FAO will be responsible for such disengagement.

The age limit of the applicants for different positions under this project is maximum 62 years as on date of publication of advertisement. Interested candidates may appear the walk in interview with complete CV in prescribed format, self-attested photocopies of documents towards proof of identity, residence, educational qualification, experience & other achievements along with a passport size photograph. The general instructions to candidates, details of nos. of positions, duty station, remuneration, qualification, experience, deliverables, performance indicators, selection process etc. are available in departmental website i.e. [www.agri.odisha.gov.in](http://www.agri.odisha.gov.in). Women candidates are encouraged to apply.

## NOTES FOR CANDIDATES:

- Candidates' identity will be verified using a Government issued ID card (Aadhaar Card/ Electro Photo Identity Card/ PAN Card/ Driving License/ Passport) during interview.
- Candidates will report at Interview Centre as per the schedule. **Candidate reporting after schedule reporting time as per advertisement, will not be entertained to appear the Interview.**
- Candidates finally selected will be contacted through email. No queries through e-mail/ phone from unselected candidates will be entertained.
- Candidates finally selected will submit character certificate, medical certificate and No objection certificate from the employer if employed before finalizing contract.
- The candidates will be required to produce original documents at the time of joining if selected. If any discrepancies or lapses found at the time of verification the candidature will summerarily be rejected.

**TOR for engagement of State Food Systems Expert (State Technical Coordinator) in State Project Management Unit of FAO-GEF assisted GEF-7 FOLUR Project in Odisha**

Qualification	Desired Skills and Experiences	Responsibilities	Remuneration per month (Rs.)
<p><b>Essential:</b> Master's degree in Agricultural Sciences/Agribusiness Management with Degree in Agri. and allied Sciences /Natural Resources Management/ Agricultural Engineering (Soil Water Management/ Food Processing)</p> <p><b>Desirable</b> PhD holders in above mentioned subjects</p>	<ul style="list-style-type: none"> <li>• Post qualification experience:               <p><b>Essential</b> Post graduate candidate - At least 5 years</p> <p><b>Desirable</b> PhD holders – At least 3 years</p> </li> <li>• Experience in project planning/implementation/ monitoring related to agriculture/ natural resource management /agri-food value chain development</li> <li>• Experience of providing strategic guidance, technical oversight, mentoring staff, building strong teams and leading the work independently</li> <li>• Experience of engaging multiple stakeholders like Government, NGOs, UN Agencies, market players and industry, community,</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the project in the target state to effectively address various issues within the state's food value chain to effectively implement necessary sustainable solutions that have been detailed in the project document.</li> <li>• Support development of the state action plans, lessons learnt and policy briefs for the growth of sustainable food systems in the state.</li> <li>• Undertake complex contextual analysis and lead meetings covering the entire food value chain - agriculture, logistics, corporate, etc. in the state and identify opportunities for partnership and possible collaboration for the project.</li> <li>• Lead the necessary engagement with relevant bodies in the government and private sector to influence policy making and transformation as per the lessons learnt from the project</li> <li>• Mentor and develop a team at SPMU for continued progress to bring about transformation in the food systems being targeted at scale.</li> <li>• <b>Planning and Budgeting</b> In-charge of overall management of the SPMU</li> <li>• Coordinate the preparation and implementation of the State Level Annual Work Plans and Budget (AWP/B)</li> <li>• Liaison with State Departments for mobilizing co-finance resources and ensuring effective convergence of project activities with the identified co-financing schemes</li> <li>• <b>Project Implementation</b></li> </ul>	<p>1,50,000 (annual performance incentives @5%)</p>

	<p>etc. in the above areas</p> <ul style="list-style-type: none"> <li>• Strong proficiency of spoken and written English and working proficiency in Odia language is essential.</li> <li>• High levels of computer literacy; competent use of Microsoft Office package (MS Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure strong coordination/ learning and sharing among the project districts</li> <li>• Report to the STC, and the Nodal Officer, Crops division of the Ministry of Agriculture and Farmers Welfare</li> <li>• Ensure time bound implementation of project activities</li> <li>• Ensure strong technical quality assurance of project's reports outputs and outcomes based on global, national and state-level best practices</li> </ul> <p><b>Monitoring, Review and Studies</b></p> <ul style="list-style-type: none"> <li>• Report to the National Project Steering Committee, and the Joint Secretary, Crops division of the Ministry of Agriculture and Farmers Welfare</li> <li>• Adhere to all reporting requirements of the MoAFW, GEF, and FAO</li> <li>• Implement project developed monitoring and evaluation system to monitor project outputs and outcomes</li> <li>• Mobilize technical expertise as and when required</li> <li>• Coordinate preparation of the Project Implementation Report, midterm, and final evaluation reports</li> <li>• Coordinate policy analysis at national-level and support preparation of food system roadmaps for the project states</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Represent the project in all meetings and for as required</li> <li>• Coordinate with the FAO Country Office, FAO Lead Technical Officer (LTO), other National Experts, any other duties assigned by the project implementing agency</li> <li>• Frequent field trips to project areas</li> </ul>
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**TOR for engagement of M&E and Communications Expert in State Project Management Unit of FAO-GEF assisted GEF-7 FOLUR Project in Odisha**

Qualification	Desired Skills and Experiences	Responsibilities	Remuneration per month (Rs.)
<p>Master's degree in Rural Development/Management/Development Studies/Natural Resource Management/ Agril. Economic/ Agril. Statistics</p>	<ul style="list-style-type: none"> <li>• At least 7 years of experience in monitoring and evaluating development projects</li> <li>• Experience in project implementation/monitoring and evaluation related to agriculture/natural resource management/ agri-food value chain development</li> <li>• In-depth knowledge and experience of monitoring and evaluation methods, approaches, frameworks and tools</li> <li>• Experience of leading large scale baseline and end line studies</li> <li>• Good documentation, research and reporting skills</li> <li>• Exposure of working with media, organizing media events and providing media support for thematic events.</li> <li>• Exposure of preparing IEC products such as social media content, news letter, brochures, coffee table books.</li> <li>• Exposure to working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.</li> <li>• Strong proficiency of spoken and written English and working proficiency in Odia language is essential.</li> <li>• High levels of computer literacy; competent use of Microsoft Office package (MS Word, Excel, PowerPoint)</li> </ul>	<ul style="list-style-type: none"> <li>• Document and disseminate lessons learnt, including case studies (both project and other relevant experiences) and findings from the project sites</li> <li>• Prepare periodic updates on project progress</li> <li>• Ensure regular data collection and MIS updates</li> <li>• Facilitate knowledge sharing within states, between project states, and with other stakeholders nationally and internationally through dissemination of information using existing government portals as well as through organization of special seminars, workshops, events, and audio-visual material</li> <li>• Coordinate publication of relevant posters, articles, and reports in English and Odia</li> <li>• Frequent fieldtrips to project areas</li> </ul>	<p>100000 (annual performance incentives @5%)</p>

**CV FORMAT FOR CONTRACT RECRUITMENT  
FOR STATE PROJECT MANAGEMENT UNIT (SPMU)  
UNDER FAO-GEF ASSISTED GEF-7 FOLUR PROJECT, ODISHA**

**Position Applied For:**

*(Candidate appearing for multiple positions has to apply separately)*

<b>PERSONAL DETAILS</b>				
<b>1</b>	1.1	<b>Name of the Candidate *</b>	<b>First Name</b>	
			<b>Middle Name</b>	
			<b>Last Name</b>	
	1.2	<b>Father's Name *</b>		
	1.3	<b>Mother's Name *</b>		
	1.4	<b>Nationality *</b>		
	1.5	<b>Domicile *</b>		
	1.6	<b>Sex *</b>		
	1.7	<b>Date of Birth *</b>		
	1.8	<b>Marital Status *</b>		
	1.9	<b>Address for Correspondence *</b>	<b>House No.</b>	
			<b>Street/lane</b>	
	<b>City</b>			
	<b>District</b>			
	<b>State</b>			
	<b>PIN CODE</b>			
1.10	<b>Permanent Address *</b>	<b>House No.</b>		
		<b>Street/lane</b>		
		<b>City</b>		
		<b>District</b>		
		<b>State</b>		
		<b>PIN CODE</b>		
1.11	<b>Mobile No *</b>			
1.12	<b>Email Id *</b>			

<b>EDUCATIONAL QUALIFICATIONS</b>							
<b>2</b>	Name of the Examination	Course and Subjects *	Name of the Board/ Council/ Institute/ University*	Name of School/College/ University*	Year of Passing*	%age of Marks Obtained*	
	2.1	Matriculate (10 <sup>th</sup> Pass)*					
2.2	Intermediate/ +2 *						
2.3	Graduation *						
2.4	Post Graduation						
2.5	Others ( Add if any )						

Language Proficiency*Put a Tick( ✓ )mark				
S.NO	Languages	Reading	Writing	Speaking
3.1	English*			
3.2	Odiya*			
<b>Other languages</b>				
3.3				
3.4				
3.5				
3.6				
3.7				

WORK EXPERIENCE *						
S. NO	Name and Category of Organization (Govt. sector/ international non- government organizations/ donor organizations/ donor funded projects) & location of positioning	Designation	Relevant Duties Performed (Within 700 characters) <i>(Attach separate sheet with self-attestation, if required)</i>	Duration		
				From	To	
4.1						
4.2						
4.3						
4.4						
4.5						
4.6						
4.7						
4.8						
4.9						
4.10						
4.11						
4.12						

Please specify your computer proficiency.		
S No		Yes/ No
5.1	MS Word	
5.2	MS Excel	
5.3	Email Management	
5.4	Data Entry	
5.5	MS Power Point	
5.6	MS Outlook	
5.7	Others - Specify (Max 100 characters)	

Date:  
Place:

Full signature of the Applicant

### **Instructions to Applicant\***

- The CV Format shall be filled up legibly; preferably typed.
- Fields with asterisk \* marks are mandatory.
- Each page of the CV needs self-attestation.
- Completed CV in prescribed format, self-attested photocopies of certificates towards educational qualifications, experiences & other relevant documents along with one passport size photograph should be brought to the Interview.
- In case you fail to substantiate any of the claims made in the application and if any variations are noticed, you will not be allowed to attend the interview and your candidature will be summarily rejected