

GOVT OF ODISHA
DIRECTORATE OF SCHEDULED CASTES & SCHEDULED TRIBES
RESEARCH AND TRAINING INSTITUTE (SCSTRTI)
CRPF Square, Bhubaneswar – 751003, Odisha
Telephone No.-0674- 2563645 Email id: scstrti@yahoo.co.in

No.1666

Date.03/07/2025

ADVERTISEMENT

Contractual engagement of retired Govt. Employee as OSD against the vacant
Post of Asst. Director (R) in the Office of SCSTRTI.

Applications are invited from suitable retired Govt. Employees who have retired from Govt. Service attaining the age of superannuation and below the age of sixty five years having good service records and are physically fit for engagement as Officers on Special Duty against the two vacant post of Asst. Director (Research) in the office of Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar for a period of one year or till regular recruitment, whichever is earlier.

Officers against whom departmental proceedings or criminal cases are contemplated / pending or who have been penalized for misconduct during the period of preceding Five Years will not be eligible for consideration.

Retired Govt. Employees may submit their application in the Prescribed Form Annexed herewith addressed to the Director, SCSTRTI, Bhubaneswar through Registered Post/ Speed Post only by 25th July, 2025, 05.30 PM.

Applicants should be a retired Govt. Employee not below the rank of Class-II from Odisha Administrative Services, Odisha Welfare Service, Odisha Welfare (Research and Training) Services or from Odisha Education Services (College Branch) and academicians from the field of Anthropology, Sociology or Tribal Studies. The applicants should have knowledge of Computer Applications.

Applicants should have minimum 10 years of full-time relevant experience (as on 1st July, 2025) on the field of Tribal Development (Research / Evaluation / Training).

Applicants having adequate work experience in the field of Tribal Research and Tribal Development program evaluations will be given preference.

The selected candidate for the position of OSD will be paid a monthly remuneration as in accordance with the F.D OM No. 24533/F dated, 29.09.2022. He/she will be entitled for TA/ DA as admissible.

The detailed guidelines indicating the eligibility criteria and terms and conditions laid down vide GA, Deptt. Resolution No. 26993/ Gen Dated. 12.09.2024 and the application format may be downloaded from the Odisha Govt. website and official website of SCSTRTI, <http://www.sestrtl.in>. For further details and TOR, the applicant may visit the official website of SCSTRTI at <http://www.scstrtl.in> and www.stscodisha.gov.in.

Sd/-
Director

TERMS OF REFERENCE FOR THE POSITION OF OSD IN SCSTRTI

Position: Officer on Special Duty
Reporting Officer: Director, SCSTRTI
Place of Posting: Scheduled Castes and Scheduled Tribes Research and Training Institute, Bhubaneswar

A. Background:

Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI) is the oldest Tribal Research Institute of the Country. This institute undertakes empirical studies, evaluation studies, ethnic Caste status studies on ST & SC Communities of Odisha. It also imparts training to various kinds of stakeholders associates with the tribal development ranging from Government officials, teachers, PRI members, NGO personnel etc. It has a museum which has displayed the arts and artefacts of the Scheduled Tribe Communities of Odisha.

The institute also provides inputs to the State Government and is used as think tank for effective tribal development initiatives.

It has been proposed to engage 02 numbers of Officers on Special Duty in the SCSTRTI to carry Research, Evaluation and ethnic study and such activities as the Director would assign from time to time in respect of tribal related matters.

B. Minimum Qualification:

Should be a retired Govt. Servant not below the rank of Class-II at the time of his retirement from Odisha Administrative Services, Odisha Welfare Services, Odisha Welfare Services (SCSTRTI), or from Odisha Education Services (College Branch) and academican from the field of Anthropology, Sociology or Tribal Studies. The candidates should have knowledge of Computer applications.

B. Work Experience:

- Candidates should have minimum 10 years of full-time relevant experience (As on 1st July, 2025) in the field of Tribal Development (Research/Evaluation/Training).
- Applicants having adequate work experience in the field of tribal research and tribal development program evaluations will be given preference.

D. Remuneration/ Compensation:

The OSD will be paid a monthly remuneration as in accordance with the F.D OM No. 24533/F dated, 29.09.2022. She/he will be entitled for TA/ DA as admissible.

E. Duration and terms of Engagement;

- The position is purely contractual in nature;
- The selected candidate will be given annual contract of 1 year or till such time the post gets permanently filled up
- The candidate will work under the direct supervision of the Director, SCSTRTI. However, if required the candidate can be placed with any other offices (within State head quarter) to work pertaining to Tribal related matters.

Sd/-

F. Job Chart of the OSD:

The candidate, as OSD, is expected to perform the following duties.

1. Collection of information on qualitative and quantitative progress of livelihood development projects and Documentation (Annual Progress Report; Best Practices; Case Studies etc.)
2. Consolidation of available secondary sources data pertaining to tribals and write report as required by Director, SCSTRTI
3. Prepare research and training project proposals, for funding support from MoTA, Govt. of India and other funding agencies as per requirement.
4. Prepare project concepts, project plan, strategy papers, guidelines and manuals, monitoring mechanism etc. for effective planning and monitoring of the projects taken up by ST&SC Development, M& BCW Department.
5. Facilitate capacity building programmes on project planning and monitoring for project stakeholders;
6. Conceptualization and formulation of various documents pertaining to research studies and evaluation studies connected with the tribals.
7. Field visit to project locations to facilitate project monitoring and implementation:
8. Providing necessary feedback and back-stopping to project stakeholders.
9. Visit different ITDAS, Micro projects, MADA, cluster pockets etc.; collect data and write information as and when required.
10. Any other suitable task assigned by the Director, SCSTRTI.

G. Desired Skills:

- Good understanding of Tribal Development Sector Projects, Programmes and Schemes
- Skills in Drafting research design and proposal
- Expertise in project development and management
- Capacity to work in a multitasking environment
- Working Knowledge of Computer in MS Office.

H. Mode of Selection:

The selection will be done in a two-stage process. The application forms meeting minimum eligibility criteria will be short listed first. Shortlisted applicants fulfilling eligibility criteria will be called for Personal Interview. The candidates with highest score in the order of merit will be selected for the position.

Sd/-

APPLICATION FORM

1. Name of the Applicant:
2. Father's / Husband's name:
3. Sex (Male/Female):
4. Marital Status (Married/ Unmarried)
5. Permanent Address:

6. Present Address:

7. Date of birth(Age as on 1st June 2025):

8. Category:

Gen ☐ SC ☐ ST ☐ SCBC ☐

9. Religion:

10. Nationality:

11. Educational Qualification:

12. Contact No:

Mobile No.

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/ engagement may be cancelled/ terminated without assigning any notice.

Date:

Place:

(Signature of the Applicant)

Note: All supporting documents related to educational qualification and experience have to be submitted along with the application form.