INDICATIVE ADVERTISEMENT
Walk in Interview for Empanelment of Human Resources under RUSA 2.0 Project

Applications are hereby invited from eligible candidates for empanelment / engagement of the following human resources in different project activities under RUSA 2.0 of the Utkal University at Vani Vihar, Chandikhole and at different regions of India (North, South, East and West). The University reserves the right to withdraw partial or full notification without assigning any reason. The empanelment / engagement of human resources is purely temporary and for a period up to 31 March 2020 and likely to be extended further depending on the availability of fund under RUSA 2.0.

Rural Outreach Program

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<td>1</td>
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<tr>
<td>2</td>
<td>Program Manager in the fields of (i) <strong>Health</strong>, (ii) <strong>Gender</strong> (iii) <strong>Agriculture</strong>, (iv) <strong>Artisans</strong>, (v) <strong>Youth</strong>, &amp; (vi) <strong>Indigenous Knowledge</strong></td>
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Regional Centers at in different regions of India (North, South, East & West)

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Utkal Entrepreneurship and Career Hub (UECH)

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<td>Director, UECH</td>
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RUSA Cell

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PR and Media Cell

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The detailed guideline indicating eligibility criteria and terms of reference and conditions, prescribed application form and other details can be downloaded from the website of the Utkal University www.utkaluniversity.nic.in.

The candidates seeking empanelment / engagement of human resources are required to send the filled in prescribed application form to rusauuhr@gmail.com on or before 9 January 2020 and come for walk in interview with the hard copies of the application along with the self-attested photocopies of the mark-sheets, certificates / degrees and other relevant
documents and Original certificates and marksheet in the prescribed date of walk-in-interview.

Memo No. DRS/RUSA-1041-2016 (HR)/ 17/2020  
Dated the 3 January 2020

Copy communicated to:

1. Heads of Departments of Utkal University, Bhubaneswar
2. The Principal of MS Law College, Cuttack and University Law College, Bhubaneswar
3. Secretary to Vice-Chancellor, Utkal University, Bhubaneswar
4. PA to Registrar, Utkal University, Bhubaneswar
5. PA to the Comptroller of Finance, Utkal University
6. M/S Mint Interactive LLP, 3B1, Bishnupriya Apartments, Jaydev Vihar, Bhubaneswar – 751 013 (Phone: 0674-2361430, Mob. 94370 34055, E-mail: mintactive@gmail.com) with a request to publish the advertisement in all editions (black and white) of the Samaj, the Dharitri, and the Times of India at the I&PR rate of Government of Odisha (with the trade discount) and to submit the bills in triplicate for payment.
7. Professor-in-Charge, Computer Centre, Utkal University for uploading in the University website for information of all concerned.
8. Copy to the Notice Board, Utkal University for general information.
Applications are hereby invited from eligible candidates for empanelment / engagement of the following human resources in different project activities under RUSA 2.0. of the Utkal University at Vani Vihar and Chandikhole. The University reserves the right to withdraw partial or full notification without assigning any reason. The empanelment / engagement of human resources is purely temporary and for a period up to 31 March 2020 and likely to be extended further depending on the availability of fund under RUSA 2.0. The venue of interview is the Guest House, Utkal University, Vani Vihar, Bhubnaeswar-751004.

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**Regional Centers at in different regions of India (North, South, East & West)**

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TERMS OF REFERENCE (ToR) OF PROPOSED MANPOWER POSITIONS

1. Program Director – Rural Outreach

**Specific Tasks**

- Lead the Programme portfolio (Farm, Non-Farm, Skill Development, Gender & Youth, Health and Entrepreneurship interventions under RUSA and other similar projects in the University).
- Prepare Annual Action and Capacity Building Plan, Identify, design, developing pro-poor livelihood models, prepare roll out plans and support livelihood interventions.
- Guide, motivate and monitor subject matter specialists for piloting innovative community based thematic livelihood interventions (Agriculture, Women Empowerment, Non-Farm, Health etc.)
- Support preparation of Project Implementation Plans, Preparation of Budget and handholding support during project implementation in various districts of Odisha to ensure quality execution of livelihood interventions in the field.
- Support regular capacity building and training of Subject Matter Specialists, NGO partners, women organizations, farmers, entrepreneurs, community resource persons and Farmers Producers’ Organizations (FPOs).
- Forging and establishing partnership with Government, International Donors (World Bank / ADB / DFID), Universities, NABARD, SIDBI, Nationalized Banks, Odisha Livelihoods Mission, Reputed Livelihood Promoting Technical Support Organizations, NGOs / Civil Society Organizations, CSR Partners and other premier Technical and Management Institutions, Engineering Colleges and IIT for knowledge exchange on livelihoods, mobilization of resources, innovating new models on community development to address current high priority issues on climate change in Odisha, vulnerability reduction in the agriculture sector for Small and marginal farmers, schedule tribe population, business model development, nutrition, other poverty and vulnerability issues and support for implementation.
- Organize and facilitate regular learning and planning Workshops, Conferences, meetings etc. for capacity building of relevant stakeholders in colleges and university.
- Take Lead role for establishing model Centre of Excellence “Livelihood Schools/ Entrepreneurship Development Centers” at University and Colleges Campus which can serve as a mentor school for the University and College students, Unemployed Youth who are willing to establish business startup for self-employment.
- Co-ordination and guidance to other faculties of the University, PhD Scholars dealing with Social Development and Economic Empowerment.
of Women and the Poor, Livelihoods, Agribusiness Management, Rural Development, Gender etc. for conducting field studies, implementation and preparation of report.

- Represent Government for policy formulation and designing various livelihood and women empowerment Programs/schemes.
- Support preparation of periodic reports, M&E reports, success stories, policy papers on Livelihood, Agriculture, Climate Change, Entrepreneurship, Agribusiness, Vulnerability Reduction, Economic Empowerment of Women and other marginalized communities.
- Establish process for review, monitoring and supportive supervision of all livelihood and community development interventions.
- Relationship building and establish convergence of programs with stakeholders like Govt. line departments, universities, civil society organizations, livelihood projects etc.
- Drive program team towards meeting commitments made to stakeholders like donors and departments.
- Work closely with the policy function, wherein linkages with the key government programs towards strengthening their execution and preparation of strategy.
- Any other task that may be assigned by the Vice Chancellor from time to time.

**Qualification and Experience**

- Post-Graduation degree from an institute of national and international repute in Economics/ Sociology / Anthropology / Social work/ Rural Development/Rural Management/ Development Studies, or related fields.
- Minimum Experience of 15 years with at least 10 years of prior experience in management and implementation support to large scale rural livelihood projects on Agriculture and Allied sectors, Natural Resource Management, interventions on Non-farm livelihoods, convergence and partnerships, community development through social and financial inclusion, capacity and institution building of women led community institutions, value chain promotion, promotion of entrepreneurship and market linkage, skill development, conducting and facilitating livelihood and social development impact studies etc. in Odisha funded by international donors like DFID and/or World Bank, and Central and/ or State Government/ International NGOs and/or working with reputed companies in the private sector.
- Experience of working in similar areas with Government projects in Odisha will be given preference.
- Prior experience of working with State, District and Block Administration, State Rural Livelihood Mission, Line Departments, other convergence partners and familiarity with Government schemes, structures, rules etc.
- Proficiency in Odia (Both Written and Verbal).

**Competency Skills**

- Prior experience grooming, motivating, guiding and management of livelihood teams at state, district and block level for rural livelihood projects in Odisha.
• Capacity building and training of various primary and secondary stakeholders including government staff.
• Ability to present to large audience with strong written and oral communication skills.
• Self-driven with high capacity for autonomous work with the ability to be a strong team player.
• Ability to work under pressure as per timelines
• Experience of working in rural belts/conflict zones/backward districts with tribal dominated population to be given preference
• The candidate shall have integrity, strong work ethic and high sense of personal commitment
• Ability to understand and consistently apply organizational policies and procedures in work.
• Ability and willingness to travel extensively in remote areas of Odisha.

2. Program Manager (Health)

Specific Tasks
• Act as focal point to health issues and liaise with relevant actors in different stages of health program/project implementation to follow up on agreements and recommendations.
• Support and develop existing programs within the Health sector.
• Consolidate and provide technical guidance and support to implementing partners on all health related issues, to ensure quality, cost-effectiveness, sustainability and environmental soundness in their implementation.
• Arrange repairs of existing systems as, tanks, pumps, pipe networks and generators.
• Asses the health risks in the project locations, and design and implement systems to improve the situation in collaboration with relevant actors.
• Negotiate access to identified health centres and schemes with relevant stakeholders while ensuring adherence to the Do no harm principle.
• Facilitate participatory and community-based approaches.
• Guide and supervise technical and support staff, and ensure that training needs are met.
• Contribute to the budgeting process and give inputs to the financial management of the program on technical areas.
• Organizing one thematic event every month and one Yearly National Conference
• Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

Qualifications and Experience
• Post Graduate in Development Management / Social Sciences / MPH / allied disciplines.
• Minimum of 7 years total work experience related to design, execution and supervision in Health projects.
• Minimum of 1-year experience of handling Government Program/Government Agencies/departments / International Agencies in PMU/PMC Cell.
• Knowledge and experience on Health issues and schemes

Competency Skills:
• High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English.
• Ability to communicate in Odia essential

3. Program Manager (Agriculture)

Specific Tasks
• Identification and planning of interventions to be taken up in the proposed areas
• Coordinate all agricultural related activities to improve drought resilience of the cropping system
• Convergence with Line Department, Industries, Academic and Financial Institutions
• Organize the extension and the demonstration activities in favor of women and men farmers
• Organize activities around integrated soil fertility management; protective irrigation; adaptive research
• Identification and implementation of best practices
• Formation of Producers’ Group and Producers’ Enterprise, supply chain management, production, post production and market linkage
• Carry out planning, M&E for activities under his/ her responsibility
• Propose measures to ensure poverty targeting and gender mainstreaming
• To generate new ideas on econometric approaches in agriculture and/or horticulture productions
• Supervise the planning and performance of the field teams that s/he supports
• Organizing one thematic event every month and one Yearly National Conference
• Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

Qualifications and Experience
• Master’s degree in Agriculture (Agronomy, Soil Science) or Agroforestry / allied disciplines
• Sound knowledge of Forestry and Community Forest Management
• Farm / community surveys, data collection and analysis skills
• Minimum of 7 years total work experience related to design, execution and supervision in Agricultural projects.
• Minimum of 3-year experience of handling Government Program/ Government Agencies/departments / International Agencies in PMU/PMC Cell.
• Knowledge on nursery development, sowing techniques and monitoring experience is a plus.
• Knowledge on Self Help Groups, formation, and working.
• Working knowledge of Business supply chains and its nodes functioning.

**Competency Skills:**
• High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English.
• Ability to communicate in Odia essential

4. Program Manager (Artisans)

**Specific Tasks**
• Identification and planning of interventions to be taken up in the proposed areas
• Convergence with Line Department, Industries, Academic and Financial Institutions
• Develop strategies for identification of ‘aspiring’ entrepreneurs, self-employment opportunities and lead viability assessment of selected opportunity.
• Develop strategies to identify gaps between existing and necessary skills required to start the Micro-Enterprises, accordingly connect with available choices of skill-based trainings in ecosystem and enable the micro-enterprise to be functional with all required technical/financial assistance
• Formation of Producers’ Group and Producers’ Enterprise, supply chain management, production, post production and market linkage
• Artisan development, livestock development and rural business
• Identification and implementation of best practices
• Carry out planning, M&E for activities under his/ her responsibility
• Organizing one thematic event every month and one Yearly National Conference
• Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

**Qualifications and Experience**
• Master’s degree in Rural Management/ Entrepreneurship Development/Business Administration / Economics/ Commerce/ Agri-Business/ Livestock Production Management or Technology/Food Processing Technology/ Home Science/Rural Development / allied disciplines from a recognized institution/University.
• Minimum of 7 years total work experience related to design, execution and supervision in Artisans projects.
• Minimum of 3-year experience of handling Government Program/ Government Agencies/departments / International Agencies in PMU/PMC Cell.
• Experience related to on-farm, off-farm and employment livelihoods, resilience and vulnerable households;
• Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders, including national and local government, donors, community-based organizations, and the private sector

**Competency Skills:**
• High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English.
• Ability to communicate in Odia essential

5. **Program Manager (Gender)**

**Specific Tasks**
• Designing and implementing strategy to prioritize women’s roles in training and marketing of renewable energy and energy efficiency in their communities and households
• Conducting gender-sensitive analyses to ensure the differential needs, constraints, capacities, priorities of women and men targeted by the project are understood and addressed
• Improve the mainstreaming of gender into project activities and project management tools, including tracking of gender equality results and gender-sensitive analysis of data collected
• Leveraging consultations with women’s groups and other community stakeholders to provide recommendations on how to best encourage community acceptance of project initiatives and incorporate best practices in women’s economic empowerment
• Design and facilitate meetings, trainings, and workshops, using utilization-focused, appreciative, participatory, adult learning methodologies and approaches
• Develop and deepen innovative approaches to gender integration, gender equality, and inclusive development, and participate actively in relevant professional (formal and informal) communities
• Convergence with Line Department, Industries, Academic and Financial Institutions
• Carry out planning, M&E for activities under his/ her responsibility
• Organizing one thematic event every month and one Yearly National Conference
• Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

**Qualifications and Experience**
• Master’s Degree and 7 years of experience in social sciences, international development, economics, sociology, anthropology, political science, or in a related field.
• Minimum of 3-year experience of handling Government Program/ Government Agencies/departments / International Agencies in PMU/PMC Cell.
• Demonstrated expertise in gender integration in one or more of the following priority program sectors: agriculture/food security, economic
development / growth / empowerment, energy and infrastructure, and countering domestic violence. Additional expertise in education or health (including HIV) a plus

- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders, including national and local government, donors, community-based organizations, and the private sector

**Competency Skills:**
- High integrity and ethical standards.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Competency in usage of IT tools including proficiency in MS Office suite.
- Strong oral and writing skills in English; ability to communicate in Odia essential

6. **Program Manager (Youth)**

**Specific Tasks**
- Undertaking assessment visits to youth groups, local civil society organizations, and local government offices engaged with youth
- Liaison with relevant NGO, District or Agency staff working with youth in target areas
- Assistance in disseminating information about youth grants
- Monitoring of youth development programs against indicators and budgets
- Liaison with, and monitoring of, with strategic youth partners
- Assist in the implementation of program assessments, research or evaluations
- Database entry, maintenance of performance monitoring records, and collation of reports on youth activities in target areas
- Administration duties associated with activities in target areas
- Participation in staff training and coordination meetings in target areas and/ as required by management
- Perform other duties, as needed or requested.
- Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

**Qualifications and Experience**
- Master’s Degree and 7 years of experience in social sciences, sociology, anthropology, psychology international development, economics, political science, or in a related field.
- Demonstrated expertise in youth mobilization and counselling in one or more projects in Odisha.
- Demonstrated ability to work and coordinate effectively with a wide variety of stakeholders, including national and local government, donors, community-based organizations, and the private sector

**Competency Skills:**
- High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English; ability to communicate in Odia essential

7. Program Manager (Indigenous Knowledge)

Specific Tasks
• Build and maintain strong relationships with Indigenous Peoples Organisation (IPO) Members, ensuring their effective engagement within the Union and providing direct support for the implementation of the IPO self-determined Strategy
• Provide expert and technical guidance and inputs to policy engagement and related communications on indigenous issues in major sustainable development and environmental policy for a
• Provide specific technical advice and inputs to thematic units with respect to ensuring that the development of those portfolios are consistent with Indigenous Peoples safeguards and policy, with particular attention to the development of GEF (Global Environment Facility), GCF (Green Climate Fund) and other large initiatives.
• Represent IPO Members and its delegations to relevant policy fora and related meetings and lead on developing and delivering policy messaging on indigenous issues at these events
• Guide and advise on the effective and systematic inclusion of monitoring and evaluation protocols on the recognition and advancement of Indigenous Peoples’ rights across the Indigenous Knowledge Programme, in close collaboration with the programme verticals
• Design and facilitate meetings, trainings, and workshops, using utilization-focused, appreciative, participatory, adult learning methodologies and approaches
• Carry out planning, M&E for activities under his/ her responsibility
• Organizing one thematic event every month and one Yearly National Conference
• Provide weekly reports and input to the Project Director on progress and results of interventions and activities.

Qualifications and Experience
• Post-graduate in Social Science with minimum 5-7 years’ experience as an indigenous leader or other professional who has worked closely with, and on a mandate from, indigenous peoples
• Significant experience representing interests of indigenous peoples in regional, national and international fora
• Master’s degree or equivalent professional experience in indigenous people’s rights, environmental policy, natural resource management, philanthropy, sociology, anthropology, tribal studies or related field.
• A strong and verifiable programmatic delivery track record with respect to deploying knowledge, evidence and policy influence to facilitating and enabling substantive and demonstrable place-based change.
• At least 3-5 years’ experience of direct field-based delivery and project management.
• Impeccable writing skills. A track record of publications and quantitative analysis is desirable though not necessary
• Demonstrated ability to advise and work with a multidisciplinary teams
• Diplomacy, good networking skills and excellent interpersonal skills. Track record of working effectively in a multicultural and diverse environment with colleagues at all levels
• Excellent verbal and written communication skills in English, including ability to communicate complex issues to a wide range of audiences. A second language (Odia) is highly desirable.
• Ability to travel frequently.

**Competency Skills:**
• High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English; ability to communicate in Odia essential

8. **Academic Coordinators in different regions of India (North, South East and West)**

**Specific Tasks**
• Student outreach- Tapping and encouraging probable students from their respective zones to apply to Utkal University to increase the diversity of students on Utkal University campus.
• Alumni Connect- Reaching out to Utkal University alumni and developing a connect with the alumni working /studying /residing in their region.
• Exploring Collaboration- To explore possibilities of partnerships/MoUs and other collaborations with other universities, non-governmental organizations, research institutions and industry bodies.
• Internship and Jobs: To explore possibilities of internships and job opportunities for the students Utkal University

**Qualifications and Experience**
• Masters in any discipline from reputed institute or university
• Minimum of 3-5 years of experience of working in the field of higher education.
• The ideal candidate should be a young (preferably below 40 years) and dynamic leader who has excellent command over English, Hindi and preferably in one of the regional languages of zone
• The candidate should be willing to travel and connect Utkal University to the academic institutions, research organizations, professional bodies, industry leaders, business houses, media, NGOs, government agencies and Utkal University alumni working in the region.
9. Director - UECH

**Specific Tasks**
- Develop and execute strategy for outreach, hunting, attracting and on-boarding deserving and qualified innovative entrepreneurs, and start-ups.
- Designing & managing Incubation and Acceleration programs
- Provide high-quality coaching and advisory support to entrepreneurs
- Good understanding of the social entrepreneurship ecosystem
- Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage
- Ensure tight management of milestones and progress of entrepreneurs and start-up companies
- Guide & support start-ups for fundraising activities
- Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporates, mentors, advisors, and domain experts
- Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.

**Qualifications and Experience**
- Master’s degree in Business Administration / Economics / Commerce / Management or related disciplines.

**Competency Skills:**
- A team player characterized by strong analytical skills, sharp critical thinking and problem-solving abilities
- Effective project management abilities
- Good leadership and motivational skills
- Good interpersonal and communications skills
- Excellent customer service attitude
- Good conflict resolution, negotiating and relationship-building skills

10. Incubation Manager (IT/ Training & Event)

**Specific Tasks**
- Assess the capacity and needs of existing and prospective UECH entrepreneurs;
- Assess the capacity and needs of existing and prospective UECH entrepreneurs;
- Assess and analyze costs and revenues associated with various UECH offerings;
- Review the current strategies with a view to strengthening business incubation at the state and country level;
- Develop the mentorship network for the incubation program and work with mentors to make the incubated venture successful;
- Design the policy on the selection and graduation of entrepreneurs applying for business incubation services;
- Review and assess the use of existing incubator based subject specific equipment
- Directly work with incubatees to support their performance and growth;
• Assist in identifying potential entrepreneurs within the thematic areas aimed at building a credible pipeline of climate-related businesses for the UECHs services;
• Provide coaching to entrepreneurs regarding business advisory services, financial management, marketing, general management, banking etc.;

**Qualifications and Experience**
• B. Tech IT / M. Tech IT / MCA or related disciplines
• A minimum of seven (7) years’ experience in business incubation or equivalent
• Evidence of the introduction of innovation/innovative practices as an incubator manager or equivalent
• Exposure to a range of business incubation models internationally, especially in developing countries and emerging markets and knowledge about best international practices
• A good understanding of climate related issues, with an appreciation of the technical aspects of the climate technology space
• Practical experience working with business enterprises and providing training and capacity building services
• Proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, MS Project)

**Competency Skills:**
• A team player characterized by strong analytical skills, sharp critical thinking and problem-solving abilities
• Effective project management abilities
• Good leadership and motivational skills
• Good interpersonal and communications skills
• Excellent customer service attitude
• Good conflict resolution, negotiating and relationship-building skills

**11. Receptionist**

**Specific Tasks**
• Greet visitors in a kind and respectful manner, offer beverages and food, direct visitors to their scheduled appointments
• Answer all calls and direct them to the appropriate staff member
• Make appointments with clients, schedule interpreters, confirm appointments, make appointment reminders as needed
• Contribute to UECH’s file management as well as monitoring and evaluation system in terms of collection, verification, database entry, and filing of client data
• Manage office space reservations
• Keep the reception and family room areas welcoming and tidy
• Set up supplies for information sessions
• Make copies of forms and leaflets kept at Reception
• Monitor stock of office supplies
• Effective project management abilities

**Qualifications and Experience**
• Bachelor’s degree in Business Administration or related disciplines.
• A minimum of two (2) years’ experience in business incubation or equivalent
• Proficiency in computer applications, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, MS Project)

**Competency Skills:**
• Good command of the English language is essential, both written and verbal
• Must possess strong organization time management skills, attention to detail
• Must be guest service focused and a team player
• Positive attitude and outgoing personality are essential
• Must be able to work shifts - days, evenings, weekends and holidays
• Ability to relate well to guests and employees
• Professional in demeanor and presentation
• Personable, enthusiastic, self-motivated and able to work independently
• Observant, discriminating and detail oriented
• Ability to understand and carry out oral and written instructions and request clarification when needed
• Strong interpersonal and organizational skills

12. Consultant (Engineer)

**Specific Tasks**
• Provide technical support as necessary in design and implementation of infrastructure works.
• Supervise various construction activities taken up under Utkal University.
• Ensure that the construction is in compliance with the drawing and estimates approved.
• Assess value of works done and approve bills and vouchers for release of funds to the implementing agency.
• Overseeing and directing construction projects from conception to completion
• Review of Detailed Project Reports (DPR) for precision and detail and provide feedback as necessary.
• Preparation of Implementation schedule & progress reports.
• Ability to prepare detailed estimates for civil engineering projects.
• Any other duties as may be assigned.

**Qualifications and Experience**
• B.E / B.Tech in Civil / Mechanical Engineering from a recognized University/ Institute.
• Minimum of 3 years total work experience related to design, execution and supervision in infrastructure development projects.
• Minimum of 1-year experience of handling Government Program/ Government Agencies/departments / International Agencies in PMU/PMC Cell.
• Proficient in Auto CAD or equivalent software packages.

**Competency Skills:**
• High integrity and ethical standards.
• Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
• Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
• Competency in usage of IT tools including proficiency in MS Office suite.
• Strong oral and writing skills in English.
• Ability to communicate in essential

13. Public Relations Officer
Specific Tasks
• Coverage of Events, Initiatives and Achievements: The candidate/team will cover the events, initiatives and achievements of the University for the print/electronic/online Media Platforms of Odisha, India and the world. This is an ongoing and continuous activity.
• Content Development and Editing: The PRO will be responsible to develop content and procure content from university faculty members/other relevant sources for development of collaterals like banners, posters and other documents for the PR and Branding activities.
• Documentation and Reports: The candidate/team will compile, design, prepare and publish reports of the university both in print and soft copy for compliance purposes and also for wider public circulation.
• 360 Degree Branding: Will devise an SOP for the PR and Media Cell (PRMC) on how a holistic branding of Utkal can be done.
• Overall Responsibility of PRMC: The candidate will be overall responsible for the smooth functioning of the PMRC through his inspiring leadership to promote a positive brand image of the university.

Qualifications and Experience
• A professional Master’s Degree/PG Diploma in a communication related subject like Journalism and Mass Communication (MJMC)/ Development Journalism/ Electronic Communication or an MA in English or an MBA in Corporate Communication/Public Relations from an institute of repute having a minimum of 7-10 years of track record of inspiring work experience in professional media organizations/ academia/ industry.
• A higher academic/research degree like a PhD and/or a sound familiarity with teaching-learning-research atmosphere/university culture and protocol would be appreciated.
• The ideal candidate should preferably be below 40 and dynamic and innovative leader who has excellent command over Odia, English and Hindi and preferably having good reputation in the media circles/networks of Odisha in Bhubaneswar and in New Delhi.
• Experience of heading an editorial board at a leading print/electronic/online news organization and/or leading a CSR and corporate communication team in the industry will have added advantage.
• Will lead a team of professionals to provide cutting edge and quick coverage of Utkal University’s events, initiatives and achievements for the state level and national level media.
• The candidate should be willing to travel and represent the university whenever required and build on the existing goodwill of people/decision makers of Odisha/India that they have for Utkal University.
• Any other miscellaneous work as assigned by the university from time to time.
Competency Skills:
- High integrity and ethical standards.
- Strong analytical skills, ability to think strategically, analyze diverse information and manage multiple projects simultaneously.
- Ability to communicate ideas clearly and confidently, articulate issues and recommend solutions.
- Competency in usage of IT tools for accounting & finance
- Strong oral and writing skills in English.
- Ability to communicate in essential

14. Documentation Officer / Creative Writer

Specific Tasks
- Assist in identifying new research areas under the assigned CoEs, conduct desk review of secondary literature and support preparation of new research designs.
- She / he shall write content for all matters related to Utkal University across multiple means of media (print, digital, social, etc.)
- Manage and curate the contents in the website of the university
- Draft press releases, annual reports, brochures, collaterals, etc.
- Any other content writing task required time to time during the assignment period.

Qualification and Experience
- Master’s degree or equivalent in English / Mass Communication / Social Sciences
- Minimum five-year experience of working in Research projects under an academic institution.
- Demonstrated interest to work in multi-disciplinary research subjects.

Competency Skills:
- High integrity and ethical standards.
- Competency in usage of MS Office suite and social media applications
- Strong oral and writing skills in English and Odia.

15. Technical Assistant / Research Assistant

Specific Tasks
- Assist in identifying new research areas under the assigned CoEs, conduct desk review of secondary literature and support preparation of new research designs.
- Support preparation of designs for fieldwork activities, coordinate day to day fieldwork activities and report to all concerned investigators about the fieldwork.
- Contribute to developing and running of new or continuing research projects for Post-doctoral Fellows engaged under each CoE for effective and timely completion of research assignments.
- Handle central administrative responsibility of all research projects under the assigned CoEs such as preparing the assignment chart for desk work and field work; travel itinerary of investigators; logistics arrangements for investigators in the field, etc.
**Qualification and Experience**

- Master’s degree or equivalent in Humanities and Social Sciences / Business Administration / Management / Natural Sciences / Physical Science / Language, Literature and Cultural Studies from a recognized University.
- Minimum one-year experience of working in Research projects under an academic institution.
- Demonstrated interest to work in multi-disciplinary research subjects.

**Competency Skills:**

- High integrity and ethical standards.
- Competency in usage of MS Office suite.
- Strong oral and writing skills in English and Odia.
Application for walk-in interview for Empanelment of Manpower under Component 4 of RUSA 2.0

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<th>Affix Photograph</th>
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1. Applicant Name (Block Letters) |

2. Father’s Name |

3. Date of Birth | Gender |

4. Age as on (1.1.2019) |

5. Category (Gen/SC/ST/OBC/SEBC/PH) |

6. Address for Communication |

7. Permanent Address |

8. Mobile No. | Telephone Number with STD Code |

9. Email Address |

10. Languages Spoken / written |

11. Professional Qualification

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<th>Sl. No.</th>
<th>Qualification</th>
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12. Employment Record

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<th>Years of relevant work experience</th>
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13. Mention five strengths and five weakness

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date:

Place: Full signature of the applicant

List of enclosures:

Note: The following documents are to be enclosed along with the application
   a. Two copies of recent passport size colour self-attested photograph. One copy of self-attested photograph will however to be affixed at the position in the application form.
   b. Self-attested photocopies of documents in support of age, qualification, experience etc.
   c. Self-attested photocopy of Identity Proof (Voter ID Card/ PAN Card / Driving License / Adhar card / Passport)