



UTKAL UNIVERSITY

Vani Vihar, Bhubaneswar - 751004



No. DRS/RUSA-1041-2016 (HR)/R2-211

/ 2022

Dated: 25/04/2022

INDICATIVE ADVERTISEMENT

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

Utkal University invites applications for the following contractual positions (One-year Contract) in Vani Vihar and Rural Campus under RUSA 2.0 Project.

The engagement under the advertised positions will be on purely temporary basis for a period of 1 (one) year from the date of appointment, which may be extended, at the sole discretion of the University, depending on Project requirement.

Rural Outreach Program

SI	Position	Salary (in / month)	No. of position	Date of Interview and time
1	Program Manager in the fields of (i) Youth (ii) Indigenous Knowledge	40,000 – 45,000	2	10/05/2022 10AM

PR and Media Cell

2	Public Relation Officer/ Documentation Officer	50,000	1	11/05/2022 10AM
10.	Research Assistant	15,000	1	12/05/2022 10AM

Please visit www.utkaluniversity.nic.in for detailed Notification, eligibility criteria and terms of reference and conditions along with the application form and other details.

Candidates fulfilling the requirements in the Notification and desirous of appearing for the Walk in Interview may apply by sending in the completed application form to rusauhr@gmail.com on or before 06/05/2022.

Candidates may walk in for the Interview with hard copy of the application, self -attested photocopies of mark- sheets, certificates, and other relevant documents on the aforementioned date and time at E.Library, Utkal University, Vani-Vihar, Bhubaneswar-751004.

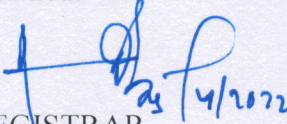
No TA/DA will be paid for attending the Interview.

GENERAL CONDITIONS:

1. Utkal University reserves the right to accept/reject any application without assigning any reason .
2. Utkal University will have the right to fill in and/or not fill in any of the positions advertised. Depending on the need, the number of posts may vary. The University reserves the right to withdraw the advertisement and not fill up any of the posts so advertised if circumstances so warrant.
3. The University reserves the right to extend application date/reschedule interview dates/time/venue by notification on its website. Candidates are advised to check the website regularly for updates.
4. The University will have the right to relax any of the qualifications, experience and other criteria for any of the advertised positions, etc.,

[Handwritten signature]

5. The University may constitute a Selection Committee to evaluate the performance of the Candidates in the Interview. The Selection Committee may devise its own evaluation criteria for selection of candidates for the posts and the decision of the Selection Committee will be final.
6. Incomplete applications in any respect will not be considered at all.
7. No interim queries regarding application/selection/dates etc., shall be entertained.

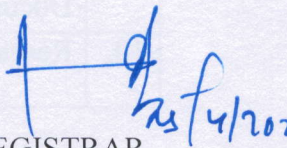

REGISTRAR

Memo No. DRS/RUSA-1041-2016 (HR)/ R2-212 / 2022

Dated: 25/04/2022

Copy communicated to:

1. M/s Display Lines, 158, Saheed Nagar, Bhubaneswar-7, with a request to publish the advertisement in one issue of The Times of India (All Odisha Edition) and The Samaj, Cuttack (All Odisha Edition) using minimum space and @ I & PR, Government of Odisha, and submit the bill of cost in triplicate for payment. They are also advice to show the proof before publication of the advertisement.
2. Heads of Departments of Utkal University, 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. Professor-in-Charge, Computer Centre, Utkal University for uploading in the University website for information of all concerned.
7. Copy to the Notice Board, Utkal University for general information.


REGISTRAR

TERMS OF REFERENCE (ToR) OF PROPOSED MANPOWER POSITIONS

1. 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 with 60% marks and 7 years of experience in social sciences, sociology, anthropology, psychology international development, economics, 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 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

2. 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 with more than 60% marks 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

3. Public Relations Officer & Documentation Officer / Creative Writer ***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 60% mark & 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

4. 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.

5. 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 60% mark & 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.



UTKAL UNIVERSITY
Vani Vihar, Bhubaneswar – 751004

**Application for walk-in interview for Empanelment of Manpower under
Component 4 of RUSA 2.0**

Advertisement No				Affix Photograph
Position Applied for				
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				
Sl. No.	Qualification	Name of Board / University / Institute	Year of Passing	Percentage achieved (Conversion certificate to percentage is required if the marks are in any other form)
12. Employment Record				
Years of relevant work experience				
Name of the Employer	Post/Designation Held	Period of employment From Date	Duration (No. of years, months) To Date	Gross pay scale

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

- 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.
- Self-attested photocopies of documents in support of age, qualification, experience etc.
- Self-attested photocopy of Identity Proof (Voter ID Card/ PAN Card / Driving License / Adhar card / Passport)