

**Applications are open for selection of
Fellows designated as Subject Matter Specialist (Quality Education)**

Duration : 3 Years	Consolidated remuneration : Rs. 30,000 per month
Scope & responsibilities -	Eligibility -
<ul style="list-style-type: none">• All SSD schools & hostels within a district	<ul style="list-style-type: none">• Domicile of India
<ul style="list-style-type: none">• Assessment of critical gaps in organisational structure	<ul style="list-style-type: none">• Age limit- 25-35 years
<ul style="list-style-type: none">• Enhancement of quality in education of ST/SC students	<ul style="list-style-type: none">• Language proficiency-English, Odia and Hindi

To Apply, visit – <http://bit.ly/Fellow-SMS-QualityEducation>

**ST & SC Development, Minorities & Backward Classes Welfare Department,
Govt. of Odisha
in partnership with
Piramal Foundation for Education Leadership Team (PFEL)**

Piramal Foundation for Education Leadership Team (PFEL) on behalf of the ST & SC Development, Minorities & Backward Classes Welfare Department invites application to select Fellows designated as Subject Matter Specialist (Quality Education) in 12 districts of Odisha. The SMS (QE) will be placed in different district locations and would report directly to the District Welfare Officer (DWO) and work closely under their supervision. This engagement is purely contractual and on temporary basis and no claims on employment will be entertained in future. The districts in which these personnel would be placed are as - Keonjhar, Sambalpur, Mayurbhanj, Koraput, Malkangiri, Rayagada, Kandhamal, Gajapati, Jharsuguda, Dhenkanal, Khurdha and Kalahandi for implementation of Mission Suvidya, as well as various quality education initiatives in the schools and hostels managed by the Department and to improve and benchmark the quality of infrastructure in hostels attached to schools.

The selection process will be conducted by Piramal Foundation for Education Leadership Team (PFEL) on behalf of the Government of Odisha and will provide the cohort of candidates for the final selection of Fellows designated as Subject Matter Specialist (Quality Education) will be jointly conducted by members from SSD and PFEL.

The descriptive roles and responsibilities of the Fellows designated as SMS (QE), educational qualifications, recruitment process and application procedures are as mentioned –

Roles & Responsibilities

The roles and responsibilities of Fellows designated as SMS (QE) are as detailed below –

1. Effective support to districts for implementation of various quality initiatives as well as infrastructure initiatives related to education.
2. Compilation of database on different aspects on educational schemes implemented by the Department.
3. Provide required support and facilitate in organizing / conducting program activities / training / workshops and supporting other programme-related activities as and when required by the programme management / authorities under Mission Suvidya & various Quality education initiatives undertaken by the department.
4. To provide necessary handholding support to the field functionaries in gap assessment of Schools & Hostels operational under ST & SC Development Department.
5. To monitor, supervise data collection under Mission Suvidya at district level.
6. To Coordinate with School & Hostel Monitoring Cell for redressal of grievances at district level.
7. Ensure effective planning to develop positive learning environment in SSD schools as well as hostels.
8. Assess and evaluate emotional, behavioural, and learning aspects of students to design educational programs.

9. Collaborate and coordinate with students, parents, and communities in building educational programs. Assist and support in functionalities of planning, implementation, assessment, and school improvement processes.
10. Collection of relevant information and Documentation of Best Practices, Case Studies, and relevant domain for Annual Progress Report etc.
11. Periodic visit to schools & hostels of this department for ensuring quality education as per the required standards and specifications.
12. Reporting on different parameters and provisions related to schools and hostels on regular intervals.
13. Intensive field visit to monitor proper implementation and streamlining the implementation processes of the initiatives undertaken in schools and hostels.
14. Liaise with other stakeholders / departments and provide handholding support and technical guidance.
15. Capacity building processes co-conducted by SSD-PFEL like induction, orientation, exposure field visits training or workshops, debriefs to amplify domain expertise in terms of achieving results in districts for implementation of various quality education initiatives.
16. Any other task assigned by ST & SC Development, Minorities & Backward Classes Welfare Department from time to time.

Academic Qualification –

Candidates belonging from the state the Odisha interested in working in the social development sector having -

- Educational Qualification: Master's in social sciences (Additional B.Ed. / M.Ed. / MBA preferred)
- Experience: Master's in Education / Social Sciences / Rural Management / Social Work / Management. For those not with Master's in education, B.Ed. or its equivalent will be preferred.
- Minimum 2 years' experience of working with tribal/community engagement & Govt. partnerships related to education/school education.
- Age limit within 25-35 years with relaxation of 2 years for any case of highly experienced candidates.
- Candidates should possess problem solving, stakeholder management & effective communication skills & fluent with Oriya language with writing and reading skills and a passion to work in rural geographies.

Consolidated remuneration

The consolidated remuneration during the contract period will be fixed at Rs. 30,000/- per month inclusive of all expenses. Intra and Inter Districts official travels will be reimbursement at actuals and as per the Govt. of Odisha norms.

Selection Process

Step-1: Application Form

- Application form (Link of Application form) will be made live through the official website of SSD and other websites of ST & SC Development, Minorities and Backward Classes Welfare Department, and Private Job sites as well.
- The form will capture all the relevant details of the candidate like Name, Qualification, Experience, Address, etc. to prepare their resume.
- The Application forms will be screened to filter out all the eligible candidates.
- All eligible candidates will be awarded marks based upon their Academic qualification, Relevant Experience, Community Activities, and other professional achievements.

Academic	5 Marks
Relevant Work Experience	10 Marks
Community Activities	10 Marks
Professional Achievements	5 Marks
Total	30 Marks

Weightage will be given to candidates having higher relevant work experience and Community engagement. While relevant work experience is non-negotiable, sufficient community activity participation will ensure the alignment of the candidate the personnel will be majorly working with and for the SC/ST communities.

Step-2: Case Study

- All eligible shortlisted candidates will be sent a case study related to relevant issues in the education sector.
- The candidates will require to do adequate research using solution finding approach and will have to submit their reports within 4 days.
- The reports will be reviewed by PFEL (Piramal Foundation for Education Leadership) Team and marks will be awarded to each candidate.

Ability to analyze a given situation	5 Marks
Innovation and solution finding approach	10 Marks
Ability to provide relevant rationale/analysis to proposed solution	5 Marks
Total	20 Marks

Step-3: Telephonic Interview

- All shortlisted candidates will go through the first round PI conducted by PFEL Team.
- The candidates will be awarded marks based upon their performance.

Cross verification of relevant work experience and other details mentioned in the application form	0 Marks
Back-ground check of the candidate (family and local area, knowledge of local culture, community activity etc.)	5 Marks
Understanding the thought process of the candidate during their research work for the given case study.	5 Marks
Ability to manage success: Self-centered or passes on credit, persistence	5 Marks
Ability to deal with failure: Takes responsibility or passes on blame, ability to rise again and persist, ability to recognize failure etc.	5 Marks
Alignment to the social sector & willingness to work with the Govt.	5 Marks
Total	25 Marks

Step-4: Final PI (Through virtual platform or Face to Face)

- A total of 50 candidates will be shortlisted based upon the total marks received in Step - 1, 2 & 3.
- The Resumes of these candidates will be provided to SSD Department.
- Basis this the candidates will appear for a final panel discussion and interview with the panel members comprising of Experts and Govt. representatives nominated by the SSD Department. The final selection will be done by this panel and the parameters for selection will be decided by the panel members.
- The representatives of SSD Department will conduct the Final PI of these 50 candidates to select a total of 12 candidates. Additionally, 6 candidates will be kept in waitlist in case any selected candidate drop-outs.
- The selected candidates will be sent the offer letters and would be required to undergo a medical test and submit the test report to ascertain their medical fitness.

ANNEXURE-

Job Description: Fellows designated as Subject Matter Specialist (Quality Education)

Job Title: Fellows designated as Subject Matter Specialist (Quality Education)

Location: 12 Districts of Odisha

Reporting to: Quality Education PMU, Govt. of Odisha

Terms: 12 months extended every year basis annual performance for a maximum tenure not more than 36 months.

Consolidated remuneration: Rs 30,000 per month all-inclusive as remuneration. Intra and inter Districts official travels will be reimbursement at actuals and as per the Govt of Odisha norms.

Required Qualification: Master's in Education/ Social Sciences/Rural Management/Social Work/Management. For those not with master's in education, B.Ed. or its equivalent will be preferred.

Desired Experience: Minimum 2 years' experience of working with tribal/community engagement & Govt partnerships related to education/school education. Candidates should possess problem solving, stakeholder management & effective communication skills & fluent with Oriya language and a passion to work in rural geographies.

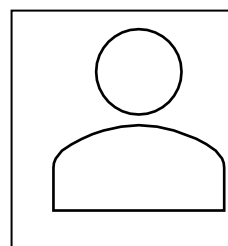
Age limit: 25-35 years with relaxation of 2 years for any case of highly experienced candidates.

About the ST & SC Development, Minorities & Backward classes Welfare Department (SSD Department): Educational development of SC & ST communities & improving access to educational facilities through residential institutions has been identified as a thrust area of ST & SC Development, Minorities & Backward classes Welfare Department (SSD Department). SSD Department manages 1730 schools and 6700 hostels for students from Grades I to X. Mission Suvidya was launched on 4th December 2019 by the honorable chief minister, Govt of Odisha as a flagship program to improve and benchmark in the quality of infrastructure of hostels attached to schools managed by SSD Dept. The first phase of Mission Suvidya includes 12 districts of Odisha namely Keonjhar, Sambalpur, Mayurbhanj, Koraput, Malkangiri, Rayagada, Kandhamal, Gajapati, Jharsuguda, Dhenkanal, Khordha and Kalahandi.

About the recruitment (Govt. of Odisha-ST&SC Development Department): The scope of work for the Fellows designated as SMS (QE)-cum- Fellows is of a quality education consultant, which would include the entire ambit of quality of education infrastructure, governance, and classroom transactions. The Fellows designated as SMS (QE) are expected to be stationed in these and their respective districts and implementation of projects will require intra-district touring intra state touring as well whenever needed.

ANNEXURE- 3.3

Subject Matter Specialist (Quality Education) Application Form



Candidate Details:

First Name:	Middle Name:	Last Name:
Email Address:		
Marital Status:		
Mobile Number:	Emergency Mobile Number:	
Guardian Name & Relationship:		
Gender:	Nationality:	
Permanent Address:	Current Address:	
Communication Address:		
District:		
Date of Birth: (DD/MM/YY)		
Languages Known (Read):		
Languages Known (Write):		
Languages Known (Speak):		

Academic Details:

10th Class Academic Declaration –
School Name:
Board:
Year of Passing:
Marks (%):

12th Class Academic Declaration –
School Name:
Board:
Year of Passing:
Marks (%):

Graduation Academic Declaration –
College Name:
Stream:
Year of Passing:
Marks (%):

Post-Graduation Academic Declaration –
College Name:
Stream:
Year of Passing:
Marks (%):

Computer Proficiency –
Microsoft Excel: (Beginner/Advanced/Pro)
Microsoft Word: (Beginner/Advanced/Pro)
Microsoft Power point: (Beginner/Advanced/Pro)
Microsoft Photo editor: (Beginner/Advanced/Pro)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odiya									
Other (Please specify)									

Extracurricular Activity Details 1:

Choose Nature of ECA: Student Body Member/Sports/Cultural Activities/NSS/NCC/Others
Achievement details:
Achievement Level: College/Inter College/District/State/National/International

Extracurricular Activity Details 2:

Choose Nature of ECA: Student Body Member/Sports/Cultural Activities/NSS/NCC/Others
Achievement details:
Achievement Level: College/Inter College/District/State/National/International

Work Experience Details 1:

Sector: Education/Government/Development/Others (please specify)
Organization & work location:
Duration: years and months
Job Description:
Your proudest moment (not more than 25 words):

Work Experience Details 2:

Sector: Education/Government/Development/Others (please specify)
Organization & work location:
Duration: years and months
Job Description:
Your proudest moment (not more than 25 words):

Total Work Experience in years and months:

Essay Type Questions:

1. Discuss about the various community activities you have been engaged in till date.
2. Share your opinions and views on various schemes initiated by the Government of India and Govt. of Odisha for Scheduled Tribe and Scheduled Caste communities. How you want to contribute for the development of the tribal communities?
3. What is your biggest success and failure in your life? What have you learnt from them?

Reference 1 (Name, Official Address,Phone & Email)	Reference 2 (Name, Official Address, Phone & Email)

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/ appointment may be cancelled/ terminated without any notice.
