

Terms of Reference (ToR)

For

**Hiring of Support Executive (MIS) for ORMAS,
Panchayati Raj & Drinking Water Department**

**Government of Odisha,
Panchayati Raj & Drinking Water Department**

Background

To create different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc, Government in Panchayati Raj & Drinking Water Department has created “Odisha Rural Development and Marketing Society (ORMAS)” on 14th January 1991 and registered under Societies Registration Act-1860, it has been rendering yeomen services in livelihood promotion and rural product marketing in Odisha. ORMAS is pioneer in implementing Placement Linked Skill Development Programme, Specially Deen Dayal Upadhaya and Grameen Koushalya Yojana (DDU-GKY) in the State from last five years along with Project Implementing Agencies.

Scope of work /Deliverables

- Imparting training on Web based MIS to officers of PIAs under various schemes, manages changes and modifications in MIS system.
- Day-to-day problems/queries of all the PIAs related to training and placement, analyses data of Skill Development section for the purpose of monitoring and evaluation.
- Involve in conducting end user training and facilitation of different software such as Web Based MIS or ORMAS, New MPR system of MoRD, MRIGS/ERP of MoRD/NIRD.
- Identify and report the issues and concern relating to software of Skill development section to the expert.
- Facilitates and assists PIAs in getting PRN & New Proposal submission through MRIGS/ERP.
- Knowledge of Windows Operating System and Associate Hardware, MIS system of MoRD and ORMAS on Skill Development.
- Data processing, E-mailing, Scanning, Document Design, Presentation, keeping records of all the files of Skill Development Cell.

Qualification, Experience of Age Limit :

Sl. No.	Name of the Post	No. of Post	Qualification, experience and age limit	Job responsibility	Remuneration
1	Support Executive (MIS)	1.	a. Graduate with PGDCA b. 2 years of experience in MIS of implementing Placement Linked Skill Development Programme. c. Maximum 45 of age as on 01.01.2018 d. Should be a citizen of India e. Proficiency in Odisha, Hindi and English f. Able to visit district office	a. To assist the MIS experts. b. He is involved with solving day-to-day problems/queries of all the PIAs, Modification and evaluation. c. Training on Web based MIS to officers of PIAs under various schemes, manages changes and modifications in MIS system. d. Day-to-day problems/ sorting queries of PIAs. e. Facilitation of different software such as Web Based MIS of ORMAS, New MPR system of MoRD, MRIGS/ERP of MoRD/NIRD. f. Identify and report the issues to MIS Experts. g. Facilitates and assists PIAs in getting PRN & New Proposal submission through MRIGS/ERP.	Rs. 30,000/-

Duration of the Contract

The duration of the will be initially for a period of two years which may be extended further basing on requirement of the project subject to satisfactory performance. The engagement may be terminated at any time without assigning any reason thereof. Prior to engagement the selected applicant shall make an agreement with the Executive Director, ORMAS, Panchayati Raj and Drinking Water Department.

Payment Schedule :

Remuneration will be made on monthly basis. TA/DA will be provided as admissible to the contractual personnel as per the ORMAS rules time to time.

Sd/-
State Mission Director-Cum-
Member Secretary, ORMAS