

DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA

At-Killamaidan, PO-Buxibazar, Cuttack-1

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EoI for Engagement of Consultants in PMU

A Project Management Unit (PMU) has been set up in DTE&T, Odisha to oversee the planning and implementation of various GoI / State supported projects/schemes. To strengthen the PMU, DTE&T, Odisha is keen to engage following two qualified personnel having hands on experience to add value to different project related activities.

a. Procurement Specialist (Civil Works)-01

b. Consultant (Training, Evaluation, Monitoring and MIS)-01

For further details on qualification, experience, monthly remuneration, mode of selection, job profile etc please visit website at www.dtetorissa.gov.in - Invitation of application for PMU. Applicants are requested to send their up to date resume with copies of recent photographs and credentials superscribing the name of the position addressed to **The DTE&T, Odisha, At-Killamaidan, PO-Buxibazar, Cuttack-753001**. The application and resume with details should reach latest by **27th January'2017 at 5.00PM by Speed Posts only**. The Short listed candidates shall be invited for personal interview at **Cuttack**.

Sd/

DTE&T, Odisha, Cuttack

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EoI for engagement of Consultants for PMU, DTE&T, Odisha

A Project Management Unit (PMU) has been set up in DTE&T, Odisha vide GR No 4490 / ETET dated 16.11.2012 to oversee the planning and implementation of various GoI/State supported projects/schemes. To strengthen the PMU, DTE&T, Odisha is keen to engage following two qualified personnel having hands on experience to add value to different project related activities.

A) Position wise Qualification and Relevant Experience:

1. Procurement Specialist (Civil Works)

Qualification

Bachelor in Engineering / Architecture / Planning from a reputed college with MBA or Post Graduation in other fields related to infrastructure development like Planning / Infrastructure Management, Construction Management

Relevant Experience

: 5-7 years of experience in infrastructure project development including planning, project management, contract design & bid process management, preparation of feasibility studies across the sectors, financial structuring & modeling, preparation of master plans, procurement and management of consultants and transaction advisory services activities

2. Consultant (Training, Evaluation, Monitoring and MIS)

Bachelor Degree in Engineering preferably IT / Computer Sc. from a reputed college, or Master's Degree in Computer Application (MCA)

: 3-5 years in Project design & outcome based implementation, faculty/staff training & development, monitoring, evaluation and reporting on e-governance reforms, planning and scheduling to avoid time & cost overrun, student tracking/data base, placement cell etc in Industry / Technical Institute of repute

- B) Contract Period:** : The candidate selected shall be on contract for a period of 1(one) year subject to satisfactory performance at the end of 12 months, the contract period may be extended on mutual consent.
- C) Age Limit:** : The Age of the candidate should not be more than 40 years, however the age may be relaxed for experts who would have extensive sectoral experience.
- D) Salary and Remuneration:** : Negotiable between **Rs. 30,000/- PM to Rs. 40,000/- PM** depending upon qualification and experience.
- E) Mode of selection** : Based on the merit position in the 02 hour duration objective type written Test of 100 marks comprising (a) General Studies(b) Aptitude (c)Leadership (d)Job Profile (e) Qualification core subjects with 40% cut off mark in aggregate.
- E) Application Procedure:** : Applicants are required to send their up to date resume with copies of recent photographs and credentials superscribing the name of the position addressed to **The DTE&T, Odisha, At-Killamaidan, PO-Buxibazar, Cuttack-753001**. The application and resume with details should reach latest by **27th January'2017 at 5.00PM through Speed Post only**. The Short listed candidates shall be invited for personal interview at **Cuttack**.


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The Project Management Unit (Job Profiles for the Consultants)

1. Procurement Specialist (Civil Works)

The incumbent has a broad based role in improving quality of project design through procurement of quality goods and civil works, implementation and reporting by providing intellectual leadership on technical, financial and all operational aspects of the projects for imparting quality Diploma/ITI Education and related reforms. This includes but is not limited to:

Support in Project Planning: Assist supervision of preparation of DPRs; operationalising the DPRs, Activity Planning and Scheduling – use of MS Project software would be an added advantage; financial resource planning and scheduling payments; monitoring physical progress, utilization of the goods and civil works procured at the institute level.

Support in Procurement Management: Assist delivering procurement of goods for different Project Institutes/SPIU Society more effectively, transparently in a time bound manner.

Advice on Construction Management: Assistance to SPIU Society in obtaining requisite clearances; land acquisition, detailed planning of implementation; materials and supply chain management; quality assurance and benchmarking.

Advisory Support:

- ✓ Provide advice for the improvement of the day to day procurement of Civil Works and Goods activities under different Projects/State Plan funds for the SPIU Society, Project ITIs and Polytechnics.
- ✓ Provide technical advices in tendering process of the procurement of goods(tools, equipment, furniture, books etc), and monitoring civil works by different construction agencies in respect of sewerage, water supply, solid waste management, rain water harvesting systems, Environment Management Framework, access to the PWDs, gender specification etc for all new constructions.
- ✓ Support SPIU Society to report with precision on progress of procurement of goods, construction activities and utilization of funds under different projects through MIS.
- ✓ Assist in conflict resolution as necessary at the Institute level
- ✓ Develop and disseminate guidelines on project preparation, procurement and other related activities.

Technical Support for civil works:

- ✓ Provide technical backup support, as necessary to the SPIU Society of the Directorate / Construction Agencies /Procurement of goods agencies facilitating implementation of MoU/MoA under different Projects

- ✓ Preparation of model Plan, Estimate, Drawing of various construction activities under different projects at the ITIs and Polytechnics
- ✓ Assist developing close linkage with different construction agencies for timely execution of different project activities
- ✓ Evaluation and Monitoring of different construction activities in association with the construction agencies and periodical reporting there on.
- ✓ Periodical field visits to assess construction activities, guide physical progress, collection of Utilisation Certificates and reporting to SPIU Society
- ✓ Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary. A first level thorough review, before submission to SPIU Society will ensure that time is not lost in clearing the DPRs.
- ✓ Assist maintenance of existing infrastructure of the ITIs /Polytechnics through leverage of resources from State/Centre
- ✓ Preparation of reports / vision plan documents / DPRs for infrastructure development at the Institute level for implementation of projects in the state to ensure that timelines committed at the time of approval are adhered to.
- ✓ Ensuring that the designs of construction work lay outs etc are of acceptable standards.
- ✓ Bringing reforms through capacity building and skills of Institutional staff for maintenance of the goods and other infrastructure is a priority. The Specialist will constantly assess the training needs in engineering and assist Institutes to access quality training on site or at recognized centres of excellence/State Construction Academy.
- ✓ Assist development of Construction Sector skill manpower in association with L&T Ltd / such other agencies through training and placement linkage

2. Consultant (Training, Evaluation, Monitoring and MIS)

Project related responsibilities: The incumbent has a broad based role in staff training, improving quality of project design, implementation and reporting and MIS by providing intellectual leadership and inputs on social needs of the projects. This includes but is not limited to:

- ❖ The primary responsibility of the MIS expert will be to support speedy internalization of the Projects and accurate reporting through the same and strive to improve the IT systems of SPIU Society and proactively recommend ways to make it more user-friendly and efficient.
- ❖ Emphasis shall be given on students tracking and faculty development
- ❖ Monitoring and Reporting on E-governance reforms: The officer shall monitor and report the progress to the Directorate on implementation of the following e-

governance reforms pertaining to Head Quarter, Polytechnics and ITIs:

- Preparation of DPRs
- Ensuring and guiding operationalisation of the DPRs
- Activity Planning and scheduling to avoid time & cost overrun
- Project(s) Evaluation, Monitoring and Reporting
- Look after works related to Projects and other skill building initiatives relating to employment generation, skill development, education etc to ensure convergence between the projects and other Government initiatives

Developing Data base and e-governance

- Proper and updated maintenance of the Website(s) of the Directorate with linkages to appropriate sites
- Data base of students enrolled in different social categories including male / female, completed studies, appeared final examinations,
- Data base of Placement Cells of the Field Functionaries including students persuaded higher studies and finally employed/self employed
- Personnel Management System / Data base of Principal, faculties and other staff including training
- Citizens' Grievance Monitoring
- E-Procurement/Procurement and Monitoring of Projects
- E-dispatch at the Directorate
- Data base of Building Plan Approval and procurement activities
- Setting up of citizen interface centres like kiosks etc at the field functionaries.

Training:

- Identify the training needs of the Officers/Staff of the Directorate/ faculties of Polytechnics and ITIs and Identify relevant training provider's locations
- Mobilize resources for training, facilitate deputation for training,
- Encourage use of IT to produce training materials and manuals; increasingly impart an understanding and use of e-learning among staff; stay abreast of latest developments in the IT sector and transfer emerging technology as relevant to both to the Technical Education and Training Sector.
- Devising communication strategies to make the faculties/staff aware of their responsibilities and complying with requirement of the reforms.
