



**STATE INSTITUTE FOR RURAL DEVELOPMENT
& PANCHAYATI RAJ**
PR & DW Department, Govt. of Odisha
Gopabandhu Nagar, Unit - VIII, Bhubaneswar



EXPRESSION OF INTEREST

**Empanelment of Resource Persons of SIRD & PR for conducting
Capacity Building and Training of PRIs under RGSA**

No. 2031

Date : 01.12.2021

Expression of Interest is invited from desirous persons having experience in the field of Capacity Building and Training to be empanelled as Resource Persons by SIRD&PR under PR&DW Department, Govt. of Odisha.

The candidates are required to apply through online only using their email account. The online link and the ToR is available on the official website of SIRD&PR (www.sirdodisha.nic.in).

The existing Empanelled Resource Persons of SIRD&PR are also required to apply for fresh empanelment. Any off-line Application will NOT be entertained.

Online application will be activated from **(04.12.2021 to 22.12.2021)**

Sd/-
DIRECTOR

**TO R FOR SELECTION OF RESOURCE PERSONS TO BE EMPANELLED BY SIRD & PR FOR
UNDERTAKING CAPACITY BUILDING AND TRAINING OF ELECTED REPRESENTATIVES AND
FUNCTIONARIES OF PANCHAYATI RAJ INSTITUTIONS**

SIRD-Trg-011/58/2019

File No – E-129

This is an initiative to strengthen capacity building and training activities undertaken by SIRD&PR for three tier PRIs in Odisha. The empanelment doesn't confer any rights of claim for any other assignments of SIRD&PR

Capacity Building of elected representatives and functionaries of three tier Panchayati Raj Institutions (PRIs) is a pre-requisite for the effective functioning of the governance structure at the grassroots level. In the present context, with the devolution of huge amount of funds from 15th CFC & 5th SFC, the role of panchayats and the responsibilities of the elected PRI members have enhanced.

State Institute for Rural Development & Panchayati Raj (SIRD & PR) is the apex training institute under the Panchayati Raj & Drinking Water Department, Government of Odisha. It is also the nodal agency for the capacity building activities of 3-tier elected PRI representatives and functionaries. More than one lakh PRI members get elected to the 3- tier Panchayati Raj Institutions in the state in every five years. Out of them more than 50% are women PRI members. One of the most challenging tasks is to impart the required knowledge & training to the newly elected PRI representatives who come with varied educational & socio-cultural background. Besides Capacity Building & Training of grassroots officials is equally important for SIRD&PR.

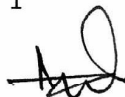
About selection of resource person (SIRD&PR)

The present tenure of the 3-tier PRIs in Odisha is going to be completed in March, 2022. Government has mandated to impart induction training to all the newly elected representatives within a stipulated time-frame of 6 (six) months of assuming office. SIRD & PR is providing both in-house training to the PRI members in its campus and also undertaking field level training programmes in cascading mode with the help of Empanelled Resource Persons (ERP), District Administration, District Panchayat Resource Centers, Extension Training Centers and Collaborative Partner Organizations (CPOs).

Modalities for selection of RPs

SIRD & PR shall follow a comprehensive and defined selection process for the empanelment of potential Resource Persons for carrying out the field level training programme of elected representatives and functionaries of PRIs.

The existing Empanelled Resource Persons of SIRD&PR are also required to apply for fresh empanelment. On completion of the current selection process and soon after declaration of the list of successful resource persons, all previous empanelment for resource persons of SIRD&PR will come to an end.



Eligibility Criteria

1. Minimum educational qualification is **Graduation** in any discipline. Preference will be given to candidates having Post Graduation degree or above.
2. In case of elected representatives of the PRI and Community Cadre (OLM), educational qualification shall be minimum **Intermediate pass (12th pass)**. Evidence regarding PRI Member and Community Cadre (OLM) need to be submitted.
3. Candidates must be within the age group of **30 to 65 years** and willing to travel extensively to different training venues including remote areas as per requirement.
4. The candidate must be proficient in Odia having good command over speaking, reading and writing the language.
5. The candidate must have minimum 3 (three) years of experience in imparting training. Previous experience in providing training to PRI members shall be preferred.
6. Basic knowledge on computer operation (MS-Office, Internet), including operation of training equipments such as Projector, LED etc.
7. Must have valid email-id & Contact Mobile No. with WhatsApp.
8. Preference will be given to the candidates residing in the district he/she is applying for.

Selection Process

➤ **Key Instructions to the applicant for filling-up of online application form has been annexed**

Selection of candidates will comprise of following procedures:

- i) SIRD & PR shall invite online applications from individuals, having the above mentioned eligibility criteria and interested to be empanelled as Resource Person.
- ii) The online application form ("**Application for RP**") will be available in the website of SIRD&PR (www.sirdodisha.nic.in). The link will be active from (**04 December, 2021 to 22 December, 2021**).
- iii) Applications will be scrutinized on the basis of eligibility criteria.
- iv) District wise status of the applicants will be published in the website of SIRD&PR (www.sirdodisha.nic.in) and communicated through email.



- v) Objections if any, may be submitted through online application form selecting option ("**Objection**") within 3 days of publication of the status of the applicants.
- vi) On completion of the objection period, the eligible applicants will go through a process comprising of Written Test, Group Discussion and Personal Interview as per the schedule to be communicated by SIRD&PR through applicant's registered email and also it will be hosted in the SIRD&PR website (www.sirdodisha.nic.in).
- vii) While selecting the Resource Persons, merit list of the candidates will be taken into consideration district wise separately. However, SIRD&PR holds the discretion to empanel the RPs from other districts if necessary.
- viii) Assessment of candidates will be done out of total 100 marks. The assessment criteria is as under-

Sl No.	Assessment criteria	Marks
	Overall maximum marks = 100	
1	Qualification	Maximum marks- 10
	1. Candidate having graduation degree (Intermediate/12 th pass in case of elected representatives of PRIs / Community Cadre-OLM)	8 marks
	2. Candidate having post graduation degree or above	10 marks
2	Experience	Maximum marks- 10
	A. Experience as Trainer	
	A1) More than 3 years and up to 6 years	2 marks
	A2) More than 6 years and up to 9 years	4 marks
	A3) More than 9 years	6 marks
	B. Experience as Trainer in PR Administration – other than empanelled RP of SIRD&PR	2 marks
	C. Experience as empanelled RPs of SIRD&PR	4 marks
	Total (A + B or A + C)	
3	Written Test It will comprise of Multiple Choice Questions (MCQs) without any negative marking which will include questions on the following areas: General Knowledge, Panchayati Raj Administration, Programmes and Schemes of Rural Development of MoPR and MoRD including the schemes of Health, Education, Women and Child Development, Agriculture, Social Justice and Empowerment, Water and Sanitation etc.	Maximum marks- 50
4	Group Discussion The topics will be contemporary, social, economic, governance and development etc.	Maximum marks- 15
5	Personal Interview	Maximum marks- 15

- ix) List of successful candidates will be published in the SIRD&PR website (www.sirdodisha.nic.in) as well as intimated to the candidates through applicant's registered email.
- x) Candidates must bring all original documents while coming for the examination.
- a. Date of Birth Proof (HSC or Equivalent Certificate / Birth Certificate)
 - b. Highest Educational Qualification.
 - c. ID Proof (PAN Card / Aadhaar Card / Voter ID / Driving License)
 - d. One no. of recent passport size photograph

The following documents are to be kept ready for uploading for applying online application

1. Recent passport size photograph
2. Birth certificate / HSC or Equivalent certificate
3. Highest qualification certificate
4. ID Proof (Aadhaar Card/ PAN Card / Voter ID / Driving License)
5. Self signature
6. Certificate- ToT on DTS / Induction training imparted by SIRD&PR for empaneled RPs
7. Experience certificate indicating the years of engagement to be obtained from the competent authority.
- 8. Only for empaneled RPs- an experience certificate (indicating the years of engagement) from the CPO countersigned by APD.**
9. Any proof of elected representative of PRI/community cadre OLM.

Disqualifications/De-empanelment:

A Resource Person shall be de-empanelled on the following grounds

- If he/she has suppressed any information.
- If he/she has acted against the interest of the SIRD & PR / District Administration / District Panchayat Resource Centers / Extension Training Centers.



- If he/she has shown any inappropriate behavior as a Resource Person
- If he/she is blacklisted by SIRD&PR / District Administration / any other Training Institutes / Agencies in the past.

Terms of Engagement:

- Availing the services of RPs will be purely on as and when required basis and as per training schedule / calendar by SIRD & PR.
- The services of the empanelled Resource Persons will be utilized by SIRD & PR for which honorarium will be paid as per the approved rates of this institute.
- The Resource Person should adhere to the delivery norms as prescribed for the assignment.
- The Resource Person will maintain a highly professional and ethical standard of service to SIRD & PR.
- The Resource Person should maintain punctuality for training programmes and is expected to provide quality delivery.
- In case of dereliction of assignments and poor performance, SIRD&PR reserves right to cease the empanelment after observing all formalities as deemed fit.

Disclaimer

This initiative of empanelment of RPs is an intervention of SIRD&PR to strengthen the PRI Capacity Building and Training activities, supported by the Central or State Government. The empanelment does not confer any rights for claim of any services at SIRD&PR. This is purely a temporary assignment on turnkey basis of SIRD&PR.

SIRD&PR reserves the right to cancel the selection process without assigning any reason thereof.



Key Instructions to the applicant for filling-up of online application form

(Read the following instructions carefully before going to fill up the application form)

1. Type URL (www.sirdodisha.nic.in), click in the scrolling “Application for RP” in the home page.
2. **Download ToR& read the ToR carefully before filling-up of online application form.**
3. Register through your email id and click on “Send OTP”
4. You will receive six digit OTP on your registered email id.
5. Enter the OTP and “Submit” (OTP is valid for 10 minutes) / if OTP is not received or time expired then you click on “Resend OTP” and Enter the latest OTP.
6. After OTP is authenticated, you go to applying page.
7. Keep ready your required documents softcopy as per the specification mentioned in the Dashboard before applying.

The following documents are to be kept ready for uploading

1. Recent passport size photograph
(Dimensions (3.5cm width x 4.5cm height), Size (100 kb-500 kb), File Format (JPG or PNG))
2. Birth certificate / HSC or Equivalent certificate
(File size (100 kb-500 kb), File Format (pdf))
3. Highest qualification certificate
(File size (100 kb-500 kb), File Format (pdf))
4. ID Proof (Aadhaar Card/ PAN Card / Voter ID / Driving License)
(File size (100 kb-500 kb), File Format (pdf))
5. Self signature
(Dimensions (4 cm width X 3 cm height), Size (1 kb-200 kb), File Format (JPG or PNG))
6. Certificate- ToT on DTS / Induction training imparted by SIRD&PR for empanelled RPs
(File size (100 kb-500 kb), File Format (pdf))
7. Experience certificate indicating the years of engagement to be obtained from the competent authority.
(File size (100 kb-500 kb), File Format (pdf))
8. Only for empanelled RPs- an experience certificate (indicating the years of engagement) from the CPO countersigned by APD.
(File size (100 kb-500 kb), File Format (pdf))
9. Any proof of elected representative of PRI/ community cadre OULM.
(File size (100 kb-500 kb), File Format (pdf))

8. Click on “Apply for Resource Person”.

9. Fill up “A” section (Applicant Personal Information)

Please fill up all Mandatory (*) Fields.

A. Applicant's Personal Information

*1. First Name	2. Middle Name	*3. Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
*4. Email Address	5. Aadhaar No.	
<input type="text" value="pkmsirdpr@gmail.com"/>	<input type="text" value="Aadhaar No"/>	
*6. Gender	*7. Caste Category	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	
*8. Present Occupation	*9. Date of Birth	
<input type="text" value="Select"/>	<input type="text" value="dd-mm-yy"/>	
*10. Correspondence Address	*11. Permanent Address	
<input type="text"/>	<input type="text"/>	
*12. District (Correspondence Address)	<input type="checkbox"/> Same as Correspondence Address	
<input type="text" value="Select"/>	*13. District (Permanent Address)	
*14. Mobile No: +91	<input type="text" value="Select"/>	
<input type="text"/>	*15. WhatsApp No: +91	
<input type="text"/>		

10. Fill up “B” section (Language and Computer Information)

B. Language and Computer Information

*1. Proficiency in Odia
☐ Read ☐ Write ☐ Speak

3. 2nd Language
 Select

*5. Basic Knowledge on Computer Applications
 Select Answer

*2. Mother Tongue
 Select

4. Other Local Dialect of Odisha
 Select

6. Specify Computer Capabilities
 Select

11. Fill up “C” section (Training and Experience Information)

C. Training & Experience Information

*1. District Preference for Training Choice 1
 Select

*2. District Preference for Training Choice 2
 Select

*3. District Preference for Training Choice 3
 Select

*4. Category of RP
 Select

*5. Highest Educational Qualification
 Select

*6. Total Years of Training Experience
 Select Answer

*7. Whether Empanelled Resource Person of SIRD&PR
 Select Answer

8. Experience as Trainer in PR Administration
 Select Answer

12. Upload documents required in “D” section (Uploading of require documents)

D. Uploading of Required Documents

*1. Recent passport size photograph :
 (Dimensions (*3.5cm (width) x 4.5cm (Height)), Size (* 50 kb-200 kb), File Format *(JPG or PNG))

*2. Birth certificate / HSC or Equivalent certificate :
 (File size (* 100 kb-500 kb), File Format *.pdf)

*3. Highest qualification certificate :
 (File size (* 100 kb-500 kb), File Format *.pdf)

*4. ID proof (Aadhaar Card/ PAN Card / Voter ID / Driving License)
 (File size (* 100 kb-500 kb), File Format *.pdf)

*5. Self signature:
 (Dimensions (*4 cm (width) X 3 cm (Height)), Size (* 1 kb-200 kb), File Format *(JPG or PNG))

Experience Certificates

6. Certificate- ToT on DTS / Induction training imparted by SIRD&PR for empanelled RPs.
 (File size (* 100 kb-500 kb), File Format *.pdf)

7. Experience certificate indicating the years of training engagement to be obtained from the competent authority.
 (File size (* 100 kb-500 kb), File Format *.pdf)

8. Only for empanelled RPs- an experience certificate (indicating the years of engagement) from the CPO countersigned by APD .
 (File size (* 100 kb-500 kb), File Format *.pdf)

9. Any proof of elected representative of PRI/community cadre OLM.
 (File size (* 100 kb-500 kb), File Format *.pdf)

I do hereby declare that, the information given above and in the enclosed (uploaded) documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that, if the information given by me is proved false/not true, I shall be liable for action as deemed fit.

☒

Save

13. Click “Save” after filling-up of the application. Then the system will alert you to “Your application is saved with us. Click here to submit your application:” with “OK” prompt.

14. You can view your application status by clicking through “My Application” in menu section.

State Institute for Rural Development & Panchayati Raj
Panchayati Raj & Drinking Water Department, Govt. of Odisha

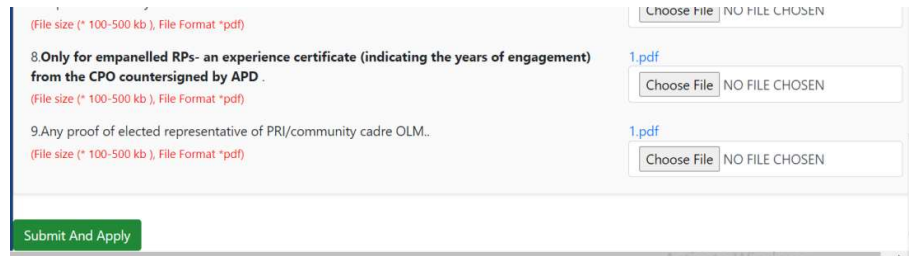
Dashboard

My Application

Profile

Sl.NO	Name	Mobile	Application No.	Apply District	Status	Action
1	P K M	9337394940	GANJ9912	Jajpur	Not Submitted	Submit Form

15. If it is shown as not submitted, then you are allowed to edit your information along with uploaded documents before clicking **“Submit And Apply”**.



The screenshot shows a web form with three file upload sections. Each section has a red text label, a file size/format requirement, a file name, and a 'Choose File' button. The first section is for an experience certificate, the second for a countersigned certificate, and the third for a proof of elected representative. A green 'Submit And Apply' button is at the bottom left.

(File size (* 100-500 kb), File Format *.pdf) Choose File NO FILE CHOSEN

8.Only for empanelled RPs- an experience certificate (indicating the years of engagement) from the CPO countersigned by APD . 1.pdf
(File size (* 100-500 kb), File Format *.pdf) Choose File NO FILE CHOSEN

9.Any proof of elected representative of PRI/community cadre OLM.. 1.pdf
(File size (* 100-500 kb), File Format *.pdf) Choose File NO FILE CHOSEN

Submit And Apply

16. After final submission, there is no scope for editing of any data.
17. After successful submission you will receive a message with a **“Unique ID Number”** in your registered email.



18. You can download and print your application form by clicking **“View”** in My Application Menu.
19. Applicants are requested to check their registered email and application profile from time to time to know the status of selection process.
20. 12 digit Aadhaar Number (in case of VID enter 16 digit) to be entered in the prescribed column.
21. 10 digit Mobile Number and WhatsApp Number to be entered in prescribed column.
