

SCTE&VT ODISHA FELLOWSHIP SCHEME

OBJECTIVE : To engage young highly qualified & experienced promising professionals to work for the State Council for Technical Education & Vocational Training, Odisha, an autonomous Examining Body for ITIs & Polytechnics of the State under the control of Skill Development & Technical Education Department, Govt. of Odisha for a short duration. This scheme offers a unique opportunity to work with the Government and enables meaningful participation in implementation of various schemes of the Council and provides opportunities for professional growth and learning of Government procedures and functioning.

STRUCTURE :

Type of Fellowship	No. of Fellows to be engaged	Period of Engagement	Monthly remuneration	Other Benefits
Fellow Technology Management	One	12 months	70,000	The Fellow shall enjoy the benefits of casual leave and entitled for TA/DA as admissible to base level Group-B Officers of the State Government.
Fellow Business Process Re-Engineering	One	12 months	70,000	The Fellow shall enjoy the benefits of casual leave and entitled for TA/DA as admissible to base level Group-B Officers of the State Government.

QUALIFICATION : B.E./ B.Tech. from AICTE approved reputed institution with minimum 60% marks along with MBA from reputed B-Schools.

EXPERIENCE : Three (03) years of experiences in managing projects, technological fundamentals & setting business management strategies focussing on analysis and design of workflows and business processes in corporate sector/ private sector/ Govt./Semi-Govt./PSU with sound domain knowledge and very strong communication and analytical skills. Preference will be given to candidates having good managerial experience in handling projects and expertise in preparation of RFPs/Project Reports etc.

AGE LIMIT : The applicant must not exceed 35 years of age on the date of notification of the advertisement.

SCOPE OF WORKS :

(A) **Fellow Technology Management** : The fellow will assist the SCTE&VT in transforming itself into a completely digital driven organisation. He/she will also assist the authority in identifying the possible relevant technologies through technology scouting, mapping the technologies to organisation and line departments/institutions through integrated planning, design, optimisation, operation and control of all technology products, processes & services and implementation of technology integrating with the existing structure, system and workforce of the SCTE&VT. He will also look after implementation of various e-initiatives, ERP for institutions, student services improvement, co-ordinating various short-term skill development programmes and faculty development programmes

and student engagement, learning material development through faculty resources and monitoring of their usage and any other assignments as per need.

- (B) **Fellow Business Process Re-Engineering** : The fellow will assist the SCTE&VT in bringing about worthwhile and forward looking changes in the functioning of colleges and institutions affiliated to the Council. He/she will drive the initiatives to bring in clearly measurable changes in the quality of education imparted in the institutions. His basic objective will focus on setting the vision and organisational goals, understand the current processes and the bottlenecks and redesign the processes with optimisation to meet the organisational and current market requirements and implement the reengineered processes. Other activities also include project planning, analysis, implementation & monitoring, preparation of project reports/RFPs, scheduling of inspection of institutes and compilation of inspection reports & follow-up actions, streamlining outcome of the information gathered into useable data, identifying skill gap mapping and additional training requirements and liaising with stakeholders and other assignments as per need.

HOW TO APPLY : Intending candidates will have to submit the scanned copy of the signed filled-in Application form (**Annexure-1**) as well as soft copy in WORD format along with necessary supporting documents by email to the email-ID **sctevtfellow@gmail.com** by **08.01.2021**. The Application received after the due date will be out-rightly rejected. If a candidate wants to apply for multiple posts, separate application is to be made for each post.

SELECTION PROCESS : A Selection Committee will scrutinize the application forms and prepare the list of eligible candidates, who will be selected through the Written test followed by and skill test in IT and personal interview. The written test of 100 marks will be conducted consisting of MCQs in Logical Reasoning, Arithmetic & English. The candidates, who will secure minimum 60% marks in the written test, will be skill tested in IT by a Team consisting of IT Experts followed by personal interview. A merit list will be prepared on the basis of the marks secured in the above selection process and published on the Council website. By virtue of the name of a candidate appearing in the merit list, he/she cannot claim his engagement under the project.

GENERAL TERMS & CONDITIONS :

1. The Fellow must be an Indian National.
2. The engagement of Fellow is purely temporary and initially for a period of 12 months.
3. If the performance of the Fellow will be satisfactory, which will be assessed periodically by a Committee during his period of engagement, further extension of another 12 months only may be given with breakup of 15 days after completion of first year.
4. At any of point of time, by virtue of this engagement, the Fellow cannot claim the regularisation of service in future.
5. During the period of engagement, the conduct of the Fellow must be cordial.
6. If the performance of the Fellow is found to be unsatisfactory or he is found to be indulged in any kind of activity not in the interest of the Council, his engagement shall be terminated with immediate effect.
7. The fellow will follow general official rules and regulations of the Council during the period of engagement.
8. As SCTE&VT, Odisha is an Examining Body, the Fellow will submit a self-declaration that he will maintain utmost confidentiality during and after the period of engagement relating to various confidential works, if any, he is involved in.
9. Legal issue, if any, will be under the jurisdiction of Hon'ble High Court of Odisha, Cuttack.
10. The authority reserves all rights to reject the candidature of any candidate without assigning any reason thereof.