

ADVERTISEMENT

Applications are invited from the eligible candidates for engagement of Associate Designer and Project Coordinators on contractual basis. Interested candidates may apply within 21 days of the publication of this advertisement. Details of ToR along with the application form is available in the Website : www.sidacodisha.org.in

Member Secretary



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

Tel. No. +91 (0) 674 2350318, E-mail: sidacorissa@gmail.com,

www.sidacodisha.org.in

Terms of Reference for

Engagement of Associate Designer and Project Coordinators in State Institute for Development of Arts & Crafts

State Institute for Development of Arts & Crafts (SIDAC) an organisation under Handlooms, Textiles & Handicrafts Dept., Govt of Odisha proposes to engage professionals as Project Coordinators and Associate Designer purely on contractual basis for implementation of various projects/ programmes on handicraft sector in the State. The details of job description are given in the Annexure-I. The tenure of engagement for both the posts is for a period three years subject to satisfactory performance. However, the tenure may be extended depending on the requirement with mutually agreed terms and condition.

Eligibility Criteria:

Posts	No.	Essential Qualification	Desirable Qualification	Experience
Associate Designer	01	Post-Graduation in Design/ Fine arts	Proficiency in design related software i.e., Photoshop/ CorelDRAW etc	10 years of experience in designing field particularly in crafts sector
Project Coordinator	03	Post-Graduation in MSW/ Sociology/ Economics/ Rural Management	Knowledge in Microsoft Office Programme (Word, Excel, Power point)	10 years of experience in implementation and monitoring of different projects of handicraft sector.

Remuneration:

A consolidated remuneration of ₹45,000/- will be given per month. An annual increment maximum to the tune of 10% may be considered on satisfactory performance.

AGE

Maximum age should not be more than 55 Years as on 01.05.2021.

Application:

1. Eligible and interested candidates may submit their applications in the prescribed Proforma attached at “Annexure-II” along with documents in proof of their credentials by email [sidacorissa@gmail.com/](mailto:sidacorissa@gmail.com) by post/by hand in the following address:

The Member Secretary,
State Institute for Development of Arts & Crafts (SIDAC)
Handicraft Complex, Gandamunda,
Bhubaneswar- 30.
E mail: sidacorissa@gmail.com

2. The last date of receipt of application is 21 days from the date of publication of this advertisement in the newspaper.

Selection Procedure:

1. Candidates will be shortlisted by a committee basing on the eligibility criteria and work experience. Only shortlisted candidates will be called for interview. Selected candidates should be prepared to join immediately.
2. Preference will be given to the candidates having experience in implementing handicrafts projects/programme in Govt Sector.
3. Knowledge regarding Govt. work process, basic idea regarding the Handicrafts sector of the state as well as the country and idea regarding Govt projects/ programmes/ schemes will be an added advantage.
4. In the covid situation, interview may be conducted through virtual mode.
5. Weightage will be given to the candidates for any letters of commendation/ appreciation received from past employers.

General Terms and Conditions:

1. The engagements are on full time basis and the incumbent shall not take up any other assignment during the period of their engagement.
2. On selection, the incumbent will give an undertaking that they will not make any claim/ demand for permanent job with Govt. in future.
3. The incumbents shall be eligible for 15 days leave in a year except Govt. holidays.

4. Absence from duty for a continuous period of 8 days, without any prior information or any valid reason shall lead to automatic termination of contractual engagement.
5. The incumbent shall be expected to maintain utmost honesty, secrecy, sincerity and good conduct while discharging his/ her duties. In case his/her services are found in conflict with interests of organisation/ Government or found unsatisfactory, his/her engagement will be liable for discontinuation without assigning any reason.
6. During the period of assignment, he/she will not reveal any information gathered by him/her to anyone who is not authorized to know the same.
7. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court pending against him/ her.
8. The authority reserves the right to cancel the process without any intimation.

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Job Description

S.N.	Post	Job Description
01	Associate Designer	<ul style="list-style-type: none"> ➤ To manage and supervise State level and District level Design Centres. ➤ Supervision and monitoring of One year Crafts Design Course at SIDAC and other design courses at District level. ➤ Empanelment of faculties for Course. ➤ Development of New design marketable sketches. ➤ Development of new designed product. ➤ Preparation of product catalogue for marketing purpose. ➤ Creation and maintenance of Design Hub and Digital library. ➤ All graphic works related to Publicity materials of SIDAC, DH & CI and HT & H Dept.
02	Project Coordinator	Cluster Development <ul style="list-style-type: none"> ➤ Creating a conducive environment for promotion and development of Handicrafts industry for preservation and promotion of cultural heritage of the State. ➤ Promote establishment of Common Facilities. ➤ To perform such other acts including execution of projects/ programme as may be required in the interest of development of Handicrafts sector. ➤ To conduct surveys, studies and research in the field of handicrafts. ➤ To help revival of languishing Crafts. ➤ Preparation of project proposals and funding from different funding agency for betterment of handicrafts sector.
03	Project Coordinator	Training & Capacity Building <ul style="list-style-type: none"> ➤ To promote transfer of skills and their up gradation. ➤ To manage and supervise State level and District level training Centres. ➤ To promote up gradation of Technology. ➤ Capacity building of Artisans/ SHGs ➤ To draw various training modules for training programme. ➤ To facilitate organisation of SHGs/ Co operative societies/ Association of Craft persons and promote their capacity building. ➤ Preparation of project proposals on various training programme and funding from different funding agency.

		<ul style="list-style-type: none"> ➤ Collaboration with related institutes/ organisations for affiliation of crafts courses. ➤ Arrangement of Entrepreneurship Development programme for artisans. ➤ Trainers Training and MCM empanelment.
04	Project Coordinator	<p>Design Development & Market Linkage</p> <ul style="list-style-type: none"> ➤ Conducting design development programme at cluster level/ SIDAC for introduction of new design products in handicrafts sector. ➤ Empanelment of Designers for conducting design development programme. ➤ Design Sensitization programme. ➤ E- Marketing Facilities for marketing of handicraft products. ➤ Test Marketing of newly developed products and linking to clusters. ➤ Preparation of product catalogue on the new designed products. ➤ Documentation of Crafts. ➤ Publicity through electronic and print media. ➤ To enter into collaboration arrangement with other organisation for transfer of improved technology, marketing of handicrafts goods, procurement of raw materials etc. ➤ Organisation of exhibitions/ trade fairs/ buyer seller meet/ awareness programme/ seminar etc.

Pro forma for Application

1. Post Applied For: Associate Designer/ Project Coordinator:
2. Name of the Applicant(in Capital Letters):
3. Father's/Husband's Name :
4. Date of Birth :
5. Gender :
6. Nationality :
7. Mailing Address(With Telephone/Mobile No. and e-mail address) :
8. Permanent Address :
9. Educational qualification : (From 10th onwards, highest qualification first):

Sl.No	Course	Subject	University/Institute	Year of passing

10. Computer Proficiency:-
(Please tick the appropriate)

MS Word	Basic/ Advance
MS Excel	Basic/ Advance
MS Power point	Basic/ Advance
Photoshop (for associate Designer)	Basic/ Advance
Corel draw (for associate Designer)	Basic/ Advance
Graphics work (for associate Designer)	Basic/ Advance

11. Work Experience:

S.N.	Organization/In stitute	Period		Major Responsibilities handled
		From	To	

12. Mention the years of experience in Govt. Sector in implementing handicrafts Project (Attach supporting documents):
13. Conversant with Govt. Procedure/ schemes/ programme: Yes/ No
14. Any commendation/ appreciation received from the past employer.
15. Any other information in support of candidature:

Full Signature of the Candidate

Date