

## Empanelment of Artisan

Odisha Crafts Museum-Kalabhoomi, Bhubaneswar invites applications from skilled & experienced artisans to be empanelled for organising **Crafts Demonstration Programme** at Kalabhoomi premises.

For detail terms and conditions, please visit our website [www.sidacodisha.org.in](http://www.sidacodisha.org.in) or [www.odishacraftsmuseum.odisha.gov.in](http://www.odishacraftsmuseum.odisha.gov.in). The details will be available in the website **w.e.f. 18.12.2024**. The last date for submission of application is **upto 5:00 P.M. on 17.01.2025**.

sd/-

**Member Secretary**



**State Institute for Development of Arts & Crafts**

Handlooms, Textiles & Handicrafts Department, Govt. of Odisha

Handicrafts Complex, Gandamunda, Bhubaneswar-751030

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**STANDARD OPERATING PROCEDURE (SOP) FOR ORGANISING  
CRAFTS DEMONSTRATION PROGRAMME AT ODISHA CRAFTS  
MUSEUM-KALABHOOMI, BHUBANESWAR**

**1. Introduction**

Odisha Crafts Museum-Kalabhoomi was established on 22nd March 2018 under the Handlooms, Textiles & Handicrafts Department, Govt. of Odisha. It showcases the Handicraft & Handloom Craft traditions & heritage of Odisha state. The Museum is working with a vision to promote the existing Crafts as well as to revive the languishing crafts. It also seeks to position Odisha's rich heritage in the global eye. The Skillful Craftsmanship of artisans take forward the vision of art and craft to certain level where Odisha has occupied a unique place, which attracts tourists across the country and abroad.

This museum is popularly conceptualized as a "Living Museum" inasmuch as, the artifacts of all the crafts displayed in various galleries of the museum are still in practice by artisan and weaving communities inhabited across the state. In addition to this, the museum also hosts craft demonstration programme which is an important activity to engage visitors, promote traditional crafts, and enhance the museum's educational offerings. These experiences also have the capacity to sensitize local populations and in turn to preserve and conserve their own culture and heritage. Through this, a sense of pride is inculcated and people start appreciating their heritage.

**2. Objective**

The objective of this Standard Operating Procedure (SOP) is to outline the steps necessary for organizing a successful crafts demonstration program at the museum.

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### **3. Crafts for Demonstration**

Initially, the empanelment is proposed to be made for five crafts i.e. Terracotta, Pattachitra painting, Wood carving, Palm leaf etching & Tribal jewellery only.

### **4. Scope of work**

- 4.1 The main objective of this programme is to educate visitors about traditional and contemporary crafts, enhance community engagement and promote museum programmes.
- 4.2 The craft demonstration programmes will be conducted exclusively on every govt. holidays except on all Mondays as well as 12 nos. of museum holidays.
- 4.3 The period of empanelment for organization of craft demonstration programme in Odisha Crafts Museum-Kalabhoomi is for one year. The period may be extended as per the approval of the authority.
- 4.4 The raw materials and tools have to be brought by the concerned artisans themselves. After the programme is over, the artisans can take all the finished products with them.
- 4.5 Sale of any finished/out-side products are prohibited inside the museum premises. If found, empanelment of the concerned artisans will be cancelled.
- 4.6 The Kalabhoomi/SIDAC authority will not be held responsible for any loss/damage to the products or raw-materials of the artisans.
- 4.7 The display area will be provided by the officials of Kalabhoomi/SIDAC, ensuring that the space accommodate the expected visitors and allow for a clear view of the demonstration.
- 4.8 The selected artisans have to abide by the rules & regulations of the Organisation/Office/Institution-cum-Authority of Kalabhoomi/SIDAC and the authority shall have the right to disqualify the empanelment of any artisans at any time in case of any negligence observed.

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- 4.9 In case of absence, illness or any personal reason, the concerned artisan must intimate to the concerned officials minimum one day before the date of scheduled programme, failing to do so may result in termination of his/her empanelment.
- 4.10 The artisan will have to take up the programme on any important day/events except the scheduled days in short notice as desired by the authorities.
- 4.11 The selected artisans cannot replace themselves with any other person/artisans in the craft demonstration programme.
- 4.12 The artisans will be provided with necessary space required for the demonstration programme. Apart from this, the artisans cannot demand any other things/facilities.
- 4.13 The empanelment of artisans does not guarantee engagement.

## **5. Eligibility**

- 5.1 The age limit for empanelment is from 18-50 years as on the last date of receipt of application.
- 5.2 Preference will be given to the artisans with good communication skill and higher qualification.

*(The applicant must have to submit self-attested documents against all the credentials mentioned in the application form.)*

## **6. Selection for empanelment**

The empanelment will be finalized by scrutinizing the qualification, experience, craft skill, communication skill, award & recognition etc. by forming a committee under the chairmanship of the Member Secretary, SIDAC with the assistance of guest faculty.

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In case of multiple selections to a single craft, the final selection will be conducted through merit basis.

*(A minimum of 03 nos. of artisans will be selected for demonstration of each craft who will display the craft on period basis as decided by the authority.)*

#### **7. Remuneration**

The artisans will be provided necessary wage loss and TA as given below

Items of assistance	Fixed rate
TA	Actual 2 <sup>nd</sup> class train fare/express (Non A/c) bus fare.
Wage Loss	Rs.1000/- per day per artisan for Demonstration programme.

#### **8. How to apply**

The candidate has to submit the filled in prescribed application form as at "Annexure-I" along with required supportive documentary proof. Applications will be received through Speed post/Registered Post/Courier etc. The candidate can also e-mail the legitimate scan copies of filled in application form to [odishacraftsmuseum@gmail.com](mailto:odishacraftsmuseum@gmail.com). ***Last date of submission of application along with all supportive documents is \_\_\_\_\_, 2024.***

No application will be entertained after the stipulated time period. SIDAC will not be responsible for any kind of postal delay.

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**Address for submission of application:**

Member Secretary,  
State Institute for Development of Arts & Crafts  
Handicrafts Complex, Gandamunda  
Khandagiri, Bhubaneswar  
Odisha, 751030  
Ph: 0674-2350318  
E-mail: [odishacraftsmuseum@gmail.com](mailto:odishacraftsmuseum@gmail.com)  
Website: [www.odishacraftsmuseum.odisha.gov.in](http://www.odishacraftsmuseum.odisha.gov.in)

*\* For further queries in this regard, please contact:*

**Shri. Subhendu Kumar Bhukta**  
**Asst. Manager (E&E), OCM-Kalabhoomi**  
**Contact no.-7978033725**

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**APPLICATION FORM FOR EMPANELMENT OF ARTISIAN FOR CRAFT  
DEMONSTRATION PROGRAMME**

<b>01</b>	<b>Name of the Applicant:</b> (Attach any photo identity card.)	
<b>02</b>	<b>Date of Birth:</b> <b>Age as on _____:</b> (Attach proof of age.)	
<b>03</b>	<b>Educational Qualification &amp; any other craft related trainings :</b> (Mention the highest educational qualification and attach copy of the certificate.)	
<b>04</b>	<b>Communication Address:</b> (Specify the detail address along with pincode.)	
<b>05</b>	<b>Mob/Telephone no.:</b> (Specify one or two active telephone number.)	
<b>06</b>	<b>E-mail ID:</b>	
<b>08</b>	<b>Preferred craft for empanelment:</b> (Terracotta/Pattachitra painting/Wood carving/Palm leaf etching/Tribal Jewellery.)	
<b>09</b>	<b>Experience:</b> (Clearly specify the months of experience along with organization name/nature of the job/duration etc. and attach copy of the same.)	

<b>10</b>	<b>Award and Recognition:</b>  (Clearly mention the awards received/year of receipt and attach copy of the receipt of award.)	
<b>11</b>	<b>Any other information in support of your candidature:</b>  (Attach all supportive documents.)	

**Undertaking**

“I, \_\_\_\_\_ hereby declare that all the information submitted by me in the application form is correct, true and valid to the best of knowledge and no criminal case is pending against me. I will present the supporting documents as and when required.”

**Place :**

**Date :**

**Signature of the applicant**