

Selection Process

Advertising and Inviting Applications:

1. **Advertising:** Advertisements of all positions will be published on 10 September 2012 in two widely circulated English newspapers across India – the Economic Times and The Times of India.
2. Applicants need to apply online only through <http://www.odisha.gov.in/finance/index.htm> and generate a unique registration number. The portal will accept applications only till 10 October 2012.
3. A PDF of application form will be generated. The applicants need to download the PDF and take printout of the form.
4. The applicants need to paste their passport size photograph and put their signature at the appropriate place and send it to the specified address along with attested photocopies of required certificates and other documents by Speed Post/ Registered Post/ Courier Only to

Programme Performance & Output Monitoring Unit (PPOMU)

C/o Mr. D.K. Jena Joint
Secretary Finance
Department
Government of Odisha
State Secretariat
Bhubaneswar 751001

5. The applications must reach the concerned official within 5 p.m. on 18 October 2012. Only applications reaching before/on last date will be considered for the selection process.

Verifying Online Application Data and Shortlisting

6. Online applications will be verified with the credentials received by post.
7. **Screening** will be done on the basis of required eligibility criteria like, age limit, years of experience, highest qualification etc. Candidates fulfilling required eligibility criteria will be eligible for shortlisting.
8. **Shortlisting** will be done on the basis of most suitable candidate based on following criteria:

Academic Performance Score:

Percent in Graduation	<60	>=60<70	>=70<80	>=80<90	>90
Performance Score	6	7	8	9	10
Percent in Post-Graduation	<60	>=60<70	>=70<80	>=80<90	>90
Performance Score	6	7	8	9	10

Maximum Academic Performance Score will be 20

Additional Qualification Performance Score:

Additional Qualification	PhD	Addl Graduation (based on Relevance¹)	Addl Post Graduation (based on Relevance²)	Certificate in Computer Education	Any Other Relevant Certification
Additional Performance Score	2	1	1	0.5	0.5

Maximum Additional Qualification Performance Score will be 5

Work Experience Performance Score:

1. Team Leader

Years of Relevant Experience	<15	15	16	17	18	>=19
Performance Score	0	11	12	13	14	15
Years of Experience in Public Sector Schemes	<7	7	8	9	10	>=11
Performance Score	0	3	3.5	4	4.5	5
Number of years in senior / leadership role	<3	3	4	5	6	7
Performance Score	0	3	3.5	4	4.5	5

Maximum Quality of Work Experience Performance Score will be 25

2. Monitoring & Evaluation Specialist

Years of Relevant Experience	<10	10	11	12	13	>=14
Performance Score	0	6	7	8	9	10
Years of Experience in carrying out / overseeing Monitoring & Evaluation of development schemes	<5	5	6	7	8	>=9
Performance Score	0	3	3.5	4	4.5	5

Maximum Quality of Work Experience Performance Score will be 15

3. Research Methodology & Documentation Specialist

¹ Additional Graduation will be applicable only if it is relevant to the field applied and is done after first graduation. This will be calculated date wise.

² Additional Post-Graduation will be applicable only if it is relevant to the field applied and is done after first Post-Graduation. This will be calculated date wise.

Years of Relevant Experience	<10	10	11	12	13	>=14
Performance Score	0	6	7	8	9	10
Years of Experience in procurement of services	<5	5	6	7	8	>=9
Performance Score	0	3	3.5	4	4.5	5

Maximum Quality of Work Experience Performance Score will be 15

4. Outcome & Impact Assessment Specialist

Years of Relevant Experience	<10	10	11	12	13	>=14
Performance Score	0	6	7	8	9	10
Years of Experience in carrying out / overseeing studies for impact assessment of development schemes	<5	5	6	7	8	>=9
Performance Score	0	3	3.5	4	4.5	5

Maximum Quality of Work Experience Performance Score will be 15

5. Procurement & Contract Management Specialist

Years of Relevant Experience	<10	10	11	12	13	>=14
Performance Score	0	6	7	8	9	10
Years of Experience in procurement of services	<5	5	6	7	8	>=9
Performance Score	0	3	3.5	4	4.5	5

Maximum Quality of Work Experience Performance Score will be 15

Interviews:

9. A merit list will be prepared based on above score and top 3-5 candidates³(for each post) will be called for interview.
10. The interview Panel will treat all shortlisted applicants as equal on merit and based on their interaction, rank the suitable candidates in order of suitability for the assignment. the panel can reject any applicant who may not be suitable for the assignment, despite his earlier score.

³ Number of candidates is Indicative and will be based on the number of applications received.

11. Offer letter will be given to the first preferred candidate and in case it is not accepted, then to the next ranked candidate and so on.

Notes:

***The Finance Department- Government of Odisha reserves the right to change the selection procedure, if necessary.**

****Score Calculation:**

e.g. If a candidate receives 65% marks in Graduation and 78 % marks in Post-Graduation then His academic Qualification score will be calculated as:

Graduation = 7

Post-Graduation = 8

Academic Qualification score = 7+8 =15

If the same candidate has also done his PhD and having Computer certificate he will get 2 marks for PhD and 0.5 marks for Computer Certificate. His Additional Qualification Performance Score will be:

Additional Qualification Performance Score = 2+0.5=2.5

If the same candidate has Total Experience of 16 Years and Experience in Public Sector Schemes of 7 years and worked for 3 years in leadership role, then his Work Experience Performance Score will be calculated as:

Total Work Experience Score=12

Public Sector Schemes Experience Score =3

Number of years in leadership role=3

Work Experience Performance Score=12+3+3=18

Total Candidate Score= Academic Qualification score + Additional Qualification Performance Score + Work Experience Performance Score = 15+2.5+18=35.5 out of total score of 50