

Mo College Abhijan Parichalana Sanghathan (MCAPS)

(A Government of Odisha initiative under Higher Education Department)

A1 Block, 5th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha

E-mail – mocollege.abhijan@gmail.com

Application for the post of Chief Executive Officer

Mo College Abhijan Parichalana Sanghathan (MCAPS) invites applications from desirous candidates for its Chief Executive Officer (CEO) post. MCAPS is a registered Society under Higher Education Department, Government of Odisha to provide a platform to the former students (Alumni), Individuals, Associations, Philanthropists, Charitable Organizations, Group of Persons, Institutions, and others for contributing to the development of the College/University educational ecosystem in Odisha. The CEO will be responsible for overseeing the administration, execution of programmes and strategic plan of the organization along with alumni mobilization, programme outreach, contribution management, and co-ordination with government/ different departments and media relations. The engagement shall be purely on a contractual basis for a tenure of three years in the first stage, subject to annual renewal on satisfactory performance.

Application consisting of a cover letter and an up-to-date CV should be sent through email to mocollege.abhijan@gmail.com on or before **29.02.2020**. For more details of the post and full job descriptions, visit the Higher Education Department, Government of Odisha website **www.dheodisha.gov.in** and click on Advertisement for the post of CEO, Mo College Abhijan Parichalana Sanghathan. Only applications of short listed candidates will be acknowledged and be called for interview.


06/02
Commissioner-cum-Secretary
and
Vice-Chairperson, MCAPS

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(A Government of Odisha initiative under Higher Education Department)
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The CEO will be responsible for overseeing the administration, execution of programmes and strategic plan of the organization along with alumni mobilization, programme outreach, contribution management, and co-ordination with government / different departments and media relations. The post requires to report to the Governing Body, Chairperson and Vice-Chairperson of MCAPS.

Specific duties:

- a) Works with Chairperson, Governing Body and other institutions to fulfill the mission of Mo College Abhijan.
- b) Manage overall operations, human and other resources for achieving the objectives of Mo College in a meaningful way.
- c) Design and implement an Annual Work Plan and timeline to ensure efficient delegation of work, accountability, and timely submission of deliverables.
- d) Lead budget preparation and allocation including matching of Government grants to donor funds, conduct oversight of the accounting and bookkeeping operations to ensure financial discipline and compliance.
- e) Co-ordinate the mobilization efforts to encourage and enroll Alumni and Alumni Associations in India and abroad to contribute to Colleges.
- f) Facilitate key stakeholders, collaborators, outreach, public relation and media relation for enhancement of image and overall activities of MCAPS.

Requirement for the job:

I. Age:

Born between the dates 01.01.1970 and 01.01.1980 (both the dates are inclusive)

II. Requisite Qualification and Experience:

- i. Post Graduate degree in any discipline from a recognized University;

- ii. Minimum ten years of professional work experience in social development, College education, child/ youth development, project administration and management in any corporate sector/Voluntary Organization /NGO;
- iii. Excellent written and spoken English, functional knowledge of Odia ; strong communication and presentation skills using technology .

III. Desirable:

Minimum 3 years of experience in leading a Project/ direct reporting to a Governing Body/ Board of Trustees.

IV. Remuneration:

The monthly consolidated remuneration is Rs 60,000 (Rupees Sixty Thousand) only. T.A / D.A shall be paid on performing official tour.

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**FORMAT OF APPLICATION FOR THE POST OF
CHIEF EXECUTIVE OFFICER
IN THE OFFICE OF MO COLLEGE ABHIJAN PARICHALANA
SANGHATHAN (MCAPS) ON CONTRACTUAL BASIS**

1. Name of the applicant:
2. Father's Name:
3. Date of Birth:
Age as on 01.01.2020 :
(proof of Date of Birth should be attached)
4. Educational Qualification:
(proof of educational qualification should be attached)
5. Service Experience if any:
(proof of service experiences should be attached)
6. Permanent Address:
7. Present (Correspondence) Address:

UNDERTAKING

I hereby declare that I shall abide by the terms and conditions as stipulated by the MCAPS under Higher Education Department. I further undertake that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I also undertake that in the event of any information being found false or incorrect or ineligibility being detected before or after my joining as the Chief Executive Officer, action can be taken against me by the Society, as deemed proper.

Place:

Date:

Full Signature of the applicant

Contact No.

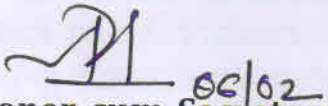
General Terms and Conditions

1. The candidate must be a citizen of India ;
2. The candidate must be of (a) good moral character and (b) sound physical and mental health.
3. She/he must be able to speak/read/write Odia language;

TERMS AND CONDITION OF SERVICES

1. The contractual engagement will be made for a period of three years in the first stage, subject to annual renewal on satisfactory performance.
2. The appointee has to discharge the duties as assigned by the Society from time to time.
3. Performance of the appointee shall be monitored rigorously by the Society against the monthly targets assigned to him/her.
4. The contractual engagement may be terminated at any time by the Society for unsatisfactory performance, on notice of one month and in case of any misconduct including, but not limited to misappropriation, negligence or causing loss to the Society, without any prior notice.
5. The terms and conditions are subject to codal provisions and memorandum and resolutions issued by the Higher Education Department/ Society from time to time.
6. In case the employee desires to resign from the engagement, he/she may do so by giving a notice of three months in advance in writing to the Society. The Officer may be relieved after handing over full charges of records to the relieving officer as decided by the Society.
7. The appointee will furnish an undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her.
8. The applicant has to submit the application through email to mocollege.abhijan@gmail.com on or before **29.02.2020**.

The Society reserves the right to accept/reject any/all applications with/without assigning any reason thereof.


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