



OFFICE OF THE DFO cum DMU CHIEF, SUBARNAPUR FOREST DIVISION
At-Patabhadi, Po- Sonepur, DIST.-Subarnapur, Pin-767017, Odisha

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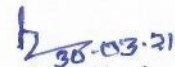


CONTRACTUAL ENGAGEMENT OF SMS (M&E,GIS/MIS,REDD+) for DMU, SUBARNAPUR UNDER OFSDP-II

Divisional Forest Officer-cum-DMU Chief, Subarnapur invites application from suitable candidates for the following position at Divisional Management Unit, Subarnapur under Odisha Forestry Sector Development Project, Phase-II.

| Division | Name of the Post | Vacancy | Essential Qualification and Experience |
|----------------------------|---|---------|---|
| Subarnapur Forest Division | Subject Matter Specialist (SMS)-M&E,MIS & GIS,REDD+ | 01 | B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Batchelor's degree in Science/ Social Science/ Statistics/ Economics with MCA. (3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector). |

Interested candidates may obtain detail Terms of Reference, Job description; eligibility criteria and Application form from O/o the Divisional Forest Officer-cum-DMU Chief, Subarnapur Forest Division during office hours in any working day between **10.30 AM to 05.00PM** from **01.04.2021 to 15.04.2021** or may download from the Website (www.ofsdp.in/www.subarnapur.nic.in). Filled in application complete in all respect along with self-attested Xerox copy of relevant documents in respect of qualifications and experience and Bank Draft for Rs- 500/- (non-refundable) drawn in favour of DFO-cum-DMU Chief, Subarnapur Forest Division, Payable at Sonepur should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Subarnapur Forest Division, Sonepur through **Speed Post/ Courier Service** on or Before **04.00 PM on 15.04.2021**.


DFO cum DMU Chief
Subarnapur Forest Division

Terms of Reference

In order to ensure effective implementation of Ofsdp-II Project, applications are invited from suitable candidates for contractual engagement in one post of Subject Matter Specialist (SMS) – (M & E, MIS & GIS, REDD+) at Divisional Management Unit (DMU) Subarnapur initially for one Year Period and may be extended for similar period subsequently with the following terms and conditions –

- 1) Application must be in sealed envelope super scribed "Application for the post of SMS" complete in all respect along with self attested Xerox copy of relevant documents in respect of qualification and experience and Bank Draft of Rs.500/- (Non-refundable) drawn on any Nationalized Bank in favour of DFO-cum-DMU Chief, Subarnapur Forest Division, Payable at Sonapur should reach the Office of the Divisional Forest Officer-cum-DMU Chief, Subarnapur Forest Division, Sonapur on or before 4.00PM on 15.04.2021 either through speed post/courier services.
- 2) Applications received after the last date will not be entertained.
- 3) The project will not be responsible for any postal delay.
- 4) The project authorities reserve the right to reject any application without assigning any reason thereto.
- 5) Candidates in employment must enclose NOC from the present employer.

Job Description & Eligibility Criteria are as below:

| Name of the Post | Job Description | Qualification and Experience |
|--|--|---|
| Subject Matter Specialist (SMS) - (M&E, MIS & GIS, REDD+) | <p>He/ She will</p> <ul style="list-style-type: none"> • Assist ADMU/DMU Chief in monitoring the annual plan. • Compile the MIS/ GIS Data, progress monitoring based on MIS and GIS. • Maintain and update the systems and other hardware and software at DMU Level. • Ensure survey and demarcation of assigned area and treatment area through the concerned FMU staff of VSS. • Assist in biomass assessment survey, updates on Monitoring, Reporting & Verification (MRV) protocols, reporting and Capacity Building. • Coordinate with FMU, SMSs and other stakeholders. | <p>Essential Qualification B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Batchelor's degree in Science/ Social Science/ Statistics/ Economics with MCA.</p> <p>Essential Experience</p> <ul style="list-style-type: none"> • 3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector. • Demonstrable expertise in at least 2 of the following domains: GIS, RS, MIS, Monitoring, Evaluation, Forestry. • Experience of working in donor funded Govt. Project of similar nature is desirable. <p>Preferable Experience of working in Government/ Government undertaking & in External Aided Project. Understanding of M&E, GIS, RS concepts in relation to forest management activities.</p> |
| Vacancy | One (01) | |
| Monthly Remuneration | Rs. 40,000/- P.M. (Consolidated) | |
| DMU- Divisional Management Unit DMU Chief- Divisional Management Unit Chief ADMU Chief- Assistant Divisional Management Unit Chief FMU- Field Management Unit VSS- Vana Surakshya Samiti | | |



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APPLICATION FORM

| | | | | | |
|---|---------------------|---|-----------------------|----------|--|
| Post applied for: (Note: Attach Bank Draft with Application Form and relevant documents) | | Attach a self attested photograph (3cm X4cm) | | | |
| 1. First Name: | | Last Name: | | | |
| 2. Date of Birth: (Certificate of proof to be attached) | | 3. Sex | | | |
| 4. Present Contact Address: | | 5. Permanent Telephone No: (STD Code) Number | | | |
| 6. Permanent Contact Address: | | 7. Present Telephone No: (STD Code) | | | |
| 8. Email Id: | | Office Number:- | | | |
| 9. Mobile No: | | | | | |
| 10. Computer Literacy: Mention all software(s) known/used | | | | | |
| 11. Education: High School onwards, please list all your qualifications | | | | | |
| Degree | Institute/ Board | Year | Division/ Marks(%) | Subjects | Full/ Part time / Distance learning |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12. Employment Record: | | | | | |
| Total years of post qualification experience: | | | | | |
| Years of experience in Government : | | | | | |
| 13. Level of Proficiency in computers | | | | | |
| MS Office Program | Ability to use | | | | |
| | Poor | Fair | Good | | |
| MS WORD | | | | | |
| MS POWER POINT | | | | | |
| MS EXCEL | | | | | |
| MS ACCESS | | | | | |
| Other (Please specify) | | | | | |

14. Employment History (Use separate sheets if required)

Starting with your present employment, list in reverse order all the employments you have had in the below format

| Organization and project name | Designation | Tenure of Engagement (fromto.....) | Level of engagement (State/ District/ Block) | Type of projects associated | | |
|-------------------------------|-------------|--|--|-----------------------------|---|----------------------------------|
| | | | | Government sector or others | External Aided or not. If yes, name of Donor organisation | Nature of works by the applicant |
| | | | | | | |
| | | | | | | |

15. Current Employment

| | |
|--|--|
| Name of the organization | |
| Since when working (From..... to.....) | |
| Monthly Emolument including all allowances | |

16. Medical History: Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders etc.):

17. Joining Time: Please confirm your ability to relocate/ be at OFSDS Head Office and Join with one month of selection. In case of any constraint- please elaborate in the space provided:

In case of already employed person(s), NOC form present employer is to be attached.

18. Language Proficiency: Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage:

| Language | Ability to converse | | | Ability to read | | | Ability to write | | |
|-------------------------|---------------------|------|------|-----------------|------|------|------------------|------|------|
| | Poor | Fair | Good | Poor | Fair | Good | Poor | Fair | Good |
| English | | | | | | | | | |
| Hindi | | | | | | | | | |
| Oriya | | | | | | | | | |
| Other (please specify) | | | | | | | | | |

19. Explain why do you consider that you are suitable for the position applied for (Within 200 words and may use separate sheet for the same)

20. Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference

| | Referee-1 | Referee-2 |
|--|----------------------------|-----------|
| Name : | | |
| Address: | | |
| Telephone/ Cell No: | | |
| Organization: | | |
| Designation: | | |
| Your professional Relationship with the referee: | | |
| Place: | | |
| Date: | Signature of the Applicant | |