



**OFFICE OF THE DFO-CUM-DMU CHIEF,  
BOUDH FOREST DIVISION, Boudh-762014**  
Ph-06841222073, OFSDP, Phase-II  
[Email-dmuchiefboudh@gmail.com](mailto:Email-dmuchiefboudh@gmail.com)



Letter No. 704

Date - 25 / 06 / 2021

**CONTRACTUAL ENGAGEMENT OF FMU COORDINATOR FOR ODISHA FORESTRY  
SECTOR DEVELOPMENT PROJECT-II**

Divisional Forest Officer-Cum-DMU Chief, Boudh invites application for suitable candidate for the following position under Boudh Forest Division for working in the Odisha Forestry Sector Development Project, Phase-II.

Name of the Division	Name of the FMU	Name of the Post	Vacancy
Boudh	Manamunda	FMU Coordinator (Micro-Planning and Livelihood Support)	01

Interested candidate may obtain Terms of Reference and the Application Form from O/o. the Divisional Forest Officer-Cum-DMU Chief, Boudh during office hours or may download from the website [www.ofsds.in](http://www.ofsds.in) & [www.boudh.nic.in](http://www.boudh.nic.in) Filed in application complete in all respect along with Bank draft for Rs.500/- in favour of Divisional Forest Officer-Cum-DMU Chief, Boudh should reach the O/o. the Divisional Forest Officer-cum-DMU Chief, Boudh on or before 05:00 P.M on 14.07.2021. The last date for sale of application form and Term & Reference is Dt.13.07.2021 up to 5.00PM.

  
25/06/21  
**DFO-Cum-DMU Chief  
Boudh Forest Division**



**OFFICE OF THE DFO-CUM-DMU CHIEF,  
BOUDH FOREST DIVISION, Boudh-762014**

Ph-06841222073, OFSDP, Phase-II

Email-dmuchiefboudh@gmail.com



**APPLICATION FORM**

<b>Post Applied for:</b> <i>(Note: Use one form for one Post, Attach Bank Draft for each post Applied and Tick the post applied for)</i>		<b>Attach a Self Attested Photograph</b> <b>(3cmx4cm)</b>			
<b>1. First Name:</b>	<b>Last name:</b>				
<b>2. Date of Birth:</b> (Certificate of proof to be attached)	<b>3. Sex:</b>				
<b>4. Present Contact Address:</b>	<b>5. Permanent Telephone No:</b> (STD Code) Number				
<b>6. Permanent Contact Address:</b>	<b>7. Present Telephone No:</b> (STD Code)  Office Number.				
<b>8. Email Address:</b>	<b>9. Mobile No:</b>				
<b>10. Computer Literacy :</b> Mention all software(s) known /used					
<b>11. Education: High school onwards, please list all your qualifications</b>					
<b>Degree</b>	<b>Institute/Board</b>	<b>Year</b>	<b>Division/ Marks (%)</b>	<b>Subjects</b>	<b>Full/ Part Time / Distance Learning</b>
Matriculation					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					
<b>12. Employment Record :</b>					
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 (from --- to ---)	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
1.						
2.						

**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 within one month of selection. In case of any constraint - please elaborate in the space provided:

In case of already employed person(s), NOC from 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 Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place:  
Date:

Signature of the Applicant

## Term & Reference

For the implementation of the project, the institutional structure is set up in society mode as Odisha Forestry Sector Development Society (OFSDS) with Project Management Unit (PMU) at State level headed by the Project Director. At the level of implementing Forest/Wild Life Divisions, the Divisional Management Units are constituted which are headed by DFO-cum -DMU Chiefs. The Field Management Units are constituted at Forest Range level (50nos.) each headed by Range Officer-Cum-FMU Chief. The project is being implemented in participation mode with active involvement of 1200 VSSs selected in 50 Forest Ranges within 12 Forest Divisions and the Biodiversity components is being implemented in 2 Wildlife Divisions.

In order to ensure effective implementation of the project and to facilitate the communities for different interventions at the community level, the following personnel is required for smooth & successful implementation of the project. Hence, applications are invited from suitable candidates for contractual engagement of the following position at Range level (Forest Management Unit) for working under Odisha Forestry Sector Development Project. Phase-II initially for one-year period and may be extended for similar periods subsequently.

<b>Name of the Forest Division</b>	<b>Name of the Field Management Unit</b>	<b>Name of the Post</b>	<b>Vacancy No.</b>
Boudh	Manamunda	FMU Coordinator (Micro-Planning & Livelihood Support)	01

Application in sealed envelope super scribed '**Application for the post of FMU Coordinator (Micro-Planning & Livelihood Support)**' complete in all respect along with it Bank Draft of Rs. 500/- drawn on any Nationalized Bank in favour of "DFO-Cum-DMU Chief, Boudh" payable at Boudh should reach the office of the Divisional Forest Officer-Cum-DMU Chief, Boudh on or before 5.00 PM on 14.07.2021. The applications received after last date will not be entertained. The project will not be responsible for any postal delay. The Project authorities reserve the right to reject any application without assigning any reason thereto. Candidates in employment must enclose NOC from the present employer.

(P.T.O)

*as*

**Job Description & Eligibility Criteria are as below:**

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
FMU Coordinator (Micro-Planning & Livelihood Support)	<b>He / She will:</b> Assist FMU Chief/ Assistant FMU Chief in Annual Plan & Implementation at VSS level Guide and Facilitate Micro Planning, Livelihoods and NTFP interventions. Assist to small business / enterprise plan, inter-sectoral convergence, cluster promotion monitoring & reporting and capacity building, coordinate with VSS members and other stakeholders for implementation of the project.	<b>Essential Qualification:</b> Graduate in any Discipline (with more than 45% in aggregate in qualifying exam.)  <b>Desirable Qualification:</b> Post Graduate / MBA in any discipline.  <b>Essential Experience:</b> 3 years' experience in Micro Planning, Natural Resource Management, Community based Institution Building, Livelihood Support activities, etc.  <b>Desired Experience:</b> Experience of implementing Govt. Projects / Externally Aided Project for more than 1 year.
Monthly Remuneration	<b>Rs. 25000/- per month (Consolidated)</b>	