



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

Ph-06841222073, OFSDP, Phase-II
Email-dmuchiefboudh@gmail.com



Notice No- 01

Date. 16-08-2022

**CONTRACTUAL ENGAGEMENT FOR THE POSTS IN
ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT PHASE-II**

Divisional Forest Officer-cum-DMU Chief, Boudh invites application form 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 DMU/FMU	Name of the Post	Vacancy
Boudh Forest Division	Boudh DMU	Subject Matter Specialist (Livelihood & Rural Financing and Marketing)	01
	Manamunda FMU	FMU Coordinator (Training & Process Documentation)	01

Interested candidates may obtain Terms of Reference (ToR) and the Application Form from O/o the Divisional Forest Officer –Cum- DMU Chief, Boudh during Office hours or may download the same from the official website of OFSDP, i.e www.ofsds.in and also from the District Web portal i.e www.boudh.nic.in. Filled in application complete in all respect along with Bank Demand Draft for Rs.500/- (Non-Refundable) in favour of **DFO-Cum-DMU Chief, Boudh** should reach the O/o the Divisional Forest Officer –Cum- DMU Chief, Boudh, At-OFSDP-II, DIVISIONAL MANAGEMENT UNIT(DMU), BOUDH FOREST DIVISION, BOUDH Po/Dist.- Boudh-762014 by Speed post or Registered Post only on or before **05:00 P.M. on 09.09.2022**.

The undersigned reserves the right to accept or reject any or all application or postpone the selection process without assigning any reasons thereof.


16/08/2022
DFO-Cum-DMU Chief,
Boudh Forest Division



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Project Brief & Vacancy details:

ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT – PHASE-II is being implemented with the loan assistance from Japan International Cooperation Agency (JICA) in 10 districts of Odisha. This project is for a period of 10 years from 2017-18 to 2026-27. The project objective is to enhance forest ecosystem along with sustainable livelihood of local people by improving sustainable forest management, sustainable biodiversity conservation and community development, thereby contributing to harmonization between environmental conservation and social economic development in the Project area in Odisha. The project is implemented in Joint Forest Management mode involving 1200 Vana Surakshya Samiti and is expected to achieve progress in Sustainable Forest Management through strengthening of these communities based institutions. The project shall also engage 3600 Women SHGs in enhancing their income through different Income Generating activities.

The project will be implemented in 14 Forest/ Wildlife divisions namely; Baripada, Rairangpur, Karanja, Dhenkanal, Athamallik, Ghumusur (N), Ghumusur (S), Subarnapur, **BOUDH**, Jharsuguda, Sundergarh, Bamra (WL), Mangrove Forest (WL) Rajnagar. In total 50 Forest Ranges (hereinafter referred to as Field Management Unit, FMU) have been selected in 12 Forest Divisions for the implementation of project components under JFM mode.

The project emphasizes rigorous engagement with the target communities, PRIs, Other Line Departments and civil society organisations for implementation of different activities through convergence. The project components are varying and covered different aspects for implementation.

The project will address the following priority areas:

- Restoration of degraded forest and augment forest resources
- Secure sustainable forest management by improving forest administration, community organizations and capacity development of other stakeholders, Conservation and Ecosystem based management of the biodiversity and promotion of inter-sectoral convergence for holistic development of target communities.
- Improve income of the forest dependent families with targeted livelihood improvement through IGA activities.
- Technology based monitoring of the project interventions.

For the implementation of the project, the institutional structure is set up in society mode in 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/ wildlife divisions, Divisional Management Unit is constituted which are headed by the DFO-cum-DMU Chief. The Field Management Unit are constituted at Forest range level (50 nos.) is headed by the Range Officer-cum-FMU Chief. The project is proposed to be implemented in JFM mode with activity involvement of 1200 VSSs



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selected in 50 forest ranges with 12 Forest Divisions and the Biodiversity components to be 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 are required for the beginning of the project implementation. Hence, applications are invited from suitable candidates for contractual engagement of the followings position at Division level (Divisional Management Unit) for working in Odisha Forestry Sector Development Project, Phase-II initially for one-year period and may be extended for similar periods subsequently.

Division	Name of the Post	Vacancy	Name of the DMU/FMU	Essential Qualification and Experience
BOUDH Forest Division	Subject Matter Specialist (Livelihood & Rural Financing and Marketing)	01	DMU, BOUDH	Essential Qualification: Graduation in Science/ Economics/ Social Science/ MSW/ MBA in Agri Business/ Rural Development. Essential Experience: 3 years of District Level experience in Livelihood/ Natural Resource Management projects with community mobilization in Government Sector.
	FMU Coordinator (Training & Process Documentation)	02	Manamunda FMU	Essential Qualification: Graduate in any Discipline (with more than 45% in aggregate in qualifying exam). Essential Experience: 3 years' experience in the field of Training & Process Documentation in respect of Micro Planning, Natural Resource Management, community based institution building, Livelihood Support activities. Preference will be given to the female candidates.

Application in sealed envelope super scribed "Application for the post of (Post Name) complete in all respect along with a Bank Draft of **Rs. 500/- (Rupees five hundred) only** (Non-refundable) drawn on any Nationalized Bank in favour of **DFO-cum-DMU Chief, OFSDP-II, BOUDH Forest Division** Payable at **BOUDH** should reach the O/o the Divisional Forest Officer cum DMU Chief, OFSDP-II, BOUDH Forest Division, BOUDH on or before **5.00 PM on 09.09.2022**. 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 cancel any or all the applications at any stage of recruitment process without assigning any reason thereof. Candidates in employment must enclose NOC with the application from the present employer.



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Job Description & Eligibility Criteria are as below:

Name of the Post	Job Description	Qualification and Experience
Subject Matter Specialist (Livelihood & Rural Financing and Marketing)	He/ She will <ul style="list-style-type: none">• Assist ADMU/DMU Chief in monitoring the annual plan.• Guide and Implement livelihood and NTFP intervention, small business/ enterprise plan, promote SHGs for small business/ enterprise, cluster promotion and inter sectoral convergence.• Assist Assistant DMU Chief/DMU chief in value chain and market analysis, rural financing support, cluster development and extend support to leverage funds for the SHG business plan.• Assist Assistant DMU Chief/DMU chief in progress monitoring & reporting, capacity building of personnel in FMUs, SMS and other stakeholders including members of VSS and SHGs.	Essential Qualification: Graduation in Science/ Economics/ Social Science/ MSW/ MBA in Agri Business/ Rural Development. Essential Experience: <ul style="list-style-type: none">• 3 years of District level field experience in Livelihood/ Natural Resource Management projects with community mobilization in Government Sector/ Non-Government Organization working in projects of similar nature. Preferable: Experience of working in Government/ Government undertaking & in External Aided Project in District Level Position. Experience of working with SHG groups with field experience of preparing and implementing the business plan for SHG or experience of evaluation of SHGs especially the SHG clusters.
Vacancy	One (01)	
Monthly Remuneration	Rs. 40,000/- P.M. (Consolidated)	



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Job Description & Eligibility Criteria are as below:

Name of the Post	Job Description	Qualification and Experience
FMU Coordinator (Training & Process Documentation)	He/ She will <ul style="list-style-type: none">• Assist FMU Chief / Assistant FMU Chief in Annual Plan & Implementation at VSS level.• Execute Capacity Building Plan, Gender Mainstreaming Plan, Assist develop partnership & Network for IGAs, act as resource person for all institutional Capacity Building.• Monitoring & reporting and coordinate with VSS and other Stakeholders in their Capacity Building.• He / She will also assist and take active steps in reporting, documentation and publicity.	Essential Qualification: Graduate in any Discipline (with more than 45% in aggregate in qualifying exam) Desired Qualification: Post Graduate / MBA in any discipline. Essential Experience: <ul style="list-style-type: none">• 3 years' experience in the field of Training & Process Documentation in respect of Micro Planning, Natural Resource Management, Community based institution building, Livelihood Support activities. Desired Experience: Experience in implementing Government Projects / Externally Aided Project for more than 1 year.
Vacancy	One (01)	
Monthly Remuneration	Rs. 25,000/- P.M. (Consolidated)	



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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)			
			Office Number:-			
8. Email Id:			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)						



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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.



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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