



OFFICE OF THE DFO-CUM-DMU CHIEF, SAMBALPUR FOREST DIVISION

Near Jail Chowk, Sambalpur - 768001

Phone & Fax - 0663-2410139 (O), Email -dmuchiefsbp@gmail.com

Letter No. 4179 / OFSDP Phase - II Date. 11/7/2022

To

The Deputy Director,
Information and Public Relation Department (Adv.)
& Deputy Secretary to Govt. of Odisha
Bhubaneswar.
Email. Id. Ipr.advt@gmail.com

Sub: Publication of Advertisement for Engagement of various posts under OFSDP-II, Sambalpur Forest Division.

Sir,

In enclosing herewith, the copy of Advertisement for Contractual Engagement of various posts under OFSDP-II, Sambalpur Forest Division, Sambalpur. I would request you to kindly make necessary arrangement for publication of the same in two leading Odia Daily News Paper and one English News Paper as early possible.

The concerned Advertisement Manager may kindly be instructed to send complimentary copy of the News Paper containing the Advertisement to the undersigned immediately after its publication.

An early action in this regard is requested.

Encl: As above

Yours sincerely

DFO cum DMU Chief, OFSDP, Phase - II
Sambalpur Forest Division.

Memo No. 4180, Date. 11/7/2022

Copy along with the enclosure submitted to:

1. The PCCF (Projects) and Project Director, OFSDP-II Bhubaneswar for information and necessary action with request to publish the advertisement in her official web portal.
2. The Regional Chief Conservator of Forests, Sambalpur for kind information and necessary action.
3. The District Informatics Officer, NIC, Sambalpur for information and necessary action. He is requested to publish the Advertisement in the District Web Portal for wide publicity.
4. The All DFO-Cum-DMU Chief, OFSDP-II for information and necessary action for wide circulation.
5. The RO-Cum-DMU Chief, OFSDP-II, Sambalpur Sadar / Padiabahal/ Dhama/ Rengali/RO, Town Range, Sambalpur for information and necessary action for wide circulation.
6. Copy to Notice Board for wide circulation.


DFO cum DMU Chief, OFSDP, Phase - II
Sambalpur Forest Division.



OFFICE OF THE DFO-CUM-DMU CHIEF, SAMBALPUR FOREST DIVISION

NEAR JAIL CHOWK, SAMBALPUR - 768001

Email- dmuchiefsbp@gmail.com

NOTICE No:-01/2022-23

Date:-11.07.2022

ENGAGEMENT OF VARIOUS POSTs for DMU, SAMBALPUR UNDER OFSDP-II

Divisional Forest Officer-cum-DMU Chief, OFSDP-II, Sambalpur Forest Division invites application from suitable candidates for the following Post at Divisional Management Unit & Field Management Unit, Sambalpur under Odisha Forestry Sector Development Project, Phase-II. The requirement of man powers may vary and decided accordingly by the DFO-Cum-DMU Chief.

Name of the Post	Vacancy	Remuneration	Desired Essential Qualification and Experience
Subject Matter Specialist (SMS) - (M&E, MIS & GIS, REDD+) (Contractual)	01	Rs. 40,000/- (Consolidated)	Essential Qualification B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Bachelor's degree in Science/ Social Science/ Statistics/ Economics with MCA Essential Experience 3 years work experience with at least 2 years as technical expert in GIS/ RS in respect of Monitoring & Evaluation in Relevant Sector, demonstrable expertise in at least 2 of the following domains: GIS, Remote sensing, MIS, Monitoring, Evaluation, Forestry, Experience of working in donor funded Govt. Project of similar nature is desirable. 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.
FMU Coordinator (Training & Process Documentation) & (Micro Planning & Livelihood Support) (Contractual)	02	Rs. 25,000/- (Consolidated)	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: 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.
Project Accountant (Outsourcing)	01	Take Home Remuneration Rs. 15,945/- + (EPF & ESI benefits)	Essential Qualification Graduate in Commerce with sound knowledge in Computers especially Tally and MS office etc. Essential Experience: 3 years' experience of working in government/ non-government organization with double entry system of Accounts and at least one year of experience working in Tally. Preferable: Experience of working in Government /Government undertaking & working in External Aided Project.
Stenographer (Outsourcing)	01	Take Home Remuneration Rs. 12,339/- + (EPF & ESI benefits)	Any Graduate with Computer Application in PGDCA/DCA. He/She must have possessed a good speed in shorthand and 40 words in typing Speed in Computer per minute. 1-2 years' experience in government/ non-government organization is preferable. The effective and good managerial skills mandatory. Multi task qualities are preferred.
Computer Operator (Outsourcing)	02	Take Home Remuneration Rs. 10,769/- + (EPF & ESI benefits)	Any Graduate with Computer Application in PGDCA/DCA. He/She must have possessed a minimum speed 40 words in typing Speed in Computer per minute. 1-2 years' experience in government/ non-government organization is preferable..

Interested candidates may obtain the Application Form from **O/o the Divisional Forest Officer-Cum-DMU Chief, OFSDP-II, Sambalpur Forest Division, Sambalpur** during office hours in any working day or may download the same from the District web Portal of Sambalpur, i.e (www.sambalpur.nic.in) and (www.ofsds.in). Application in sealed envelope super scribed "Application for the post of (Post Name)" complete in all respect along with self-attested photo copies of relevant documents in respect of qualifications, experiences, ID Proofs, NOC of the present employer and Bank Demand Draft of **Rs. 500/-(Rupees Five Hundred)** only (non-refundable) drawn on any Nationalized Bank in favour of **DFO-cum-DMU Chief, OFSDP-II, Sambalpur Forest Division, payable at Sambalpur Branch**, should reach O/o the Divisional Forest Officer-cum-DMU Chief, OFSDP-II, Sambalpur Forest Division, Sambalpur **through Speed Post/ Registered Post/By Hand on or before 30.07.2022 at 5.00 PM**. The applications received after last date will not be entertained. The authority will not be responsible for any postal delay. There will be assessment of candidates for suitability and efficiency of the person. The modality of the assessment would be decided by the committee of the division office. The multi task persons would be preferred. The undersigned reserves the right to cancel any or all the applications at any stage of recruitment process without assigning any reason thereof.

Sd/-

**DFO-Cum-DMU Chief
OFSDP-II, Sambalpur Forest Division**



OFFICE OF THE DFO-CUM-DMU CHIEF, SAMBALPUR FOREST DIVISION

NEAR JAIL CHOWK, SAMBALPUR - 768001

Email- dmuchiefsbp@gmail.com

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)					

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