



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
Ph: 0674-2386016, Fax:0674-2386085 mail:webmail@ofsdp.org



CONTRACTUAL ENGAGEMENT FOR THE POSTS IN AMA JANGALA YOJANA CELL

OFSDS requires the services of the following personnel for working in the Ama Jangala Yojana Cell (AJY Cell):

1. Subject Matter Specialist (Implementation, Monitoring and Evaluation) (one number)
2. Subject Matter Specialist (Convergence and Livelihood) (one number)
3. Subject Matter Specialist (Training and Publicity) (one number)
4. System Manager, AJY (one number)
5. Accounts Manager, AJY (one number)

Interested candidates may obtain Terms of Reference and the Application Form from OFSDS, SFTRI Campus, At/Po: Ghatikia, Bhubaneswar-751029 during office hours or may download from OFSDP website: <http://www.ofsds.in> and apply along with Bank Draft for each post separately on or before 15.03.2017 by 3.30 PM.

Deputy Project director (Admin)



AJY Cell, AMA JUNGALA
YOJANA
ODISHA FORESTRY SECTOR DEVELOPMENT
SOCIETY,
SFTRI Campus, Ghatikia, Bhubaneswar - 751029



TERMS OF REFERENCE

Application for Contractual Appointment to the post of

01. *Subject Matter Specialist - (Implementation, Monitoring & Evaluation)
02. *Subject Matter Specialist - (Convergence & Livelihoods)
03. *Subject Matter Specialist - (Training and Publicity)
04. *System Manager
05. *Accounts Manager

Note : * (Tick whichever is applicable and apply separately for each post. Bank Draft is to be attached for each post applied)

**Last date of Filing Application complete with Bank
Draft: 15.03.2017 by 3:30 pm**

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Project Brief and Vacancy Position:

Ama Jangala Yojana is an endeavour of the Government of Odisha, Forest & Environment Department, being implemented through AJY Cell under Odisha Forestry Sector Development Society to promote sustainable forest management in the state with emphasis on livelihood support for the communities living in the forest fringe villages in VSS mode. Under AJY scheme, it is envisaged to strengthen the community based initiative for protection of the forest and creation of alternate livelihood opportunities to reduce pressure on forest. The objectives of AJY are to conserve and restore degraded forests with active engagement of communities living in the forest fringe by developing their skills through capacity building and creation of alternate livelihood opportunities. This would arrest further degradation of forests and the alternate livelihood opportunity would reduce their dependence on forests and thereby reduce pressure on forest.

During the implementation of the Ama Jangala Yojana Scheme services of technical personnel are required. Hence, the Society invites applications for contractual engagement to the following positions at the Ama Jangala Yojana Cell (AJY Cell), OFSDS, Ghatikia, Bhubaneswar with jurisdiction over the entire State:

S. No.	Name of the Post	No. of Vacancy
1	Subject Matter Specialist (Implementation, Monitoring and Evaluation)	One
2.	Subject Matter Specialist (Training and Publicity)	One
3.	Subject Matter Specialist (Convergence and Livelihood)	One
4.	Systems Manager, AJY	One
5.	Accounts Manager, AJY	One

Applications complete in all respect must reach in person or by post to “The Principal Chief Conservator of Forests, Projects and The Project Director, Odisha Forestry Sector Development Society”, SFTRI Campus, Ghatikia, Bhubaneswar-751029 on or before 3.30 pm on 15.03.2017. One person can apply for more than one post. **Each Applications must be accompanied with a Bank Draft for an amount of Rs. 500/- (Rs. Five Hundred) only drawn on any Nationalized Bank in favour of “PD, OFSDS and PCCF, Projects- AJY (State Plan)”.**

The applications received after last date shall not be entertained. This office 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 along with the application form.**

Job description and eligibility criteria for Subject Matter Specialist (IME) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Implementation, Monitoring and Evaluation-IME).	<ul style="list-style-type: none"> • Will deal with Implementation, Monitoring and Evaluation. • Responsibilities including technical scrutiny of annual work plans received from field units. • Facilitate timely release of funds to DMUs. • Scrutinizing and assessing the financial and technical feasibility of IGA proposed by SHGs through DMUs. • Collect and disseminate information of resource based IGAs to the field units pertaining to marketing for IGA products. • Reviewing and monitoring progress of the implementation. • Compilation of the physical and financial progress submitted by DMUs • Developing the data base for programming, planning and monitoring. • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>Post Graduate Degree in Rural Development/ Agriculture/ Forestry, with minimum 7 years experience of working in Govt & / reputed non-Governmental sector.</p> <p>Previous experience on Planning, Monitoring and Evaluation of programmes / projects is essential.</p> <p>Knowledge of working in various modules of MS Office Software is essential.</p> <p><u>Preferable</u></p> <p>Previously may have worked in a project/ program on Natural Resource Management/ Project of other similar nature</p>
Monthly remuneration	Rs.50,000/- (Consolidated)	
* DMU - Division Management Unit, FMU - Field Management Unit.		

Job description and eligibility criteria for Subject Matter Specialist (Publicity and Training) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Publicity & Training)	<ul style="list-style-type: none"> • Organizing Trainings/ Workshops/ Seminars for DMUs / FMUs / VSSs in collaboration with Partner NGOs. • Will prepare an annual training calendar for the entire state • Assist in preparation of Training Curriculum • Organize exposure visits for DMUs, FMUs and VSS members. • Conduct post training evaluation • Conduct / Coordinate forest research in the field of ecology / biodiversity / team improvement. • Conduct Awareness building campaign for the project in and around AJY • Produce and deliver regular newsletter of AJY Progress • Produce regular progress report for submitting to the GB, HPC of OFSDS and the Government of Odisha • Set up and Maintain website of AJY Cell in OFSDS • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>Post Graduate Degree in Agriculture/ Mass Communication / MBA with minimum 7 years of experience in Govt. or non-Governmental sectors related to producing IEC Material on Natural Resource Management.</p> <p>Expertise in designing, planning, execution and monitoring, training modules for officials, community stakeholders and NGO is essential.</p> <p>Knowledge of work in various modules of MS Office Software is essential.</p> <p><u>Preferable</u></p> <p>Previous working experience of at least 4 years in any project/ program related to extension works and training in any project or program run by government/ government undertaking/ non- government organization.</p>
Monthly remuneration	Rs.50,000/- (Consolidated)	
* DMU - Division Management Unit, FMU - Field Management Unit.		

Job description and eligibility criteria for Subject Matter Specialist (Convergence and LLI) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Convergence and Livelihood)	<ul style="list-style-type: none"> • Assist in Annual Planning and implementation of Livelihood and NTFP based Interventions • Design small business/ enterprise for SHGs for income generation and cluster promotion • Coordinate for inter-sectoral convergence • Design templates, guidelines and manual monitoring and reporting and capacity building in respect of PRA, Microplanning, Livelihood analysis and Income Generation Activities • Coordinating with agencies like TDC, OFDC, ORAMAS • Collect and disseminate information of resource based on IGAs to DMUs and FMUs • Collect and disseminate information of pertaining to marketing for on IGAs to DMUs and FMUs • Develop Guidelines for different IGA activities • Scrutinize and give inputs for improvement of Microplans received from the field • Scrutinize and Assess the financial and technical feasibility of IGA Proposed by SHGs through DMUs • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>Post Graduate in Rural Development/ Forestry with a minimum of 7 years of experience of working in Government or non-government sectors.</p> <p>Knowledge of work in various modules of MS Office Software is essential.</p> <p><u>Preferable</u></p> <p>Experience of 5 years or more in designing and planning, monitoring activities related to Income generation at state level as well as at grass- root level in any project or program run by government/ government undertaking/ non- government organization</p>
Monthly remuneration	Rs.50,000/- (Consolidated)	
* DMU - Division Management Unit, FMU - Field Management Unit.		

Job description and eligibility criteria for System Manager is as follows :

Name of the Post	Job Description	Qualification & Experience
System Manager	<ul style="list-style-type: none"> ➤ Assist PCCF, Project and PD, OFSDS; APD and DPD (A & F). ➤ Maintain systems equipment and networks, system administrator, MIS operation at all levels – PMU, DMU and FMU. ➤ Computer generated analytical MIS reports, website and digital repository, software inventory & maintenance. ➤ Coordinate with SPMs/DPDs and other stakeholders. ➤ Assist APD/DPD in logistics and protocols; O&M of Vehicles, Office, Equipment, Security, Store, Organizing meetings and Office events. ➤ Will monitor the related field activities and tour as and when required ➤ Any other works as may be assigned. 	<p>Essential</p> <p>Bachelor of Arts/ Science with PGDCA and working knowledge of Visual Basic and MS Word, PPT, Access in MS Office</p> <p>Experience</p> <p>Minimum 10 years experience in Maintenance of LAN / MIS/ Office systems</p> <p>Preferable</p> <p>Additional Knowledge on Maintenance of office systems and equipment</p> <p>Knowledge of other softwares and working in program and projects related to government/ government undertakings/ non government organizations</p>
Monthly remuneration	Rs.30,000/- (Consolidated)	

Job description and eligibility criteria for Accounts Manager is as follows :

Name of the Post	Job Description	Qualification & Experience
Accounts Manager	<ul style="list-style-type: none"> ➤ Assist DPD, ensure timely budget/ releases, utilization, SOEs / Claims and Taxes. ➤ Manage the maintenance of account in TALLY Platform ➤ Reconciliation of funds. ➤ Facilitate & assist audits. ➤ Supervise Accounts. ➤ Ensure the expenditure is within the cost norms ➤ Timely collection and deposits of statutory taxes ➤ Will monitor the related field activities and tour as and when required ➤ Any other works as may be assigned. 	<p>Essential</p> <p>CA – Inter with sound knowledge in Computers especially TALLY and MS office etc.</p> <p>Experience</p> <p>At least 5 years experience of working in government &/ non government organization with double entry system</p> <p>Preferable</p> <p>Experience of Auditing the Accounts of Government/ Government/ undertaking/ Society & working in projects of other similar nature</p>
Monthly remuneration	Rs.35,000/- (Consolidated)	



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY

SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 003

Ph: 0674-2386016, Fax:0674-2386085 mail:webmail@ofsdp.org



APPLICATION FORM

Post Applied for: <i>(Note: Use one form for one Post, Attach Bank Draft for each post Applied and Tick the post applied for)</i>	Subject Matter Specialist (IME) / Subject Matter Specialist (Publicity and Training) / Subject Matter Specialist (Convergence and LLI) / System Manager / Accounts Manager	Attach a Self Attested Photograph (3cmx4cm)			
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 Address:	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
Matriculation					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					
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 space below :

<u>Organization</u>	<u>Designation</u>	<u>Key Responsibilities</u>	<u>Period</u>

15. Current Employment:

Job Description:	
Emoluments and other allowance if any	

16. Relevant Experience: Please highlight relevant experience possessed by you relating to key aspects of the job in the space below:

<u>Job Component</u>	<u>Organization (Please also provide details of exposure/ responsibilities Handled</u>	<u>Exposure (in months)</u>

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

18. 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.

19. 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 _____)									

20. Understanding of Job; Skills, Interests and Experience of Relevance to your Application: Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

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

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place :

Date:

Signature of the Applicant.