



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY

SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029

0674-2386016, 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>		Attach a Self Attested Photograph (3cmx4cm)
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1. First Name:	Last name:
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2. Date of Birth: (Certificate of proof to be attached)	3. Sex:
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4. Present Contact Address:	5. Permanent Telephone No: (STD Code) Number
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6. Permanent Contact Address:	7. Present Telephone No: (STD Code) Office Number.
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8. Email Address:	9. Mobile No:
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10. Computer Literacy : Mention all software(s) known /used	
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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 below format

Organizational 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.

8. **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
Engli									
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

	<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

Job Description & Eligibility Criteria are as below::

Name of the Post	Job Description	Qualification & Experience
FMU Coordinator (Micro-Planning & Livelihood Support)	He / She will: Assist FMU Chief/ Assistant FMU Chief in Annual Plan & Implementation at <u>VSS level</u> Guide and Facilitate Micro Planning, Livelihoods and NTFP interventions Assist small business / enterprise plan, inter-sectoral Convergence Cluster promotion Monitoring & reporting and Capacity Building Coordinate with VSS and other Stakeholders in the project implementation.	Essential Qualification: Graduate in any Discipline (with <u>more than 45%</u> in aggregate in qualifying exam) Desirable Qualification: Post Graduate / MBA in any discipline. Essential Experience: 3 years experience in Micro Planning, Natural Resource Management, community based institution building, Livelihood Support activities etc. Desired Experience: Experience of implementing Govt Projects / Externally Aided Project for more than 1 year.
Monthly Remuneration	Rs.25000/- per month (consolidated)	