



**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF
KARANJIA FOREST DIVISION,
Karanjia, Pin Code – 757037
Phone No – 06796-220232,
Email ID – dmuchiefkaranjia@gmail.com**

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. (Specialization)					
Professional					
Others					

12. Employment Record :

Total years of post qualification experience :	
Years of experience in Government :	

325

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 Organization	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 Divisional Management Unit, Karanjia Forest Office **and** join as soon as or before 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

	<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

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 socio-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 community 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), Boudh, Subarnapur, Sambalpur, Jharsuguda, Sundargarh, Bamra (WL), Mangrove Forest (WL) Rajanagar. 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. List of FMUs is attached as **Annexure.1.**

The Project emphasizes rigorous engagements with the target communities, PRIs, other Line Departments and civil society organizations for implementation of different activities through convergence. The project components are varying and cover 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 Units are constituted at Forest Range level (50nos.) each headed

by the Range Officer cum -FMU Chief. The project is proposed to be implemented in JFM mode with active involvement of 1200 VSSs selected in 50 forest ranges within 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 from the beginning of the project implementation. Hence, applications are invited from suitable candidates for contractual engagement of the following positions at Range level (Forest 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 FMU	Name of the Post	Vacancy
<u>Karanjia</u> Forest Division	Dudhiani	FMU Coordinator (Training & Process Documentation)	<u>01</u>

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/- drawn on any Nationalized Bank in favour of DFO-cum-DMU Chief, **Karanjia Forest Division**, payable at **Karanjia** should reach the O/o the Divisional Forest Officer cum DMU Chief, **Karanjia** on or before 4.00 PM on 13.03.2020. 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.

Job Description & eligibility Criteria are as below:

<p>FMU Coordinator (Training & Process Documentation)</p>	<p>He / She will: Assist FMU Chief/ Assistant FMU Chief in Annual Plan & Implementation at <u>VSS level</u> 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.</p>	<p>Essential Qualification: Graduate in any Discipline (with more than 45% in aggregate in qualifying exam) Desirable 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 Govt. Projects / Externally Aided Project for more than 1 year.</p>
<p>Monthly Remuneration</p>	<p>Rs.25000/- per month (consolidated)</p>	