



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. GIS Technician (one number)
2. MIS Technician (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 by hand or by post along with Bank Draft for each post separately on or before 01.05.2017 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. *GIS Technician
02. *MIS Technician

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: 01.05.2017 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	GIS Technician, AJY	One
2.	MIS Technician, 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 01.05.2017. 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 GIS Technician, AJY is as follows :

Name of the Post	Job Description	Qualification & Experience
GIS Technician, AJY	<ul style="list-style-type: none"> • To Create and maintain Geospatial data and operate GIS and RS software for PMU/ AJY Cell • Prepare high quality map products for reports, field trips and presentations • Will serve as GIS Technician for preparing GIS data and products including conversion, translation and incorporation of various formats of both spatial and tabular data into standardized GIS feature data sets, development of professional cartographic products using the current GIS Tools, applying complex GIS spatial and network analysis methods, and using and developing the RDBMS geo databases. • GIS and RS technician would be required to quality check the data delivered by agencies engaged by the first party • Other works as may be assigned 	<p><u>Essential</u></p> <p>Post Graduate Degree in Science/ Forestry and M.Phil in GIS/ RS, with minimum 7 years experience of working in Govt & / reputed non-Governmental sector in handling GIS/ RS Applications.</p> <p>Previous experience in use of GIS / RS Software for generating maps and reports for programmes / projects is essential.</p> <p>Knowledge of working in various modules GIS and RS softwares like Arc GIS, ERDAS, QGIS and MS Office Software is essential.</p> <p><u>Preferable</u></p> <p>Previously may have worked on GIS and RS Platforms in producing outputs for managing a project/ program on Natural Resource Management/ Project of other similar nature</p>
Monthly remuneration	Rs.30,000/- (Consolidated)	
* DMU - Division Management Unit, FMU - Field Management Unit.		

Job description and eligibility criteria for MIS Technician, AJY is as follows :

Name of the Post	Job Description	Qualification & Experience
MIS Technician, AJY	<ul style="list-style-type: none"> • To build, coding, development of database modules. • To assist PMU/ AJY Cell in areas of data compilation, applying logical queries to identify errors, quality assessment of data reported and concise report preparation etc. • Database replication, backup and restore. • Setup and maintain the website of OFSDS • Other works as may be assigned. 	<p><u>Essential</u></p> <p>Post Graduate Degree in Science/ PMIR/ Agriculture/ Forestry/ MBA /BE/ B.Tech in software engineer/ Computer Science or PGDCA with minimum 7 years of experience in Govt. or non-Governmental sectors related to producing designing and management of Database.</p> <p>Expertise in designing, planning, execution and monitoring of MIS modules for a program or Project is Essential.</p> <p>Knowledge of work in various modules of Softwares like RDBMS, SQL, ASP.net and MS Office Software is essential.</p> <p><u>Preferable</u></p> <p>Previous working experience of at least 7 years in any project/ program related to handling of MIS Database in any project or program on Natural Resource Management/ Project of other similar nature.</p>
Monthly remuneration	Rs.30,000/- (Consolidated)	
* DMU - Division Management Unit, FMU - Field Management Unit.		



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APPLICATION FORM

Post Applied for: <i>(Note: Use one form for one Post, Attach Bank Draft for each post Applied)</i>	*GIS Technician/ *MIS Technician <i>(*Tick the post applied for)</i>	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	Ye ar	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 peron(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.