



**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF
ATHMALLIK FOREST DIVISION (T), AT/PO: ATHMALLIK, ANGUL,
759125, Odisha Forestry Sector Development Project, Phase-II**



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**CONTRACTUAL ENGAGEMENT OF PROJECT ACCOUNTANT FOR ODISHA
FORESTRY SECTOR DEVELOPMENT PROJECT-PHASE-II**

Divisional Forest Officer-Cum-DMU Chief, Athmallik DMU invites application from suitable candidates for the following position at DMU Office under Athmallik Forest Division for working in the Odisha Forestry Sector Development Project, Phase-II.

Division	Name of DMU	Name of the Post	Vacancy
Athmallik Forest Division	Athmallik	Project Accountant	01

Interested Candidates may obtain terms of reference and the application form O/o the Divisional Forest Officer-Cum-DMU Chief, Athmallik during office hours or may download from the website i.e. <http://www.ofsds.in> & <http://www.ofsds.org>. Filled in application complete in all respect along with Bank Draft for Rs.500/- in favour of Divisional Forest Officer, Athmallik should reach the O/o the Divisional Forest Officer-Cum-DMU Chief, Athmallik on or before dt-09.12.2024

Date-20.11.2024


(S.K. Koppula, IFS)
Divisional Forest Officer-Cum-DMU Chief,
Athmallik Division.

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ToR Job Description & Eligibility Criteria are as below:

Name of the Post	Job Description	Qualification & Experience
Project Accountant	<p style="text-align: center;">He/She will</p> <ul style="list-style-type: none"> • Assist Assistant DMU Chief/DMU Chief in budget & releases, expenditure tracking utilization certificates, SOEs tax filling audits etc. • Maintain accounts of the Project in TALLY Platform and also maintain relevant registers and ledgers. • Maintain the stock and stock register. • Coordinate with FMUs for financial progress. • Assist in audit and prepare the audit replies. • Attend to any other works as may be assigned by DMU Chief 	<p>Essential Qualification</p> <p>Graduate in commerce with sound knowledge in Computers especially TALLY and MS office etc.</p> <p>Essential Experience</p> <p>3 years' experience of working in government/non-government organization with double entry system of Accounts and least one year of experience working in Tally</p> <p>Preferable.</p> <p>Experience of working in Government/Government undertaking & working in External Aided Project.</p>
Monthly Remuneration	Rs. 20,000/- per month (Consolidated)	
<p>*DMU- Divisional Management Unit, FMU-Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, SPM- State Programme Manager</p>		


DFO-cum-DMU Chief
 OFSDP, Ph-II, Athmallik
