



## OFFICE OF THE DFO-CUM-DMU CHIEF, BARIPADA FOREST DIVISION

At/Po: Baripada, Dist. Mayurbhanj, PIN-757001

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No: 49

Date: 21.02.2023

### **CONTRACTUAL ENGAGEMENT OF PROJECT ACCOUNTANT for DMU, BARIPADA UNDER OFSDP-II**

Divisional Forest Officer-cum-DMU Chief, Baripada invites application from suitable candidates for the following position at Divisional Management Unit, Baripada under Odisha Forestry Sector Development Project, Phase-II.

Division	Name of the Post	Vacancy	Essential Qualification and Experience
Baripada Forest Division	Project Accountant	01	<p><b>Essential Qualification</b> Graduate in commerce with sound knowledge in Computers especially TALLY and MS office etc.</p> <p><b>Essential Experience</b> 3 years' experience of working in government/ non-government organization with double entry system of Accounts and at least one year of experience working in Tally.</p> <p><b>Desired Experience</b> Experience of implementing Govt. Projects / Externally Aided Project for more than 1 year.</p>

Interested candidates may obtain Terms of Reference and the Application form from O/o the Divisional Forest Officer-cum-DMU Chief, Baripada during office hours in any working day between **10.30 AM to 5.30 PM from 21.02.2023 to 10.03.2023** or may download from the website ([www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)). Filled in application complete in all respect along with self-attested xerox copy of relevant documents in respect of qualifications and experience and Bank Draft for **Rs. 500/-** (non-refundable) drawn in favour of **DFO-cum-DMU Chief, Baripada, payable at Baripada Branch**, should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Baripada **through Speed Post/ Courier Service on or before 4.00 PM on 10.03.2023.**

**DFO-cum-DMU Chief  
Baripada Forest Division**

## **Project brief & Vacancy details:**

ODISHA FORESTRYSECTOR 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 social 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 communities 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, Karanjia, Dhenkanal, Athamallik, Ghumusur (N), Ghumusur (S), Boudh, Subarnapur, Sambalpur, Jharsuguda, Sundergarh, Bamra (WL), Mangrove Forest (WL) Rajnagar. 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 engagement with the target communities, PRIs, Other Line Departments and civil society organisations for implementation of different activities through convergence. The project components are varying and covered 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 organisations 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 Unit are constituted at Forest range level (50 nos.) is headed by the Range Officer-cum-FMU Chief. The project is proposed to be implemented in JFM mode with activity involvement of 1200 VSSs selected in 50 forest ranges with 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 for the beginning of the project implementation. Hence, applications are invited from suitable candidates for contractual engagement of the followings position at Division level (Divisional 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.

<b>Division</b>	<b>Name of the DMU</b>	<b>Name of the Post</b>	<b>Vacancy</b>
Baripada Forest Division	Baripada Forest Division	Project Accountant	01

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/-** (Non-refundable) drawn on any Nationalized Bank in favour of **DFO-cum-DMU Chief, Baripada**, Payable at **Baripada** should reach the O/o the Divisional Forest Officer cum DMU Chief, Baripada on or before **4.00 PM on 10.03.2023**. 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:**

Name of the Post	Job Description	Qualification and Experience
<b>Project Accountant</b>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist Assistant DMU Chief /DMU Chief in budget &amp; releases, expenditure tracking utilization certificates, SOEs, tax filling, audits etc.</li> <li>• Maintain accounts of the Project in TALLY Platform and also Maintain relevant registers and ledgers.</li> <li>• Maintain the stock and stock register.</li> <li>• Coordinate with FMUs for financial progress.</li> <li>• Assist in audit and prepare the audit replies.</li> <li>• Attend to any other works as may be assigned by DMU Chief.</li> </ul>	<p><b>Essential Qualification</b> Graduate in commerce with sound knowledge in Computers especially TALLY and MS office etc.</p> <p><b>Essential Experience</b> 3 years' experience of working in government/ non-government organization with double entry system of Accounts and at least one year of experience working in Tally.</p> <p><b>Preferable</b> Experience of working in Government/ Government undertaking &amp; working in External Aided Project.</p>
<b>Vacancy</b>	One (01)	
<b>Monthly Remuneration</b>	<b>Rs. 20,000/- P.M. (Consolidated)</b>	
DMU- Divisional Management Unit DMU Chief- Divisional Management Unit Chief ADMU Chief- Assistant Divisional Management Unit Chief FMU- Field Management Unit AFMU Chief- Asst.Field Management Unit Chief. VSS- Vana Surakshya Samiti		

## Annexure-I

## List of OFSDP-II Division –wise Range list

Name of the Forest Division	Name of the Ranges		Name of the Forest Division	Name of the Ranges
Baripada	Dukura		Dhenkanal	Dhenkanal
	Kaptipada			Hindol
	Bangriposi			K.Nagar East
	Pithabata			K.Nagar west
	Udala			Kapilash
	Betnoti			Sadangi
Rairangpur	Badampahar		Sundargarh	Bargoan
	Bahalda			Hemgiri
	Bisoi			Lephripara
	Manada			Sundargarh
	Rairangpur			Ujalpur
Karanjia	Dudhiani		Subarnapur	Sonepur
	Gurguria			Ullunda
	Karanjia			Binika
	Kendumundi		Ghumsur (N)	Jagannath Prasad
	Thakurmunda			Mujagada
Athamalik	Athamalik			Central
	Bamur			Tarasingi
	Madahapur		Ghumsur (S)	Buguda
Sambalpur	Dhama			
	Padiabahal			Badagada
	Rengali		Boudha	Boudha
	sadar			Kantamal
Jharsuguda	Belpahar			Manamunda
	Bagdihi			
	Kolabira		<b>Total</b>	<b>50 Ranges</b>