



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

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

**Phone No: 06792-252613 (O), Email- [dmuchiefbaripada@gmail.com](mailto:dmuchiefbaripada@gmail.com)**

No:- 119

Date: 22.03.2023

**CONTRACTUAL ENGAGEMENT OF FMU Coordinator (Training & Process Documentation) 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	FMU Coordinator (Training & Process Documentation)	01	<b>Essential Qualification</b> Graduate in any Discipline (With more than 45% in aggregate in qualifying Exam)

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 23.03.2023 to 06.04.2023 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 06.04.2023.

  
DFO-cum-DMU Chief  
Baripada Forest Division

## **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 social economic development in the Project area in Odisha. The project is implemented in Joint Forest Management mode involving 1211 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.

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 being implemented in JFM mode with activity involvement of 1211 VSSs selected in 50 forest ranges with 1211 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 position is required to facilitate the effective management of the project. Hence, applications are invited from suitable candidates for contractual engagement of the following 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.

Division	Name of the FMU	Name of the Post	Vacancy
Baripada Forest Division	Kaptipada	FMU Coordinator (Training & Process Documentation)	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 06.04.2023. 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:**

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification and Experience</b>
<b>FMU Coordinator (Training &amp; Process Documentation)</b>	<b>He/ She will</b> <ul style="list-style-type: none"><li>• Assist FMU Chief/ Asst. FMU Chief in Annual Plan &amp; Implementation <u>at VSS level.</u></li></ul>	<b><u>Essential Qualification</u></b> Graduate in any Discipline (With more than 45% in aggregate in qualifying Exam)
<b>Vacancy</b>	One (01)	
<b>Monthly Remuneration</b>	Rs. 25,000/- P.M. (Consolidated)	
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	Ghumsur (S)	Central
	Bamur		Tarasingi
	Madahapur		Buguda
Sambalpur	Dhama	Boudha	Sorada
	Padiabahal		Badagada
	Rengali		Boudha
	sadar	Kantamal	
Jharsuguda	Belpahar		Manamunda
	Bagdihi		
	Kolabira		
		<b>Total</b>	<b>50 Ranges</b>



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**BARIPADA, DIST: MAYURBHANJ - 757001**

**Tel-06792-252613, FAX-06792-255772, E-mail-dfobaripada.od@gmail.com**



**APPLICATION FORM**

Post applied for: (Note: Attach Bank Draft with Application Form and relevant documents)		Attach a self attested photograph (3cm X4cm)			
<b>1. First Name:</b>	<b>Last Name:</b>				
<b>2. Date of Birth:</b> (Certificate of proof to be attached)	<b>3. Sex</b>				
<b>4. Present Contact Address:</b>	<b>5. Permanent Telephone No: (STD Code) Number</b>				
<b>6. Permanent Contact Address:</b>	<b>7. Present Telephone No: (STD Code)</b>				
	<b>Office Number:-</b>				
<b>8. Email Id:</b>	<b>9. Mobile No:</b>				
<b>10. Computer Literacy:</b> Mention all software(s) known/used					
<b>11. Education: High School onwards, please list all your qualifications</b>					
<b>Degree</b>	<b>Institute/ Board</b>	<b>Year</b>	<b>Division/ Marks(%)</b>	<b>Subjects</b>	<b>Full/ Part time / Distance learning</b>
Matriculation					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					
<b>12. Employment Record:</b>					
Total years of post qualification experience:					
Years of experience in Government :					
<b>13. Level of Proficiency in computers</b>					
<b>MS Office Program</b>	<b>Ability to use</b>				
	<b>Poor</b>	<b>Fair</b>		<b>Good</b>	
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 organisation	Nature of works by the applicant

**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 with one month of selection. In case of any constraint- please elaborate in the space provided:

In case of already employed person(s), NOC form 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

	Referee-1	Referee-2
Name :		
Address:		
Telephone/ Cell No:		
Organization:		
Designation:		
Your professional Relationship with the referee:		
Place:		
Date:	<i>Signature of the Applicant</i>	



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Sd/-

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