

O/O THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF, RAIRANGPUR
At/PO-Rairangpur, Dist.-Mayurbhanj, Pin-757043, Odisha
No.323 Date.17.01.2025

CONTRACTUAL ENGAGEMENT OF FMU COORDINATOR (MICROPLANNING AND LIVELIHOOD SUPPORT) FOR 01 YEAR UNDER ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT-II

The DFO-cum-DMU Chief, Rairangpur DMU invites application from suitable candidate of 01 position of FMU Coordinator (Micro Planning & Livelihood Support) for Rairangpur FMU under Rairangpur Forest Division for working in the Odisha Forestry Sector Development Project, Phase-II.

Interested candidates may obtain Terms of Reference and the Application Form from the O/o DFO-cum-DMU Chief, Rairangpur during office hours or may download from the **ofds.in / mayurbhanj.odisha.gov.in** website. Duly filled in application complete in all respect along with Bank Draft for Rs.500/- in favour of Divisional Forest Officer, Rairangpur should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Rairangpur on or before 5.00 PM on 30.01.2025.

Sd/-

DFO-Cum-DMU Chief, Rairangpur Forest Division.

Job description & Eligibility Criteria are as below

Name of the Post	Job Description	Qualification & Experiences
FMU Coordinator (Micro-Planning & Livelihood Support)	He / she Will: Assist FMU Chief/ Assistant FMU Chief in Annual Plan & Implementation at VSS level. Guide and Facilitate Micro Planning, Livelihood and NTFP interventions Assist small business / enterprise plan, inter-sectoral Convergence, Cluster promotion, Monitoring & reporting and Capacity Building Coordinate with VSS and other Stakeholders in the project implementation.	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 Micro Planning, Natural Resource Management, Community based institution building, Livelihood Support activities etc. Desired Experience: Experience of implementing Govt. Projects / Externally Aided Project for more than 1 year.
Monthly Remuneration	Rs 25000.00/- Per Month (Consolidated)	



OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM- DIVISIONAL MANAGEMENT
UNIT CHIEF, RAIRANGPUR FOREST DIVISION, RAIRANGPUR.
(E-mail- dmuchiefrairangpur@gmail.com)



APPLICATION FORM

Post Applied for:		Attach a Self Attested Photograph (3cm x 4cm)			
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)			
6. Permanent Contact Address:		7. Present Telephone No: (STD code)			
8. Email Address:		9. Mobile No:			
10. Computer Literacy : Mention all software(s) known /used					
11. Education: High school onwards, please list all our qualifications					
Degree	Institute/Board	Year	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 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
1.						
2.						
3.						

15. Current Employment

Name of the Organization-	
Since when working From ----- to -----	
Month 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,

17. Joining Time: Please confirm your ability to relocate/ be at 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 person(s), NOC from present employer is to be attached. Otherwise Application will be rejected.

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 reach 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