



OFFICE OF THE DIVISIONAL FOREST OFFICER: BALANGIR FOREST DIVISION

AT / PQ / DIST :- Balangir- ODISHA

Phone & Fax – 06652-232948 (O), Email – dfobalangir@gmail.com

Letter No. 5960 /1F
Dated, Bolangir the 30 th October - 2021

To

The District Correspondent
SAMBAD / PRAGATIBADI / DHARITRI / SAMAJ / SAKALA

Sub **Publication of Advertisement for engagement of DEO, DO and Team Leader under AJY and MGNREGS**

Sir,

Enclosed please find herewith an Advertisement Dtd. 30.10.2021 for engagement of Data Entry Operator, Development Officer and Team Leader under Ama Jangala Yojana and MGNREGS in existing vacancy. You are requested to take necessary steps for publication of the same in your Odia Daily News Paper for circulation amongst the eligible candidate of the District. The complimentary copy along with Bill for the publication charges may be submitted in the office of the undersigned for making necessary payment with details of Accounts with Bank Name, IFSC code etc to which the amount will be remitted.

An early action in the matter is requested.

Yours faithfully,

Encls :- As above

Nitish
30/10/2021
Divisional Forest Officer
Balangir Forest Division

Memo No. 5961 /1F, Dtd. 30 .10.2021

Copy along with copy of advertisement forwarded the Officer-in-Charge, NIC, Bolangir for his kind information and necessary action. He is requested to publish the advertisement in the District NIC Portal for knowledge of the eligible candidate of the District.

Nitish
30/10/2021
Divisional Forest Officer
Balangir Forest Division

OFFICE OF THE DIVISIONAL FOREST OFFICER: BALANGIR FOREST DIVISION

Advertisement No. 5960 /Dtd. 30.10.2021

Resume / Bio-data are invited from the eligible candidate for filling of the vacancy for the following post to be engaged through Service Provider and Partner NGO from 30.10.2021 to 15.11.2021 by the office of the undersigned under the Scheme MGNREGS & AJY. The candidate will be selected through skill test and interview to be conducted by the office of the undersigned for which they will be called for after short listing of all Resume / Bio-data received at this end. The date of Test / Interview will be intimated to the shortlisted candidate later on. The Resume / Bio-data should be submitted in the Drop Box placed in the office of the undersigned on or before **5.00 PM of 15.11.2021**. No other mode of submission will be entertained. The details regarding educational qualification, Competencies, Responsibility, Experience required for the post can be browsed from District NIC Portal www.balanagir.nic.in.

Vacancies

Sl.No	Name of the Post	No of Vacancy
01	Date Entry Operator	04 Nos
02	Development Officer under AJY Scheme	03 Nos
03	Team Leader - under AJY Scheme -	01 No

Nitish
30/10/2021
Divisional Forest Officer
Balangir Forest Division

Positions	Responsibility	Qualification & Competencies
<p>Team Leader (Institutional Development)</p>	<ul style="list-style-type: none"> • Will steer the institutional development and strengthening of VSS for Project consolidation and sustainability. He/ she will be responsible for implementation of the activities under the scope of work defined. • Responsible for day to day management of his/her office, team and updating the records/documents and maintain good relationship with DMU, FMU and other Project partner agencies • Take field level day-to-day team management decisions within the parameters agreed upon and for all strategic matters. • Undertake overall programmatic supervision of the Development Officers to represent the NGO at the field level. • Prepare and submit the monthly reports and other deliverables in time. Any other works assigned to P-NGO under AJY from time to time as deemed to be necessary by the DMU Chief. 	<ul style="list-style-type: none"> • Postgraduate degree or equivalent. • At least 2 years of experience working on development issues with focus on institutional development. Having experience on or exposure to forestry/livelihoods projects, particularly around formation and strengthening of village level/ watershed committees would be an added advantage. • Good written, communication and organization skills • Understanding of the administrative systems of government and ability to operate within these; • Ability to coordinate with other members in the team and consultants • Fluency in English and Odia <p>Preferable</p> <ul style="list-style-type: none"> • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association.
<p>Development Officer (Community Development)</p>	<ul style="list-style-type: none"> • Will steer the Community Development process to consolidate the process around ongoing project components as per activities under the scope of work defined in para - 4 • Work at grassroots level under the overall leadership of the NGO-Team Leader and in close coordination with the FMU. • Coordinates with the Team Leader, Member Secretary, VSS President and 	<ul style="list-style-type: none"> • Graduate • 2-5 years experience of working in development sector directly with community and Village level Institutions <p>Preferable</p> <ul style="list-style-type: none"> • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association

	<p>extends her/his supports for all aspects of project implementation.</p> <ul style="list-style-type: none"> • Responsible for communicating the program policies and guidelines to communities. • Responsible for creating greater community response to the project interventions and assisting in the effective implementation of the operational plans at the assigned levels & any other works assigned to P-NGO under AJY from time to time as deemed to be necessary by the DMU Chief. 	
Development Officer (NRM)	<ul style="list-style-type: none"> • Will steer the Implementation of new project components as per activities delineated under the scope of work defined in para -4 • Work at grassroots level under the overall leadership of the NGO-Team Leader and in close coordination with the FMU. • Coordinates with the Team Leader, Member Secretary, VSS President and extends her/his supports for all aspects of project implementation. • Responsible for communicating the program policies and guidelines to communities. • Responsible for creating greater community response to the project interventions and assisting in the effective implementation of the operational plans at the assigned levels and any other works assigned to P-NGO under AJY is time to time deemed to be necessary by the DMU Chief. 	<ul style="list-style-type: none"> • Graduate / Vocational Agriculture • 2-5 years experience of working in development sector on NRM issues and on participatory micro planning <p>Preferable</p> <ul style="list-style-type: none"> • Ability to speak/ understand local language • To be from same district and local community • Past OFSDS association • Past experience of working on Forestry/Nursery/ plantation etc.

<p>Data Entry Operator</p>	<ul style="list-style-type: none"> • Making entries of vouchers/ updating of cash accounts of the office. • Assisting in Budget, Management of funds, flow of funds • Assisting in preparation of monthly/quarterly/annual financial reports/returns • Assisting in monitor utilization of funds, audits. • Assisting in dealing with Income tax, Service tax and related matters. • Assisting in maintain record of assets at Office • Assisting in implementation of procedures and guidelines on financial management • Assisting in consolidated Statement of Expenditures (SOE) and developing annual work plans. • Assisting in coordination and enabling of convergence with programs and schemes implemented by departments like Agriculture, Fisheries, Animal Resources Development and other related agencies. • Any other project related work assigned by Division Forest Officer/ 	<ul style="list-style-type: none"> • Educational Qualification • He/ she shall have minimum qualification of Graduation with Diploma in Computer Application and experience in use of Computers with proficiency in working with MS Office. • Experience • He/ she shall have minimum experience of 3 years of working with Corporations/ Co-operatives/ Societies/Externally Aided Projects/ Government Agency. Past experience of working with Government agencies will be given preference.
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