



**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF: KARANJIA DIVISION,
AT/PO-KARANJIA, DIST-MAYURBHANJ, PIN- 757 037 (ODISHA),**

E-mail – dmuchiefkaranjia@gmail.com.

**HIRING OF SMS (M&E, GIS/MIS, REDD+) On FIXED REMUNERATION BASIS FOR DMU, KARANJIA
UNDER OFSDP-II**

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

Division	Name of the Post	Vacancy	Essential Qualification and Experience
Karanjia Forest Division	Subject Matter Specialist (SMS)- M&E,MIS & GIS,REDD+	01	B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Bachelor's degree in Science/ Social Science/ Statistics/ Economics with MCA. (3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector).

Interested candidates may obtain detail Terms of Reference, Job description; eligibility criteria and Application form from O/o the Divisional Forest Officer-cum-DMU Chief, Karanjia Forest Division during office hours in any working day between **10.30 AM to 05.00PM** from **16.11.2022 to 30.11.2022** or may download from the Website www.ofsdp.in/ 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, Karanjia Forest Division, Payable at Karanjia should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Karanjia Forest Division, Karanjia through **Speed Post/ Courier Service on or Before 04.00 PM on 30.11.2022.**

DFO cum DMU Chief
Karanjia Forest Division

Terms of Reference

In order to ensure effective implementation of OFSDP-II Project, applications are invited from suitable candidates on hiring basis on fixed remuneration for the post of Subject Matter Specialist (SMS) – (M & E, MIS & GIS, REDD+) at Divisional Management Unit (DMU) Karanjia, initially for one Year Period and may be extended for similar period subsequently with the following terms and conditions.

- 1) Application must be in sealed envelope super scribed “Application for the post Subject Matter Specialist (SMS)-M & E,MIS & GIS,REDD+” complete in all respect along with self attested Xerox copy of relevant documents in respect of qualification and experience and Bank Draft of Rs.500/- (Non-refundable) drawn on any Nationalized Bank in favour of DFO-cum-DMU Chief, Karanjia Forest Division, Payable at Karanjia should reach the Office of the Divisional Forest Officer-cum-DMU Chief, Karanjia Forest Division, Karanjia on or before 4.00PM on 30.11.2022 either through speed post/courier services.
- 2) Applications received after the last date will not be entertained.
- 3) The project will not be responsible for any postal delay.
- 4) The project authorities reserve the right to reject any application without assigning any reason thereto.
- 5) The candidate must fill up the form in all respect along with self attested photo copies of relevant documents in respect of qualification experience, ID proof, NOC of the present employer.



**O/o THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF,
KARANJIA Karanjia, Mayurbhanj, PIN-757043, Odisha**



No.

Dt.15.11.2022

ADVERTISEMENT

**ENGAGEMENT OF SUBJECT MATTER SPECIALIST (SMS)-M&E,MIS & GIS,REDD+ ON FIXED
REMUNERATION BASIS FOR ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT-II**

Divisional Forest Officer cum DMU Chief, Karanjia invites application from suitable candidates for engagement of Subject Matter Specialist (SMS)-M&E, MIS & GIS,REDD+ **one post** at DMU Karanjia on contractual basis under the Odisha Forestry Sector Development Project, Phase-II.

Job Description & Eligibility Criteria:

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (SMS)-M&E,MIS & GIS,REDD+	<p>He / She will:</p> <p>Assist DMU Chief / Asst.DMU Chief in monitoring of implementation of the Annual Plan for the project at DMU & FMU levels.</p> <p>Carry out MIS / GIS data compilation and progress monitoring.</p> <p>Survey and demarcation of assigned area and treatment area.</p> <p>Assist in biomass assessment surveys and updates on Measurement, Reporting and Verification (MRV) protocol implementation. Index and maintain all the GIS data and maps available in the DMU. Prepare maps based on existing GIS data layers, carry out analysis on existing data & field collected data as per the requirements of DMU Chief. Verify, store and forward all the GIS and related data collected from field by field staff as per the requirements by the Geometric cell at PMU. Perform GIS data standardization and analysis on existing and acquired data in consultation and under guidance from PMU. Perform map digitization and data base preparation activities</p> <p>Perform GPS/DGPS field data collection/validation.</p> <p>Trained field staff in GIS/MIS data collection, software usage and related activities.</p> <p>Any other relevant work, whatsoever, assigned by DMU chief/PMU, OFSDP-II.</p>	<p>Essential Qualification: B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Bachelor's degree in Science/ Social Science/ Statistics/ Economics with MCA.</p> <p>Desirable Qualification: Post Graduate / MBA in any discipline.</p> <p>Essential Experience: 3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector, demons ratable expertise in at least two of the following domains: GIS, Remote sensing, MIS, Monitoring , Evaluation, Forestry, Experience of working in donor funded Govt. Project of similar in nature is desirable.</p> <p>Preferable Experience: Experience of working in Govt. / Govt. undertaking and in Externally Aided Project. Under taking of M & E, GIS, Remote Sensing concept. In relation to forest management activities</p>
Monthly Remuneration	Rs.40000/- per month (consolidated)	

Interested candidates may obtain Terms of Reference and Application Form from O/o the Divisional Forest Officer cum DMU Chief, Karanjia during office hours or may download from the www.mayurbhanj.nic.in and www.ofsdp.org / www.ofsds.in website. Application in sealed envelope super scribed 'Application for the post Subject Matter Specialist (SMS)-M & E,MIS & GIS,REDD+ complete in all respect along with self attested photo copies of relevant documents in respect of qualification experience, ID proof NOC of the present employer and a Bank Demand Draft of Rs. 500/- (Non-refundable) drawn on any Nationalized Bank in favour of Divisional Forest Officer, Karanjia payable at Karanjia should reach the O/o the Divisional Forest Officer cum DMU Chief, Karanjia on or before 4.00 PM on 30.11.2022. The application received after last date will not be entertained. The authority not be responsible for any postal delay. There will be assessment of candidates for suitability and efficiency of the person the modality of the assessment would be decided by the committee of the division office. The multi task person would be preferred. The undersigned reserve the right to cancel any or all the application at any stage of the requirement process without assigned any reason thereof.

-Sd/-

DFO-Cum-DMU Chief, Karanjia Forest Division.

**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF****KARANJIA FOREST DIVISION,**

Karanjia, Pin Code – 757037

Phone No – 06796-220232,

Email ID – dmuchiefkaranjia@gmail.com**APPLICATION FORM****Post Applied for:***(Note: Use one form for one Post, Attach Bank Draft for each post Applied)***Attach a Self-Attested Photograph
(3cmx4cm)****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) Number****6. Permanent Contact Address:****7. Present Telephone No:
(STD Code)****Office Number.****8. Email Address:****9. Mobile No:****10. Computer Literacy:**

Mention all software(s) known /used

11. Education: High school onwards, please list all your qualifications

Degree	Institute/Board	Year	Division/ Marks (%)	Subjects	Full/ Part Time / Distance Learning
Matriculation					
+2 (Arts/Sc/Comm)					
+3 (Arts/Sc/Comm)					
P.G. (Specialization)					
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 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 Organization	Nature of works by the applicant
1.						
2.						

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 Divisional Management Unit, Karanjia Forest Office **and** join as soon as or before 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.

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

	<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