



**ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY**  
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029  
Ph: 0674-2386016, mail:webmail@ofsdp.org



## **CONTRACTUAL ENGAGEMENT FOR THE POSTS IN ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT**

OFSDS requires the services of the following personnel for working in the  
Odisha Forestry Sector Development Project

1. State Programme Manager (Livelihood, NRM and Inter-sectoral convergence) (one number)
2. State Programme Manager(Capacity & Institutional Development), (one number)
3. State Programme Manager (Knowledge Management, Publicity & Publication), (One number)
4. State Programme Manager (GIS, MIS and Website) (One Number)
5. State Programme Manager, Audit (One Number)
6. System manager/ Administrator (One Number)
7. Subject Matter Specialist (M&E, MIS & GIS, REDD+)(1 nos)
8. Subject Matter Specialist (Livelihood & Rural Financing and Marketing) (1 nos)
9. Project Accountant (14 nos)

Interested candidates may obtain Terms of Reference and the Application Form from OFSDS, SFTRI Campus, At/Po: Ghatikia, Bhubaneswar-751029 during office hours or may download from OFSDP website: <http://www.ofsds.in> and apply by hand or by post along with Bank Draft separately for each post on or before 4.00PM on 26.05.2017.

Deputy Project Director (Admin)

**Project brief and vacancy:**

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 has twin objectives of restoration of degraded forests and livelihood improvement of forest dependent community. This is implemented in Joint Forest Management mode with involving 1200 Vana Samrakshana Samithee for project interventions. The project is expected to achieve progress in Sustainable Forest Management through strengthening of community based institutions for Joint Forest Management.

The main objectives of the project are to:

- Restore degraded forest and augment forest resources
- Secure sustainable forest management by improving forest administration, community organizations and capacity development of other stakeholders
- Conservation and Ecosystem based management of the biodiversity
- Promote inter-sectoral convergence
- Improve income of targeted livelihood improvement of the forest dependent families 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 with Project Management Unit 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. Accordingly, the Field Management Units are constituted at Forest Range level (50nos.) each headed by the RFO cum FMU Chief.

The project components are varying and covers different aspects for implementation. This requires coordinated efforts of expert officers in different fields such as Forest Management, Livelihood improvement and marketing linkages, inter-sectoral convergence, Publicity and communication, Tally based accounting and audit of accounts at different levels of implementation and community mobilization and capacity building of all stake holders in the project. In order to ensure monitoring of the project outcome during the implementation and to inculcate technology into the process, technical personnel are required from the beginning of the project implementation. Hence the project implementing agency, ODISHA

FORESTRY SECTOR DEVELOPMENT SOCIETY (OFSDS) invites application from suitable candidates for contractual engagement to the following Managerial/ technical personnel positions at different levels specified in the table below:

Sl.No	Name of the Post	Vacancy
At the PMU of OFSDP Phase-II at Bhubaneswar		
1.	State Programme Manager (Livelihood, NRM and Inter-sectoral convergence)	1
2.	State Programme Manager (Capacity & Institutional Development)	1
3.	State Programme Manager (Knowledge Management, Publicity & Publication)	1
4.	State Programme Manager (GIS, MIS and Website)	1
5.	State Programme Manager (Audit)	1
6.	System Manager/ Administrator	1
At the DMU of OFSDP Phase-II, one each at Athamalik, Baripada, Boudh, Dhenkanal, Ghumsar(N), Ghumsar(S), Jharsuguda, Karanjia, Rairangpur, Sambalpur, Subarnpur, Sundergarh, Bamra(WL) & Rajnagar(WL) Division Hqtrs.		
7.	Subject Matter Specialist (M&E, MIS & GIS, REDD+)	12
8.	Subject Matter Specialist (Livelihood & Rural Financing & Marketing)	12
9.	Project Accountant	14

Applications **in sealed envelope super scribed ‘Application for the Post of <Post Name>’** complete in all respect **along with a Bank Draft, drawn on any Nationalized Bank in favour of ‘The Project Director, OFSDP Phase II’ for an amount of Rs. 500/- payable at Bhubaneswar** must reach in person or by post to The Project Director, Odisha Forestry Sector Development Society, SFTRI Campus, Ghatikia, Bhubaneswar-751029 on or before 4.00 pm on 26.05.2017. 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 and eligibility criteria are as follows:**

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>State Programme Manager (Livelihood, NRM and Inter-sectoral convergene) at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Lead Livelihood Resource Centre, and act a Nodal officer for gender manstreaming.</li> <li>• Assist APD/JPD in annual Planning and implementation of livelihood and NTFP interventions.</li> <li>• Design small business/ enterprise for SHGs for income generation, Cluster promotion, coordinating for inter-sectoral convergence.</li> <li>• Design templates, guidelines and manual for monitoring &amp; reporting and capacity building.</li> <li>• Coordinate with DMUs /FMUs and SPMs/ DPD and other stakeholders in respect of livelihood promotion and inter sectoral convergence.</li> <li>• Guide on promotion of small business/ enterprise, value chain and market analysis and associate suitable agencies/ Partners as per the policy within the project.</li> <li>• Facilitate rural financing, Support cluster development, extend support to leverage funds.</li> </ul>	<p><b>Essential Qualification &amp; Experience</b></p> <p>Graduate/ Post Graduate in Agriculture or allied subjects, or Post graduate in Economics, Social science, Agri Business Manangement or Rural Management and Five years of field experience in Livelihood/ Natural Resource Management projects with community mobilisation in Government sector/ non-Government organization working in projects of similar nature.</p> <p><b>Preferable</b></p> <p>Experience of working in external aided projects of similar nature and in Government sector is desirable.</p> <p>Experience of working in management or advisory role at higher management level in any institution working for the livelihood of poor communities or small industrial promotions preferable.</p>
<p>Monthly remunerati on</p>	<p>Rs.75,000/- p.m. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project director, JPD –Joint Project Director, DPD- Dy. Project Director, SPM- State programme Manager, NTFP- Non Timber Forest Produce.</p>		

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>State Programme Manager (Capacity and Institutional Development) at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist APD/JPD in annual planning and implementation by developing and executing the capacity building plan and strategizing gender mainstreaming and women and vulnerable group empowerment.</li> <li>• Develop partnerships &amp; networks for institutional capacity building</li> <li>• Design templates, guidelines and manuals for the capacity building, monitoring &amp; reporting and.</li> <li>• Coordinate with DMUs/FMUs and with SPMs/DPD and other stakeholders towards planning and implementation of capacity building and gender mainstreaming programmes.</li> </ul>	<p><b>Essential Qualification</b> A full time post graduate degree in Social Sciences/ Sociology/ Rural development/ MSW/ MBA in rural management or rural development from a premier institute.</p> <p><b>Essential Experience</b> Should have minimum of 5 years of experience in any training institutions/ projects handling the planning and execution of training programme for cutting edge staff/ community leaders.</p> <p><b>Preferable</b> Preferably should have undergone Training of Trainers (ToT) programme. Experience of working in external aided projects and in Government sector dealing with community institutions for NRM is desirable.</p>
<p>Monthly remuneration</p>	<p>Rs.75,000/- p.m. (Consolidated)</p>	

\* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD –Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager,

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>State Programme Manager (Knowledge Management, Publicity &amp; Publication)</p> <p>at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist APD/JPD in project towards the strategies and execution for publicity and information dissemination.</li> <li>• Develop and implement communication Strategy and plan for the project implementation.</li> <li>• Organize events/ workshop, develop knowledge material, design and publish/ produce newsletters, reports and documentaries.</li> <li>• Design publicity and Plan &amp; execute media campaign, awareness campaigns maintain digital library.</li> <li>• Reporting and coordinate with DMUs/FMUs, coordinate with SPMs/DPD and other stakeholders in the matter of awareness creation, publicity and documentation.</li> </ul>	<p><b>Essential Qualification</b> A full time post graduate degree in Media management/Mass communication/ Sociology/ Social Sciences/ Economics/ Rural Development from a premier institute.</p> <p><b>Essential Experience</b> Should have minimum of 5 years of relevant experience in the field of mass communication or media management in Government/ External aided projects or in other sectors in similar capacity.</p> <p><b>Preferable</b> Experience of above nature working in Government/ Government undertaking. Experience of working in External Aided Project dealing in NRM.</p>
<p>Monthly remuneration</p>	<p>Rs.75,000/- p.m. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD –Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

Name of the Post	Job Description	Qualification & Experience
<p>State Programme Manager (GIS, MIS and Website)</p> <p>at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist APD/ JPD in GIS based Monitoring &amp; Evaluation strategies for the project.</li> <li>• Guide and coordinate the works of all support staff in the geomatic lab for effective maintenance and use of GIS and MIS in the project implementation, monitoring of the project output and outcomes.</li> <li>• Maintain web-GIS systems and equipment, software inventory &amp; ensure regular maintenance.</li> <li>• Procure the imageries at proper time interval and carry out spatial analysis, map production for planning and decision making, monitoring and reporting.</li> <li>• Establish and maintain GIS operation at all levels, i.e., PMU, DMUs and FMUs and ensure adequate capacity building at all levels and ensure their skill upgradation.</li> <li>• Coordinate with DPD for progress tracking and reporting and coordinate with SPMs/DPD and other stakeholders and Coordinate with GIS lab in OFD in acquiring of relevant data.</li> <li>•</li> </ul>	<p><b>Essential Qualification</b> Degree in Computer Science/ B.Tech in Computer Application, IT or equivalent from recognized University/ Institute or B.E/ B.Tech (in Agricultural Engg., Environmental Engg., Civil Engg.) or PG in forestry/Agriculture/ Sociology/ Social science Statistics/ Environmental Science with MCA.</p> <p><b>Essential Experience</b> Should have minimum of 5 years of relevant experience in managerial capacity or as an expert in GIS / RS / M&amp;E in Government/ External aided projects or in similar capacity for 7 years in other sectors. Demonstrable expertise in at least 2 of the following domains: GIS, Remote sensing, MIS, Monitoring &amp; Evaluation in Forestry sector.</p> <p><b>Preferable</b> Full understanding of M&amp;E, GIS, RS concepts in relation to forest management activities Experience of working in Government/ Government undertaking &amp; working in External Aided Project and in REDD plus projects.</p>
<p>Monthly remuneration</p>	<p>Rs.75,000/- p.m. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD – Joint Project Director, DPD- Dy. Project Director, SPM- State Program Manager.</p>		

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>System Manager/ Administrator</p> <p>at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist SPM (GIS/ MIS) to maintain systems, equipment and networks system administrator.</li> <li>• Ensure MIS operations at all levels- PMU, DMU and FMU and the computer generated analytical MIS reports.</li> <li>• Maintain website and digital repository and software inventory.</li> <li>• OS management, upgradation, security management etc. for servers and workstations running both windows and Linux OS.</li> <li>• Maintain and upgrade backend data security measures like data backup, intrusion detection, access control etc.</li> <li>• Manage and upgrade the networking and hardware components as and when required.</li> <li>• Management of virtualisation platforms and virtual systems</li> <li>• Continuous monitoring and preventive maintenance of the infrastructure.</li> <li>• Assist the users and development team in environment setup, automation, scripting of backend tasks etc.</li> </ul>	<p><b>Essential Qualification</b> B.E/ B.Tech in computer science/ IT or B.E/ B.Tech/ Bachelor's degree in science with MCA</p> <p><b>Essential Experience</b></p> <ul style="list-style-type: none"> <li>• At least 4 years work experience with at least 2 years in DB administration roles and 2 years in system administration roles</li> <li>• Mandatory expertise in Linux System administration and RDBMS administration (Preferably PostgreSQL)</li> <li>• Expertise in at least four of the following domains: Shell scripting, SQL, Windows administration, Networking, GIS Applications, Remote Sensing data, Big Data Analytics, Software testing, Cyber Security, IPV6, Virtualisation, IT hardware management, satellite imagery storage and management, Server management, data warehousing, automated back-up management.</li> </ul> <p><b>Preferable</b> Understanding of GIS &amp; geography concepts like GIS data types, coordinate systems etc. will be an added advantage.</p>
<p>Monthly remuneration</p>	<p>Rs.50,000/- p.m. (Consolidated)</p>	



<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>State Programme Manager (Audit)</p> <p>at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist APD/JPD in establishing financial control system and in financial management and project accounting systems.</li> <li>• Monitor financial progress and expenditures and facilitate Statutory Audits.</li> <li>• Conduct supervise Internal Concurrent Audits, Filing tax returns, capacity development of all stakeholders.</li> <li>• Coordinate with DMUs/FMUs, with SPMs/DPD and with other stakeholders in financial management and project accounting systems.</li> </ul>	<p><b>Essential Qualification</b> Should be a member of the ICAI (Chartered Accountant)/ICWAI (Cost Accountant).</p> <p><b>Essential Experience</b> Should have minimum of 6 years of relevant experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.</p> <p><b>Preferable</b> Experience of working in Government/ Government undertaking &amp; working in External Aided Project of similar nature.</p>
<p>Monthly remuneration</p>	<p>Rs.75,000/- p.m. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

Name of the Post	Job Description	Qualification & Experience
<p>Subject Matter Specialist (M&amp;E, MIS &amp; GIS, REDD+) 12 Nos. at the DMU for OFSDP Phase-II.</p> <p>One each at Athamalik, Baripada, Boudh, Dhenkanal, Ghumsar(N), Ghumsar(S), Jharsuguda, Karanjia, Rairangpur, Sambalpur, Subarnpur, Sundergarh,</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist Assistant DMU Chief/ DMU Chief in monitoring the annual plan.</li> <li>• Compile the MIS/ GIS Data, progress monitoring based on MIS and GIS</li> <li>• Maintain and update the system and other hardware and softwares at DMU level.</li> <li>• Ensure survey and demarcation of assigned treatment area through the FMU staff responsible for respective VSS.</li> <li>• Assist in biomass assessment surveys, updates on MRV protocols and reporting.</li> <li>• Coordinate with FMUs, SMSs and other stakeholders and their capacity building.</li> </ul>	<p><b>Essential Qualification</b> B.E/ B.Tech in computer science/ IT or B.E/ B.Tech/ Bachelor's degree in science/ Social Sciences / Statistics / Economics with MCA.</p> <p><b>Essential Experience</b></p> <ul style="list-style-type: none"> <li>• 3 years' work experience with at least 2 years as technical expert in GIS / RS in respect of Monitoring &amp; Evaluation in Relevant Sector.</li> <li>• Demonstrable expertise in at least 2 of the following domains: GIS, Remote sensing, MIS, Monitoring, Evaluation, Forestry.</li> <li>• Experience of working in donor funded Govt. Project of similar nature is desirable.</li> </ul> <p><b>Preferable</b> Experience of working in Government/ Government undertaking &amp; in External Aided Project. Understanding of M&amp;E, GIS, RS concepts in relation to forest management activities</p>
<p>Monthly remuneration</p>	<p>Rs.40,000/-p.m.(Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
<p>Subject Matter Specialist (Livelihood &amp; Rural Financing &amp; Marketing) 12 Nos. at the DMU for OFSDP Phase-II.</p> <p>One each at Athamalik, Baripada, Boudh, Dhenkanal, Ghumsur(N), Ghumsur(S), Jharsuguda, Karanjia, Rairangpur, Sambalpur, Subarnapur, Sundergarh</p>	<p>He/She will</p> <ul style="list-style-type: none"> <li>• Assist Assistant DMU Chief/DMU Chief in annual plan and implementation.</li> <li>• Guide and implement livelihood and NTFP interventions, small business/ enterprise plan, promote SHGs for small business/ enterprise, cluster promotion and inter sectoral convergence.</li> <li>• Assist Assistant DMU Chief /DMU Chief in value chain and market analysis, rural financing support, cluster development and extend support to leverage funds for the SHG business plan.</li> <li>• Assist Assistant DMU Chief/DMU Chief in progress monitoring &amp; reporting, capacity building of personnel in FMUs, SMSs and other stakeholders including members of VSS and SHGs.</li> </ul>	<p><b>Essential Qualification</b> Graduate in Science/ Economics/ Social Science/ MSW/ MBA in Agri Business/Rural Development</p> <p><b>Essential Experience</b> Three years of field experience in Livelihood/ Natural Resource Management projects with community mobilisation in Government sector/ non-Government organization working in projects of similar nature.</p> <p><b>Preferable</b> Experience of working in Government/ Government undertaking &amp; working in External Aided Project. Experience of working with SHG groups with field experience of preparing and implementing the business plan for SHG or experience of evaluation of SHGs especially the SHG clusters.</p>
<p>Monthly remuneration</p>	<p>Rs.40,000/-p.m.(Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

<b>Name of the Post</b>	<b>Job Description</b>	<b>Qualification &amp; Experience</b>
Project Accountant	<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 atleast 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>
Monthly remuneration	Rs.20,000/- (Consolidated)	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		



# ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY

SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029

Ph: 0674-2386016, mail:webmail@ofsdp.org



## APPLICATION FORM

<b>Post Applied for:</b>  <i>(Note: Use one form for one Post, Attach Bank Draft for each post Applied and Tick the post applied for)</i>		<b>Attach a Self Attested Photograph</b>  <b>(3cmx4cm)</b>			
<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 Address:</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>
<b>Matriculation</b>					
<b>+2 (Arts/Sci/Comm)</b>					
<b>+3 (Arts/Sci/Comm)</b>					
<b>P.G. (Specialisation)</b>					
<b>Professional</b>					
<b>Others</b>					
<b>12. Employment Record :</b>					
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 space below :

<u>Organization</u>	<u>Designation</u>	<u>Key Responsibilities</u>	<u>Period</u>

**15. Current Employment:**

<b>Job Description:</b>	
<b>Emoluments and other allowance if any</b>	

**16. Relevant Experience:** Please highlight relevant experience possessed by you relating to key aspects of the job in the space below:

<u>Job Component</u>	<u>Organization (Please also provide details of exposure/ responsibilities Handled</u>	<u>Exposure (in months)</u>

**17. Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

**18. Joining Time:** Please confirm your ability to relocate/ be at OFSDS 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 peron(s), NOC from present employer is to be attached.**

**19. 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 _____ )									

**20. Understanding of Job; Skills, Interests and Experience of Relevance to your Application:** Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

**21. 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>
<b>Name:</b>		
<b>Address:</b>		
<b>Telephone/Cell Number:</b>		
<b>Organization:</b>		
<b>Designation:</b>		
<b>Your Professional Relationship with the Referee:</b>		

Place :

Date:

Signature of the Applicant.