

Project brief, Terms of Reference & Application to Apply:

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 1200 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. **List of FMUs is attached as Annexure.1.**

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 proposed to be implemented in JFM mode with activity involvement of 1200 VSSs selected in 50 forest ranges with 12 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 personnel are required for the beginning of the project implementation. Hence, applications are invited from suitable candidates for contractual engagement of **01 Project Accountant** at Division level (Divisional Management Unit), Subarnapur on contractual basis under the Odisha Forestry Sector Development Project, phase-II, initially for one-year period and may be extended for similar periods subsequently.

Application in sealed envelope super scribed "Application for the post of (Project Accountant) complete in all respect along with a Bank Draft of Rs. 500/- (Non-refundable) drawn on any Nationalized Bank in favour of Divisional Forest Officer-cum-DMU Chief, Subarnapur Forest Division, Payable at Sonapur should reach the O/o the Divisional Forest Officer cum DMU Chief, Subarnapur on or before 5.00 PM on 28.01.2022. 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:

| Division | Name of the Post Nos. | Job Description | Essential Qualification and Experience |
|----------------------------|-------------------------|--|---|
| Subarnapur Forest Division | Project Accountant (01) | <ul style="list-style-type: none">• Assist Asst.DMU Chief/DMU Chief in budget & release, expenditure tracking utilization certificates, SOEs, Tax filling, Audits etc.• Maintain account of the project in TALLY platform and also maintain relevant register & ledgers.• Maintain the stock & stock registers.• Coordinate with FMUs for financial progress.• Assist in audit & prepare the audit replies.• Attend to any other works as may be assigned by DMU Chief. | <p>Graduate in Commerce with sound knowledge in Computer especially TALLY and MS Office etc.</p> <p>Essential Exp.</p> <p>(3-year work experience of working in Govt./Non-Govt. organization with double entry system of accounts ant 01 Yr. Experience working in Tally.)</p> <p>Preferable</p> <p>(Exp. Of working in Govt./Govt. undertaking & working in external audit project.)</p> |
| Monthly remuneration | | Rs. 20,000/-(Consolidate) | |

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 | Boudha |
| | sadar | | Kantamal |
| Jharsuguda | Belpahar | | Manamunda |
| | Bagdihi | | |
| | Kolabira | Total | 50 Ranges |

**OFFICE OF THE DFO cum DMU CHIEF, SUBARNAPUR FOREST DIVISION****At-Patabhadi, Po- Sonapur, DIST.-Subarnapur, Pin-767017, Odisha**Email: - dmuchiefsubarnapur@gmail.com**APPLICATION FORM**

| | | | | | |
|---|-------------------------|-------------|---|-----------------|---|
| Post applied for: (Note: Attach Bank Draft with Application Form and relevant documents) | | | | | Attach a self attested photograph (3cm X4cm) |
| 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 Id: | | | 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/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) | | | | | |

| 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> | | |