



OFFICE OF THE DFO-CUM-DMU CHIEF, SUBARNAPUR FOREST DIVISION
At – Patabhadi, Post – Sonapur, Dist – Subarnapur, PIN – 767017
Email – dmuchiefsubarnapur@gmail.com

ADVERTISEMENT FOR HIRING OF POST OF FMU CO-ORDINATOR UNDER OFSDP-II

Divisional Forest Officer-cum-DMU Chief, OFSDP-II, Subarnapur Forest Division invites application from suitable candidates for the following Post at Field Management Unit, Subarnapur under Odisha Forestry Sector Development Project, Phase-II. The requirement of man powers may vary and decided accordingly by the DFO-cum-DMU Chief.

Name of the Post	Vacancy	Remuneration	Qualification and Experience
FMU Coordinator (Training & Process Documentation)	01	Rs. 25,000/- (Consolidated)	Essential Qualification Graduate in any Discipline (with more than 45% in aggregate in qualifying exam). Desired Qualification: Post Graduate/MBA in any discipline. Essential Experience: 3 years' experience in the field of Training & Process Documentation in respect of Micro Planning, Natural Resource Management, community based institution building, Livelihood Support activities. Desired Experience: Experience in implementing Government Projects/Externally Aided Project for more than 1 year.

Interested candidates may obtain the Application Forms and details of Remunerations, Qualifications & Experiences from O/o the Divisional Forest Officer-cum-DMU Chief, OFSDP-II, Subarnapur Forest Division, Subarnapur during office hours in any working day or may download the same from the District web Portal of Subarnapur, i.e. www.subarnapur.nic.in and www.ofsds.in. Application in sealed envelope super scribed "Application for the post of (Post Name)" complete in all respect along with self-attested photo copies of relevant documents in respect of qualifications, experiences, ID Proofs, NOC of the present employer and Bank Demand Draft of Rs. 500/- (Rupees Five Hundred) only (non-refundable) drawn on any Nationalized Bank in favour of DFO-cum-DMU Chief, OFSDP-II, Subarnapur Forest Division, payable at Subarnapur Branch, should reach O/o the Divisional Forest Officer-cum-DMU Chief, OFSDP-II, Subarnapur Forest Division, Subarnapur through Speed Post/ Registered Post/By Hand on or before 5th. September 2023 at 5.00 P.M. The applications received after last date will not be entertained. The authority will 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 persons would be preferred. The undersigned reserves the right to cancel any or all the applications at any stage of recruitment process without assigning any reason thereof.


DFO-cum-DMU Chief
Subarnapur Forest Division

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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
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 (fromto.....)	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

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 OFSDS Head Office and Join with one month of selection. In case of any constraint- please elaborate in the space provided:

In case of already employed person(s), NOC form 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

	Referee-1	Referee-2
Name:		
Address:		
Telephone/ Cell No:		
Organization:		
Designation:		
Your professional Relationship with the referee:		

Place:

Date:

Signature of the Applicant