



OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF
ATHMALLIK FOREST DIVISION (I), AT/PO: ATHMALLIK, ANGUL., 759125.
Odisha Forestry Sector Development Project, Phase-II

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HIRING OF PROJECT ACCOUNTANT ON FIXED REMUNERATION UNDER ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT PHASE-II

The DFO-Cum-DMU Chief, Athmallik Divisional Management Unit (DMU) invites application from suitable candidates for hiring, one post of Project Accountant for DMU, Athmallik on fixed remuneration basis under the Odisha Forestry Sector Development Project, Phase-II.

Interested Candidates may obtain Term of References and Application may download from the <https://www.odsds.in> website. Duly filled in application along with demand draft of Rs.500/-(non-refundable) in favour of DFO-Cum-DMU Chief, Athmallik from any Nationalised Bank and xerox copy of all relevant certificates should reach the undersigned on or before 4 PM of Dt.20.07.2024.

Date: 24.6.24


DFO-Cum-DMU Chief, Athmallik Forest
Division, Athmallik



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CONTRACTUAL ENGAGEMENT OF PROJECT ACCOUNTANT FOR ODISHA
FORESTRY SECTOR DEVELOPMENT PROJECT-PHASE-II

Divisional Forest Officer-Cum-DMU Chief, Athmallik invites application from suitable candidates for the following position at DMU Office under Athmallik Forest Division for working in the Odisha Forestry Sector Development Project, Phase-II.

Division	Name of DMU	Name of the Post	Vacancy
Athmallik Forest Division	Athmallik	Project Accountant	01

Interested Candidates may obtain terms of reference and the application form O/o the Divisional Forest Officer-Cum-DMU Chief, Athmallik during office hours or may download from the website i.e. <http://www.ofsds.in> & <http://www.ofsds.org>. Filled in application complete in all respect along with Bank Draft for Rs.500/- in favour of Divisional Forest Officer, Athmallik should reach the O/o the Divisional Forest Officer-Cum-DMU Chief, Athmallik on or before dt-20.07.2024


Divisional Forest Officer-Cum-DMU Chief,
Athmallik Division.

Project brief & Vacancy details:

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 **1211** Vana Surakshya Samiti and is expected to achieve progress in Sustainable Forest Management through strengthening of these communities based institutions. The project is promoting the Self Help Groups, Common Interest Group and Poorest of Poor in enhancing their income through different Income Generating activities.

The project is being 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 **47** Forest Ranges (hereinafter referred to as Field Management Unit, FMU) have been covered in 12 Forest Divisions for the implementation of project components under JFM mode. **List of FMUs covered in Athamallik are 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 Units are constituted at Forest Range level (50 nos.) is headed by the Range Officer-cum-FMU Chief. The project is being implemented in JFM mode with activity involvement of 1211 VSSs selected in 47 Forest Ranges with 12 Forest Divisions and the Biodiversity components are being 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 to be positioned at FMU level. Hence, applications are invited from suitable candidates for hiring of the followings position by Divisional level (Divisional Management Unit) for working at FMU level under Odisha Forestry Sector Development Project, Phase-II initially for one-year period and may be extended for similar periods **subject to satisfactory performance.**

Division	Name of the DMU	Name of the Post	Vacancy
Athamallik	Athamallik	Project Accountant	01

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 DFO-cum-DMU Chief, *Athamallik*, Payable at *Athamallik* should reach the O/o the Divisional Forest Officer cum DMU Chief, *Athamallik* on or before 4.00 PM on dtd 20.07.2024. The applications received after last date & time 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 "No Objection Certificate" from the present employer.

Annexure-I

List of Range & FMU List

Name of the Forest Division	Name of the Range
Athamallik	Athmallik
	Bamur
	Madhapur

ToR Job Description & Eligibility Criteria are as below:

Name of the Post	Job Description	Qualification & Experience
Project Accountant	<p align="center">He/She will</p> <ul style="list-style-type: none"> • Assist Assistant DMU Chief/DMU Chief in budget & releases, expenditure tracking utilization certificates, SOEs tax filling audits etc. • Maintain accounts of the Project in TALLY Platform and also maintain relevant registers and ledgers. • Maintain the stock and stock register. • Coordinate with FMUs for financial progress. • Assist in audit and prepare the audit replies. • Attend to any other works as may be assigned by DMU Chief 	<p>Essential Qualification</p> <p>Graduate in commerce with sound knowledge in Computers especially TALLY and MS office etc.</p> <p>Essential Experience</p> <p>3 years experience of working in government/non-government organization with double entry system of Accounts and least one year of experience working in Tally</p> <p>Preferable.</p> <p>Experience of working in Government/Government undertaking & working in External Aided Project.</p>
Monthly Remuneration	Rs. 20,000/- p.m (Consolidated)	
<p>*DMU- Divisional Management Unit, FMU-Field Management Unit, APD- Additional Project Director, JPD- Joint Project Director, SPM- State Programme Manager</p>		


DFO-cum-DMU Chief
 OFSDP, Ph-II, Athmailk
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APPLICATION FORM

Post Applied for:		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: 1- High School onwards,					
Degree	Institute/Board	Year	Division/ Marks (%)	Subjects	Full/Part Time/Distance Learning
Matriculation					
+2 Arts/Sci/Comm					
+3 Arts/Sci/Comm					
P.G.(Specialization)					
Professional					
Others					
12. Employment Record:					
Total years of post qualification experience:					
Years of experience in Government					

88

13. Level of Proficiency in Computers

MS Office Program	Ability to use		
	Poor	Fair	Good
MSWORD			
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:

Organization	Designation	Key Responsibilities	Period

15. Current Employment

Job Description	
Emoluments and other allowance of any	

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

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

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 DMU, Athmallik, Athmallik Forest Division and join within 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.**

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 position. (within 200 words)

21. Referees: Two persons to whom you have reported professionally it's the recent past whom we can immediately approach for a reference

Referee-1

Referee-2

Name:

Address:

Telephone:/Cell Number:

Organization:

Designation:

Your Professional Relationship with the Referee:

Place:

Date:

Signature of the Applicant

