



**OFFICE OF THE DFO-CUM-DMU CHIEF,
BOUDH FOREST DIVISION, Boudh-762014**

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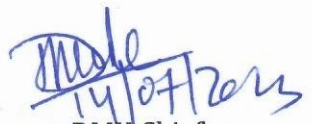


**HIRING OF PROJECT ACCOUNTANT ON FIXED REMUNERATION UNDER ODISHA
FORESTRY SECTOR DEVELOPMENT PROJECT - II.**

Divisional Forest Officer-cum-DMU Chief, Boudh invites application from suitable candidate for the position of **Project Accountant** at DMU, Boudh Forest Division under Boudh Forest Division for working in the Odisha Forestry Sector Development Project, Phase-II:

Division	Name of the DMU	Name of the Post	Vacancy
Boudh Forest Division	DMU, BOUDH	Project Accountant	01

Interested candidates may obtain Terms of Reference and the Application Form from may download from the website. Filled in application complete in all respect along with Bank Draft from any Nationalised Bank for Rs.500/- in favour of **DFO-cum-DMU Chief, Boudh Forest Division** payable at Boudh should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Boudh on or before 5.00 PM on 16.08.2023.


DFO-cum-DMU Chief,
Boudh Forest 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 socio-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 community-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, Boudh, Sundargarh, Bamra (WL), Mangrove Forest (WL) Rajanagar. 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 engagements 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 cover 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 organizations 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.) each headed

by the Range Officer cum -FMU Chief. The project is proposed to be implemented in JFM mode with active involvement of 1200 VSSs selected in 50 forest ranges within 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 position is required to facilitate the effective management of the project. Hence, applications are invited from suitable candidates for contractual engagement of the following position at DMU, Boudh (Divisional Management Unit) for working in Odisha Forestry Sector Development Project, Phase-II initially for one year period and may be extended for similar periods subsequently:

Division	Name of the DMU	Name of the Post	Vacancy
Boudh Forest Division	DMU, BOUDH	Project Accountant	01


Application in sealed envelope super scribed 'Application for the post of (Post Name) complete in all respect along with a Bank Draft of Rs. 500/- drawn on any Nationalized Bank in favour of **DFO-cum-DMU Chief, Boudh Forest Division** payable at **Boudh** should reach the O/o the Divisional Forest Officer cum DMU Chief, **Boudh** on or before 5.00 PM on 16.08.2023. 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.

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 at least one year of experience working in Tally. 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, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

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	Bangiriposi	Dhenkanal	Dhenkanal
	Betnoti		Hindol
	Dukura		K.Nagar East
	Kaptipada		K.Nagar West
	Pithabata		Kapilash
	Udala		Sadangi
Rairangpur	Badampahar	Sundergarh	Bargaon
	Bahalda		Hemgir
	Bisoi		Lephripara
	Manada		Sundargarh
	Rairangpur		Ujalpur
Karanjia	Dudhiani	Subarnapur	Sonepur
	Gueguria		Ullunda
	Karanjia		Binika
	Kendumindi	Ghumsur (N)	Jagannathprasad
	Thakurmunda		Mujagada
Athamalik	Athmallik		Central
	Bamur		Tarasingi
	Madhapur	Ghumsur (S)	Buguda
Sambalpur	Dhama		Sorada
	Padiabahal		Badagada
	Rengali	Boudh	Boudh
	Sadar		Kantamal
Boudh	Belpahar		Manamunda
	Bagdihi	Total	
	Kolabira		50 Ranges


 DFO-cum-DMU Chief,
 Boudh Forest Division



APPLICATION FORM

Post Applied for: <i>(Note: Attach Bank Draft)</i>		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/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 _____)			

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 :

Organisation	Designation	Key Responsibilities	Period

15. Current Employment

Job Description:	
Emoluments and other allowance of any	

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, Jharsuguda, Jharsuguda 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):

[illegible]

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>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place:

Date:

Signature of the Applicant