



Enhancing Climate Resilience of India's Coastal Communities (ECRICC)

District Project Management Unit (DPMU), Ganjam

O/O of the Divisional Forest Officer, Brahmapur Forest Division

AT/P.O. COURTPETA SQUARE, BRAHMAPUR, DIST. GANJAM (ODISHA) – 760 004

Phone / Fax Number – 0680 2281354, E-mail id: dpmuecricc.ganjam@gmail.com

Forest, Environment and Climate Change Department, Govt. of Odisha

Notice No. 129 / ECRICC/ 25 /2025 /Date 24.03.2025


**Advertisement Notice for Recruitment of OFFICE ASSISTANT for the project
“ENHANCING CLIMATE RESILIENCE OF INDIA'S COASTAL COMMUNITIES
(ECRICC)”.**

Applications in prescribed format are invited from the interested and eligible candidates for recruitment of one **OFFICE ASSISTANT** under ECRICC Project, Ganjam for engagement on **Purely Outsourcing basis through SERVICE PROVIDER**. The OFFICE ASSISTANT will be based in the District Project Management Unit (DPMU), ECRICC GANJAM, O/o the Divisional Forest Officer, Brahmapur Division. The period of engagement will be **One year** to be renewed annually as per requirement and availability of fund. The detail of ToRs, eligibility criteria, remuneration etc. are available at <https://ganjam.odisha.gov.in> from **dt. 26.03.2025 to dt. 5.04.2025**.

The signed copy of application along with a Covering Letter & all required documents duly sealed in envelope must reach to the **DPMU ECRICC Project, O/O the Divisional Forest Officer, Brahmapur Forest Division, At/Po: Courtpetta Square, Brahmapur, Ganjam (Odisha): 760004 latest by 5.00 PM on 06.04.2025** in the Application Box or by Registered Post / Speed Post / Courier only. No other mode of communication shall be entertained. This office will not be held responsible for any postal delay.

Incomplete Applications shall be rejected. Applications received beyond due time & date shall not be considered for further processing. Only shortlisted candidates shall be contacted to participate in the further process.

The undersigned reserves the right to accept or reject any or all applications or postpone the selection process without assigning any reason thereof.


**Divisional Forest Officer
Brahmapur Division -cum-Nodal Officer,
ECRICC Project, Ganjam District.**

Terms of reference for hiring

Office Assistant

Title: Office Assistant (Ref: CG / SST : 1)

Duty Station : Berhampur (Ganjam)

Education & Work Experience: Minimum +2 with DCA/PGDCA/Diploma in Computer Science or Equivalent Degree with 3 -year(s) or more working experience. Having accounting knowledge and working experience of Tally will be an advantage.

Languages: English and Odia

(Women Candidates are Strongly Encouraged to Apply)

Duration: One year to be renewed annually as per requirement and availability of fund.

Remuneration: INR 18,000/- per month (Consolidated) and Travel Entitlements as admissible.

BACKGROUND

"Enhancing Climate Resilience of India's Coastal Communities (ECRICC) project" is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centred and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapara, Ganjam and Balasore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions.

Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of ECRICC project.

This project will enhance the resilience of coastal communities throughout India, through the implementation of interventions under the following inter-linked outputs:

Output 1: Enhanced resilience of coastal and marine ecosystems and their services.

Output 2: Climate adaptive livelihoods for enhanced resilience of vulnerable coastal communities; and

Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India's coastal states

ASSUMPTION:

The candidate must have the understanding, information and technical knowledge on basic office management, file movement, record keeping, excellent knowledge on MS Office, working experience on accounting system and Tally.

¹The qualification of the staffs, remuneration package has been set as per the Minutes of the Rationalisation Committee Meeting held under the chairmanship of the Development Commissioner- cum Addl. Chief Secretary on 12.03.2021

PROJECT LANDSCAPES WITH DISTRICT and DPMU

Sl. No	District	Landscapes Covered	DPMU Location	Duration of engagement	Mode
1	Ganjam	Bahuda	O/O DFO, Berhampur (T)	One year to be renewed annually as per requirement and availability of fund.	Purely contractual and on outsourcing basis.
		Chilika			


EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Minimum +2 with DCA/PGDCA/Diploma in Computer Science or Equivalent Degree
- At least 3 years of relevant experience (post qualification)
- Experience of working with State Government.
- Experience in the usage of computers and office software packages (MS Office) and knowledge of spreadsheet and data base packages, experience in handling web-based management systems, office management, file movement, record keeping, knowledge on MS Office, working experience on accounting system and Tally.

Maximum Age Limit: 50 years as on date of application.

PERFORMANCE MANAGEMENT & TERMINATION:

- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of Office Assistant on yearly basis and after satisfactory performance of Office Assistant, the engagement of Office Assistant may be extended subject to requirement & availability of fund.
- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the Office Assistant will handover all the documents and records of the project to DCO.
- The Office Assistant is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DFO / DLCC for smooth operation of the project.


Divisional Forest Officer
Brahmapur Division-cum-Nodal Officer
ECRICC Project, Ganjam District

Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
Forest, Environment and Climate Change Department, Govt. of Odisha
District Project Management Unit, GANJAM

Position applied for:	Office Assistant	Affix a passport size photograph
Date :		

1. Personal Details

(First Name)

(Surname)

Name of the Candidate Mr. (Ms., Mrs., MR)		
Address	<u>Permanent</u>	<u>Present</u>
Mobile with WhatsApp:		
Emergency Contact Number:		
E-mail Address:		
Age		
Category (SC/ST/OBC/General)		
Sex: (Male /Female)		
Marital Status		

2. Education Details(10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/Grade

Other trainings/ qualifications including relevant short training courses

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Forest, Environment and Climate Change Department, Govt. of Odisha
District Project Management Unit, GANJAM

Course	Duration	Institution	Details

3. Computer literacy:

(Mention all software known/used)

4. Employment / Experience Records (Starting from current/ Recent employment)

Name & Address of the Employer	Designation	Period	Experience in years & Months	Brief description of the duties

5. Language Proficiency (Please tick in the appropriate box)

Language	Ability to converse			Ability to Read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Others (Please specify _____)									

6. Reference: (Two person to whom you have professionally reported)

Reference 1	Reference 2

**Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
Forest, Environment and Climate Change Department, Govt. of Odisha
District Project Management Unit, GANJAM**

Declaration:

I do hereby declared that all statement made in the application form are true, complete & correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any point of time my candidature/appointment may be cancelled/ terminated without any further notice.

Date:

Signature of the Applicant

Place: