



REDHAKHOL FOREST DIVISION

FORESTS, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT

GOVERNMENT OF ODISHA

NOTICE INVITE APPLICATION FOR DATA ENTRY OPERATOR

Applications are invited for engagement of one Data Entry Operator with a monthly fixed remuneration of Rs 25,000/-at Redhakhhol Forest Division. The engagement is purely temporary and is initially for a period of one year which may likely to continue for next year(s) subject to satisfactory performance followed by execution of agreement.

Essential Qualification: Applicant must have consistent good academic career with Graduation in any stream from a recognized university with Post Graduate Diploma in Computer Application (PGDCA).

Desirable Experience: He/ she shall have minimum experience of one & half years of working with Corporations/ Govt. under takings/ Public Sector Units/ Co-operatives/ Societies/ Externally Aided Projects/ Government Agency. Past Experience working with Government agencies will be given preference.

Age Limit: Upper age limit is 32 years as on 01.01.2025, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.

Duties of Data Entry Operator:

- Work in data management in MS-EXCEL, MS-Word, Power Point, Mapping of Geospatial Data, Map Designing and related applications will be preferred
- Data entry and a management of all mobile apps like KYFL, OFMS, iWLMS, Anukampa etc.
- Management of data generated from the available resources of this Division to create useful reports/returns.
- Website data management, online awareness/ competition event management.
- Update the data in Official sites of this division.

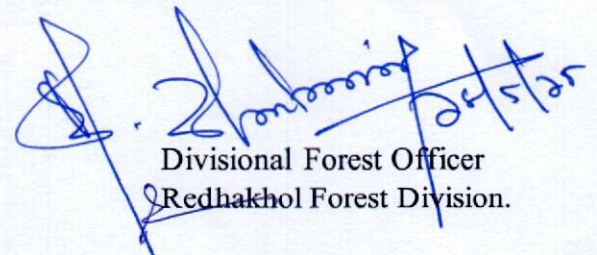
Other Conditions:

1. **Duration:** The employment of the Data Entry Operator is for a period up to twelve (12) months. The engagement may be renewed on the basis of performance as decided by Divisional Forest Officer, Redhakhol.
2. **Working hours:** The Data Entry Operator will be expected to be on duty in Office Opening to closing hours. The candidate may be required to work on off days and beyond duty hours on the direction of the Divisional Forest Officer, Redhakhol Forest Division with mutual agreement.
3. **Leave:** The candidate is allowed for 12 days casual leave per year with prior permission of Divisional Forest Officer, Redhakhol Forest Division.
4. **Remuneration:** Total remuneration per month will be Rs. 25,000/- (Consolidated).
5. The Office is under no obligation to continue the engagement and may discontinue the engagement with one(1) month prior notice, assigning any reason thereof.

Selection Procedure:

1. Selection will be based on the academic qualifications with preference to experience and performance in the interview.
2. Candidate having similar work experience/ knowledge of working in Forest Department will be given preference.
3. Candidates should bring the duly filled-in applications with self- attested true copies of testimonials of educational qualifications, certification, work experience, proof for date of birth, etc., along with copies of mark sheets of all examinations and No Objection Certificate from present employer (if employed) along with the original documents for verification to Divisional Forest Office, Redhakhol Forest Division, Redhakhol -Post, Sambalpur District on the date of interview.
4. Original and self-attested photocopy of the Community Certificate in case person claiming age relaxation.
5. Applicant will submit the undertaking that they will be able to join their place of work within 7 days of issue of letter of acceptance.
6. A brief write upon previous experience should also be submitted along with the application.
7. After registration and scrutiny of the application, the candidates will be interviewed for selection on the scheduled date i.e. on 10.06.2025 at 10.00 AM.

The Divisional Forest Officer, Redhakhol Forest Division the right to select or reject candidature including cancellation of the advertisement without assigning any reason thereof.


Divisional Forest Officer
Redhakhol Forest Division.

Application Form for the Post of Data Entry Operator

Name (In Block Letter):

Father's Name:

Date of Birth: Sex: Marital Status:

Category (SC/ST/SEBC/GEN/OBC):

Permanent Address:

Present Address (Address for Communication if other than the permanent Address):

Contact No:

Email-ID:

Recent Colour
passport size
photograph

Educational Qualification:

Examination	Board/University	Year of Passing	Division	% of Marks
H.S.C/ Equivalent				
12 th				
Graduation				
Any Other				

Extra-Curricular activities:

Work Experience if any:

Current work:

Language Known:

Knowledge in Computer:

Full Signature of the Candidate

Declaration

I hereby declare that all the information provided here is true to the best of my knowledge.

Full Signature of the Candidate

Place:

Date:

Declaration

I declare hereby with that I will be able to join the place of work from the date of issue of letter of acceptance, if issued after due selection procedure.

Full Signature of the Candidate

Place:

Date: