



INTEGRATED TRIBAL DEVELOPMENT AGENCY, RAYAGADA
E-mail-itdarayagada@gmail.com, Contact No.06856-235165, Pin Code-765001

Notice No.....1046..

Dated 14 -06-2025

Advertisement notice for contractual engagement

Applications are invited from eligible candidates for contractual engagement to the post of FRA Coordinator and MIS Assistant. under the Forest Rights Act (FRA) Cells in the offices of ITDA, Sub-Collector, and Tahsil within Rayagada district.

The candidates will have to submit their application/bio data through the mail-itdarayagada@gmail.com or by hand, which should reach this office on or before 20.06.2025 by 5.00 PM. Application received after the due date will be summarily rejected.

Sl.No	Category of Post	No of Post	Place of posting
1	FRA Coordinator	3	District Level&Sub-Collector Level, Rayagada / Gunupur
2	MIS Asst.	5	Sub- Collector Level / Tahasil Level

1. Eligibility Criteria for FRA Coordinator

- Educational Qualification: Graduation in any discipline (preference for candidates with a background in Social Work, Law, Tribal Studies, or related fields).
- Computer Skills: Basic proficiency in MS Office is essential.
- Language: Proficiency in the local language and familiarity with tribal areas preferred.
- Minimum 2 to 3 years of work experience in NGO/Social Sector projects
- Candidates from the concerned district should be preferred.
- Experience of working with Government projects will be an added advantage
- Fair understanding of central/state government schemes and community mobilization skills
- Remuneration: District Level and Tahasil Level Cell – Rs.25000.00
Sub Divisional Level Cell – Rs.35000.00

2. Eligibility Criteria for MIS Asst.

- Educational Qualification: Graduation in any discipline along with PGDCA.
- Computer Skills: Basic proficiency in MS Office is essential.
- Language: Proficiency in the local language and familiarity with tribal areas preferred.
- Minimum 2 years of experience in Data Entry and large-scaledatabase management in any reputed government / private agency.
- Proficiency in the use of MS OFFICE, MS EXCEL, PowerPoint, MS Asses and conversant with the Internet/use of all line platforms is a mandatory requirement
- Remuneration: Tahasil Level Cell – Rs.15000.00
Sub Divisional Level Cell – Rs.25000.00

3. Age Limit: 21 to 45 years as of 01.01.2025.

4. Duration of Engagement: 1 year (contractual), extendable based on performance and project requirements


Project Administrator
ITDA, Rayagada