



M/s. L. K. ASSOCIATES

Ref. No. 103/MSLK/10/23

Date 18.10.2023

To

The District Welfare Officer,
Nuapada.

Sub:

Engagement of Coordinator & MIS Assistant "Mo Jungle Jami Yojana" under D.W.O., Nuapada for implementation of Forest Rights Cell (FRC) through outsourcing- Regarding hoisting of advertisement in the District Portal.

Sir

Apropos to the above context, I am to submit that, as per instruction ventilated we are going to publish the advertisement in one odia daily news paper The Sakala

As our firm is a private one, I am to request you to kindly make necessary arrangement for hoisting of the advertisement and its enclosures in the District Portal.

Yours faithfully


Director,
M/s. L.K.Associates,
Koraput
Director
M/s. L.K. Associates,
Post Office Road, Koraput

Opp. SBI Bazar Branch, Post Office Road, P.O. / Dist. Koraput - 764020, Odisha

M/s. L.K.ASSOCIATES,KORAPUT

**BRANCH OFFICE: SHIVA SHAKTI NAGAR, WARD NO.7, GOTMA, KHARIAR ROAD,
DIST.-NUAPADA, ODISHA, PIN-766104**

**ENGAGEMENT OF MANPOWER FOR 'MO JUNGLE JAMI JOJANA' UNDER D.W.O.,NUAPADA
THROUGH OUTSOURCING.**

No.101/MSLK/10/2023

Date: 18.10.2023

Applications are invited with complete Bio-data in the relevant field from intending eligible persons for engagement of **Cell Co-ordinator and MIS Assistant** "Mo Jungle Jami Yojana" under District Welfare Officer, Nuapada on "outsourcing" basis in the Five Tahasils of Nuapada and D.W.O. Office by **31.10.2023**. Applicants can log on www.nuapada.nic.in for details of vacancy, eligibility criteria, age, remuneration, application forms & other terms and conditions. The application will be received through Speed Post / Regd. Post /Courier Service in the above Branch Office address. The engagement is co-terminus with the scheme.

Sl.No.	Position	Remuneration	No of vacancy	Educational Qualification	Experience
1	Cell Co-ordinator (All Tahasil & DWO Office)	Rs.25,000/- per month (inclusive of EPF,ESI & other charges etc)	06	Graduate. Master degree will be preferred.	Minimum2-3 years of experience in NGO/Social Sector Projects with Govt project will be preferred for all positions under the scheme.
2	MIS Assistant (All Tahasil & DWO Office)	Rs.15,000/- per month (inclusive of EPF,ESI & other charges etc)	06	Graduate with PGDCA. Master degree will be preferred	2 years of experience in data entry and large scale database management in any reputed Govt/Private agency & MS Office,Excell & Interment .

NB: Language and competency:

***Fluency in oral and written communication in Odia and English is a mandatory requirement**

Nature of Engagement:

***Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance for a total period of two years.**

Selection will be made on merit basis & computer test.

For details contact Mobile No.8763591203/9348777170

**Sd/- Director,
M/s.L.K.Associates,Koraput.**

A- Qualification and Experience of personnel to be engaged in the FR Cells:

1. Co-ordinator

Education: Candidate should have completed graduation. Individuals with Master's degree will be preferred.

Work Experience

- Minimum 2-3 years of experience in NGO/social sector projects.
- Candidate from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with Govt. projects will be an added advantage.
- Fair understanding of Central / State Govt. Schemes & community Mobilization skills
- Experience in delivery of training & capacity building programmes/ initiatives.
- Experience of networking with line departments of Govt.

Language and competency;

Fluency in oral and written communication in English & Odia.

Computer Skills;

- Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

Remuneration;

- Consolidated remuneration of Rs.25,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05th of each succeeding month.

2—MIS Assistant

Education Candidate should have completed graduation & PGDCA course. Individuals with Master's degree will be preferred.

Work Experience

- 02 years of experience in data entry and large scale database management in any reputed govt. / private agency.

- Proficiency in computer skills like the use of MS Office specially MS Office, MS Excel and conversant with internet/use of online platforms is a mandatory requirement.

Language and competency;

- Fluency in oral and written communication in Odia & English is a mandatory requirement.

Remuneration;

- Consolidated remuneration of Rs.15,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05th of each succeeding month.

Section-VIII

Nature of Engagement;

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

Selection Procedure;

All the hiring will be done through the third party at the district level. The selection of candidates should be done through open advertisement and interview process. The interview panel constituted by each district may consist of following members;

1. ADM(Revenue)
2. PA,ITDA/DWO (Nodal Officer on FRA)
3. Representative of facilitating NGOs for the district

Concerned agency will share the resumes of interested candidates with the selection panel at least 03 days prior to the date of interview and candidates will be selected on basis of the recommendation of the selection panels. District Nodal Officer will make necessary arrangement for computer (desktop/laptop) for written test if required for the interview.

13. Experience Details:

Sl.No	Name of the Organisation	From	To	Year

Declaration:

I do hereby declare that, the information furnished above are true to the best of my knowledge and belief and that at any stage it is found that any of the above information is false/incorrect or suppressed by me, my candidature/engagement under Office of the District Welfare Officer, Nuapada shall be terminated.

Date:

Place:

Full Signature of the Applicant