



GANJAM COLLECTORATE, CHATRAPUR.
(ST & SC DEVELOPMENT, M & BCW SECTION.) ☎:06811-263977
E-mail ID- dwoGANJAM@gmail.com

725
Letter No. /SSD

Dt. 2-3-24

To

The Dist. Informatics Officer, NIC, Ganjam.

Sub: Hoisting of Advertisement for selection of candidates through service providing agency for the Forest Right Cells under Mo Jungle Jami Yojana .

Sir,

In inviting a kind reference to the subject cited above and in enclosing herewith a copy of this office Advertisement No. 712 dtd. 02.03.2024 with its enclosure with a request to hoist the same in the Dist. website for wide publicity of general public.

Enclosed: As above

Yours faithfully,

(Signature)
2.3.24
**District Welfare Officer,
Ganjam**



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No. 712/SSD

dt. 02.03.2024

Advertisement

A walk in interview is scheduled to be held on 07.03.2024 at 10 AM onwards in the office chamber of District Welfare Officer, Ganjam, Chatrapur for selection of candidates as Coordinator & MIS Assistant for FR cell under FRA & Mo Jungle Jami Yojana through service providing agency . Detail is available in District Website www.ganjam.nic.in.

By order of Collector

W. K. Singh
2.3.24

**District Welfare Officer,
Ganjam, Chatrapur**



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: GANJAM
(ST & SC DEVELOPMENT, M & BCW SECTION)**

Tel. No-06811-263977

E-mail: dwoganjam@gmail.com

No. 3543/SSD

Date:17.08.2023

TENDER CALL NOTICE

SEALED TENDERS are invited from eligible SERVICE PROVIDING AGENCIES to provide MANPOWER i.e.10(Ten) nos. of Cell Coordinator &10(Ten) nos. of MIS Assistant for the Forest Right Cells (Mo Jungle Jami Yojana) as per the terms & conditions provided in the website www.ganjam.nic.in of Ganjam District up to 05.30 PM of 11.09.2023. The bids shall be received through Regd. Post/ Speed Post only during the office hours and will be opened on 13.09.2023 at 11 AM in the presence of the bidders or their authorized agents in the office chamber of ADM, Ganjam.

The Authority reserves the right for cancellation / modification of the Tender without assigning any reason thereof.

Yashwanth
17.8.23
**District Welfare Officer,
Ganjam.**

Section 1
PAYMENT TERMS & CONDITION

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector/DWO Ganjam from due engagement of Manpower at the respective level.

ANNEXURE A

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN FOREST RIGHT CELLS (Mo Jungle Jami Yojana) OF GANJAM DISTRICT

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:

Director, ST

• Proficiency in
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 of Candidate :

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 be consist of following members;

1. ADM, Ganjam
2. DWO, Ganjam (Nodal Officer on FRA)
3. Representative of Vasundhara (facilitating NGOs for Ganjam district)

Detail information for Interview

1. Name of the Selected service Providing Agency - M/S L.K Associates, Koraput
2. Contact Number of Selected service Providing Agency - 9437337919
3. No. of post – Coordinator -10 MIS Assistant -10
4. Eligibility criteria- As per this office Tender Call Notice No. 3543 dt. 17.08.2023
(copy enclosed)
5. Date of interview – 07.003.2024 at -10 AM

NB: The intending eligible candidates are requested to contact with Managing Director, M/S L.K Associates Koraput and submit the resume through the service providing agency.