

M/s. CARE SECURITY AND ALLIED SERVICES, BHUBANESWAR
Plot No. B/13, 2nd Floor, Ruchika Market, Baramunda,
Bhubaneswar-751003

**ENGAGEMENT OF MANPOWER FOR 'FOREST RIGHT CELL' UNDER DA-JGUA FR CELL AT THE
OFFICE OF SUB-COLLECTOR, BARGARH & PADAMPUR
THROUGH OUTSOURCING**

Consequent upon the resignation of FR Cell Coordinator engaged in Sub-Collector Office, Bargarh & Padampur under DA-JGUA fresh applications are invited in prescribed format with complete Bio-data from intending eligible candidates for engagement as **Cell Co-ordinator** for FRA Cell (Dharti Aaba Units) under DA-JGUA (Forest Right Cells) on "outsourcing" basis in the Sub-Collector Office, Bargarh & Padampur within 15days from the date of advertisement. Details of vacancy, remuneration, application forms & other terms and condition are available on <http://bargarh.odisha.gov.in>. The application will be received through Speed Post/Regd. Post/Courier Service to the address of the **M/S Care Security & Allied Services, Plot No.B/13, 2nd Floor, Ruchika Market, Baramunda, Bhubaneswar, Pin-751003**. The engagement is co-terminus with the scheme. The applications received after the schedule date shall be rejected.

Sl. No.	Position	Remuneration	No. of Vacancy	Educational Qualification	Experience Etc.
1.	Cell Co-ordinator (Sub-Collector, Bargarh & Padampur)	Rs. 35,000/- per month (inclusive of all taxes)	02 (01 at Sub-Collector Office, Bargarh & 01 at Sub-Collector Office, Padampur)	Graduate. Master Degree will be Preferred	1. Minimum 2-3 years of experience in NGO / Social Sector Projects. 2. Candidates from Bargarh District will be preferred. 3. Experience of working with Govt. project will be an added advantage 4. Fair understanding of Central/ State Govt. schemes and community mobilization skills. 5. Experience in delivery of training and capacity building programmes / initiatives. 6. Experience of networking with Line Departments of Govt.

N.B :-

Language and Competency: Fluency in oral and written communication in Odia and English is necessary requirement.

Computer Skill: Proficiency in computer skills like the use of MS Office and conversant with internet /emails is necessary requirement.

Nature of Engagement: Mode of engagement will be completely contractual through Service Provider on temporary basis. The contract agreement will be for a period of one year & can be terminated by either of the party with one month prior notice or remuneration in lieu.

- Selection will be made on merit basis through walk in interview process & computer test.

Documents to be attached along with application Form:

- Self attested Photo copy of Residence Certificate.
- Self attested Photo copy of 10th Certificate & Mark Sheet.
- Self attested Photo copy of +2 Certificate & Mark Sheet.
- Self attested Photo copy of Graduation/Master Degree Certificate & Mark Sheet.
- Self attested Photo copy of Adhaar Card.
- Self attested 2 passport size photographs.
- Self attested copy of Computer Education Certificate.
- Self attested copy of experience certificate issued by NGO/Social Sector projects/Govt./private agency.

Candidates are required to bring all original certificates/document for verification.

- Date of Interview will be intimated further to the eligible candidates.

Sd/- Proprietor,

Care Security & Allied Services,
Bhubaneswar

APPLICATION FORMAT

NAME OF THE POST APPLIED FOR (PUT TICK MARK)

Passport size photograph

Post applied for _____

1. Full Name (In Capital) : _____
2. Father's /Husband Name : _____
3. Date of Birth
(As recorded in HSC or equivalent certificate)
4. Age as on 01-01-2025 : _____
5. Permanent Address :
: _____
: _____
: _____
6. Correspondence Address:
: _____
: _____
: _____
7. State/Residence : _____
8. Contact details (Mob No.): _____
9. E-Mail : _____
10. Qualification (HSC or equivalent onwards) :

Sl. No.	Exam Passed	Name of the Board/University	Year of Passing	Maximum Marks	Marks obtained	% of Marks
1						
2						
3						
4						
5						
6						

11. Qualification Experience Particulars :

Sl. No.	Post held in Govt./PSU/NGO/ Etc.	Duration of experience		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
		From	To		
1					
2					
3					

NB- If space is insufficient, attach separate sheet & filled up properly as instructed.

DECLARATION

I Sri/Smt./Miss./Mr. _____ Son/Daughter/Wife _____ of Sri/Smt. _____, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date:

(Full Signature)
Name

CONTRACTUAL ENGAGEMENT OFFER LETTER (FRA COORDINATOR)

To,

Candidate's Full Name

Address:

Email:

Contact No:

Sub: Contractual Engagement Offer for the Position of Coordinator under the Forest Rights Cell (Dharti Aaba Units) at Sub-Division Level – DA-JGUA

Dear Mr./Ms _____

With reference to your application and subsequent selection for the position of Coordinator under the Forest Rights Cell (Dharti Aaba Units) at _____ Sub-Division of District _____, we are pleased to offer you contractual engagement as per the following terms and conditions. This engagement is part of the implementation of the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (FRA) under the DA-JGUA initiative.

1. Position and Location

You are hereby engaged as Coordinator for the Forest Rights Cell (Dharti Aaba Unit), Sub-Division Level Office, _____ District, Odisha.

2. Tenure of Engagement

- This engagement is purely contractual basis and initially valid for a period of 12 months from the date of joining.
- Extension of the contract shall be based on satisfactory performance, availability of funds and project requirement.
- This engagement does not confer any right to regular employment or claim for continuation beyond the contract period.
- Either party may terminate the contract with one month's written notice or payment in lieu thereof.
- The Service Provider, in consultation with the Sub-Collector / District Nodal Officer, reserves the right to terminate the agreement during the initial period, if necessary.

3. Remuneration

You shall be entitled to a consolidated monthly remuneration of Rs. 35,000/- as follows (inclusive of all taxes and statutory deductions). Remuneration will be released upon submission of verified attendance sheet and performance report approved by the Sub-Collector / Nodal Officer by the 5th of each succeeding month.

4. Duties and Responsibilities

You shall be responsible for assisting in the effective implementation of the Forest Rights Act at the Sub-Division level. Your key responsibilities include :

Roles & Responsibilities :

- Completing Process of recognition of rights under FRA
- Support claim verification processes at the Gram Sabha and SDLC level.
- Coordinate with FRC, Community volunteers, Gram Panchayats, Block offices, District and Tehsil level FR Cells, CSOs, FNGOs and other stakeholders.
- Prepare and submit periodic reports and documentation.
- Maintain field visit records and coordinate awareness campaigns, training and workshops etc.
- Facilitating the process of claim generation (all IFR, CR & CFR) at Gram Sabha level by assisting claimants and Gram Sabha in obtaining necessary documents and evidence including Gram Sabha resolutions, verification notices and certificates.
- Establish coordination between Government Departments and Civil Societies for proper facilitation of the Forest Rights Act & Rules so that all the eligible STs & OTFDs can file their claims in proper forms and those are placed before the Gram Sabha / FRCs for appropriate decision.
- Ensure availability of all case records (including rejected claims) with desired documents at appropriate level.
- Help in Quick disposal of the pending claims under FRA with particular emphasis on the claims approved by the DLCs.
- Ensure that the reason of rejection of the claims made at the Gram Sabha and SDLC levels are communicated to the claimant, to enable the claimants to prefer petitions to the SDLC/DLC within the timeline stipulated in the rules.
- Ensure for distribution of FRA titles to the rightful claimants & ensure RoR corrections & its incorporation in the relevant Govt. records
- Undertake and facilitate special capacity-building programs for the FRA and provide a detailed report on these initiatives.
- Ensure that all the FRA title holders are covered under Govt. schemes all relevant schemes for individual benefits, such as those from the PM Kisan Scheme and DAJGUA including those related to land improvement, land productivity, basic amenities & other livelihood measures.
- Ensure that the claims for Community Rights (CR), Community Forest Resources Rights (CFR) are filed in the prescribed formats by the Gram Sabha concerned as per its potential.
- Facilitate Constitution of the CFR Management Committee in accordance with the guidelines set by the Ministry of Tribal Affairs (MoTA).
- Coordinate with the Gram Sabha, CFR Management Committee, CSOs and technical agencies for the preparation and execution of the CFR management plan.
- Collaborate with district administrations and the District Level Convergence Committee to facilitate access to benefits and enhance convergence.
- Address all matters related to the implementation of the FRA as directed by the State Tribal Welfare Department and the District Administration.

You may be assigned additional responsibilities as per the requirements of the Sub-Divisional Administration / Sub-Collector.

5. Working Hours

Regular working hours are from 10:00 AM to 6:00 PM on all working days, including lunch break of ½ hour. You may be required to work beyond regular hours or on holidays in case of fieldwork

for urgent FRA related activities or project requirements without any additional remuneration.

6. Reporting Authority

You shall report directly to the Sub-Collector / Chairperson of the Sub-Divisional Level Committee (SDLC) under FRA.

7. Confidentiality

You shall maintain strict confidentiality regarding any information or documents you come across during the course of your engagement. Any violation of confidentiality norms may result in immediate termination of the contract.

8. Termination Clause

Either party may terminate this contract by giving one month's prior notice or one month's salary in lieu thereof. The service provider, in consolation of District Nodal Officer or Sub-Collector, reserves the right to terminate your services with immediate effect in case of:

- Misconduct, gross negligence, or dereliction of duty;
- Breach of contract or confidentiality;
- Unsatisfactory performance as determined by periodic reviews.
- Involvement in mob activities, dharnas or strikes

9. Leave Entitlement

You shall be entitled to 12 days of casual leave during the contract period on a pro-rata basis. No other leave shall be admissible unless specifically approved under exceptional circumstances.

10. Acceptance of Offer

You are requested to sign and return the duplicate copy of this offer letter as a token of your acceptance. Please report for joining at the Sub-Division Office, _____ on or before _____ along with original certificates and identity proof for verification.

We look forward to your valuable contribution in the effective implementation of the Forest Rights Act and post rights initiatives in the assigned sub-division.

Yours sincerely,

Name & Designation
On behalf of the Service Provider
(Seal & Signature)

Candidate's Declaration

I, _____ hereby accept the above terms and conditions of engagement and agree to abide by the rules and responsibilities outlined in this contract.

Date: _____
Place: _____

Name : _____
Signature : _____