

KALINGA WARRIORS SECURITY SERVICES

Address:-PlotNo-202, Near Krishna Arcade, B.K. Road, Dolamundai

Dist-Cuttack, Pin-753001, Odisha

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ENGAGEMENT OF MANPOWERFOR "MO JUNGLE JAMI YOJANA"UNER D.W.O, JAGATSINGHPUR THROUGH OUTSOURCING

NO.KWSS/9944

Date:-25.11.2023

Application are invited with complete Bio-data in the relevant field from interested eligible candidates for engagement of Cell Coordinator and MIS Assistant under "Mo Jungle Yojana" at D.W.O, Jagatsinghpur "Outsourcing" basis in the Tritol Tahasil office in Jagatsinghpur District and D.W. O Office Jagatsinghpur by 04.12.2023. The Applicant can log on www.jagatsinghpur.nic.in for details of vacancy, eligibility criteria, age, remuneration; application forms & other terms and condition of the engagement. The application will be received through speed post or courier in the above addresses & mail id kwss2010@gmail.com. The engagement in co-terminus with the scheme.

Sl.No	Position	Remuneration	No. Of Vacancy	Educational Qualification	Experience
1	Cell Coordinator (One Tahasil of Jagatsinghpur District and D.W. O Office Jagatsinghpur)	Rs.25,000/- per month	02Nos.	Graduation with proficiency in computer skills like the use of MS office and conversant with internet/ Email and Candidate with Master degree will be preferred	Minimum 2-3 years of experience in NGO/Social project with Govt. Project should be preferred for all positions Under the scheme.
2	MIS Assistant (One Tahasil of Jagatsinghpur District and D.W. O Office Jagatsinghpur)	Rs.15,000/- per month	02Nos.	Graduation and PGDCA with Master Degree will be preferred	2 years of experience in data entry and large scale database management in any reputed Govt./Private agency and MS Office, Internet

N.b: 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 temporary basic. 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.9556118116, 6371149837


SD/-Partner
Kalinga Warriors Security Services

APPLICATION FORM

Post Applied for				Colour Photograph		
1. First Name		Middle Name		Last name		
2. Date of Birth		3. Sex		4. District of Domicile		
5. Please mention if SC/ST/SEBC/GEN						
6. Present Contact Address with Telephone No.			7. Permanent Address			
8. Email Address			Mobile. No			
10. Language (Spoken/Written):			A. B. C.			
11. Age as on 01.11.2023						
12. Education: High school onwards, please list all your qualification						
Degree (Starting from 10 th onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time /Distance Learning
			Full Mark	Marks secured	%	

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13.ExperienceDetails:

Sl. No	Name of the Organization	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 false /incorrect or suppressed by me, my candidature/engagement under office of the District Welfare Officer, Jagatsinghpur shall be terminated.

Date:

Place:

Full Signature of the Applicant



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Section - I**SCOPE OF WORK AND GENERAL INSTRUCTIONS FORBIDDERS**

1. The District Welfare Officer, **Jagatsinghpur** on behalf of Collector & District Magistrate, **Jagatsinghpur** requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Cell Coordinator and MIS Assistant on contract basis to manage the day to day office works of Forest Right Cells functioning in various places of **Jagatsinghpur** district.
2. The contract for providing the aforesaid manpower will be for a period of six months only from the date of effectiveness of contract. On satisfactory performance, the selected candidates will have the opportunity to get associated with the scheme for total period of two years. The contract may be terminated owing to deficiency in service or because of change in the Department's requirements. Dist. Welfare Officer, however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.
3. DWO, **Jagatsinghpur** has the requirements of the manpower for the Forest Right Cells located at following places in **Jagatsinghpur** District as specified hereunder:
 1. District Welfare Office, **Jagatsinghpur**
 2. Tahasil Office, Erasama
 - (i) **Cell Coordinator: 02 Nos.** (One each for 02 (two) nos. of Forest Right Cell.
 - (ii) **MIS Assistant: 02 Nos.** (One each for 02 (two) nos. of Forest Right Cell.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.



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Section-VII
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, Jagatsinghpur 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 OF
JAGATSINGHPUR 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;

- 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.

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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 be consist of following members;

1. ADM(Revenue)
2. 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.

