

# CONTRACT RECRUITMENT

Annexure-I

**WALK-IN-INTERVIEW FOR VACANT POSITIONS OF GREEN  
LANDSCAPE IMPLEMENTATION UNIT (GLIU) UNDER  
FAO-GEF ASSISTED GREEN-AG PROJECT, ODISHA**



Food and Agriculture  
Organization of the  
United Nations



global  
environment  
facility  
INVESTING IN OUR PLANET

**OFFICE OF THE PROJECT DIRECTOR WATERSHEDS CUM  
DISTRICT NODAL OFFICER, GLIU, BARIPADA**

***FAO-GEF ASSISTED GREEN-AG PROJECT, ODISHA***

**BARIPADA-757002, Odisha**

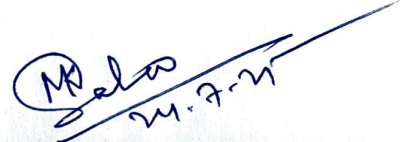
**E-mail : gliu.gap.od@gmail.com**

Office of the Project Director Watersheds-Cum-District Nodal Officer, GLIU, Baripada  
FAO-GEF Assisted Green-Ag Project, Odisha  
**WALK-IN-INTERVIEW 25-26**

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**WALK-IN-INTERVIEW**

Walk-in-Interview will be conducted for 03nos of vacant positions of Green-Ag Project, Odisha i.e. Animal Husbandry Expert (01 number), Rural Livelihood & Community Institution Expert (01number) and Accountant (01 number) only on dt. 05.08.2025 at 10.30 A.M. at Collectorate, Mayurbhanj, Baripada as per the schedule. For details of advertisement i.e. eligibility, remuneration, place of posting etc, the departmental website: [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) may be referred. No TA / DA are admissible for attending the Interview. It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.



**Project Director,  
Watersheds -cum- DPNO,  
Green-Ag Project Mayurbhanj**

Walk-in-interview for engagement of the following manpower on contractual basis under FAO-GEF assisted Green-Ag Project, Baripada will be held at Sammilani Kaksha, Collocorate, Mayurbhanj, Baripada as per the date and time mentioned below.

Sl. No	Name of the Position (Designation)	Date & Time of Interview	Reporting Time of Candidates
1	Animal Husbandry Expert	05.08.2025	10.30A.M
2	Rural Livelihood & Community Institution Expert	05.08.2025	10.30A.M
3	Accountant	05.08.2025	10.30A.M

No candidate will be entertained after the reporting time. In case there is a need to change the above schedule under some exigencies, it will be notified in the departmental website. The interested candidates are advised to please check the departmental website ([www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)) for any last minute changes/ amendments. The positions are purely contractual & coterminous with the project. Details of the positions, viz. designation, number (s) of positions, duty station and monthly remuneration are enumerated in the table below;

#### Details of the positions

Sl. No.	Job title/ Position	Nos. of Position	Duty Station	Monthly Remuneration
1	Animal Husbandry Expert	01	GLIU Office, Baripada	55,000 INR per month
2	Rural Livelihood & Community Institution Expert	01	GLIU Office, Baripada	40,000 INR per month
3	Accountant	01	GLIU Office, Baripada	20,000 INR per month

#### Recruitment Procedure

##### A. Selection process

The selection process will be through Walk-in-Interview.

##### B. Criteria for CV screening

CV screening will be based on Minimum Eligibility Criteria (MEC) as specified for each position.

No	Minimum Eligible Criteria (MEC)	Reference
1	Educational qualification	As per ToR
2	Years of relevant experience	As per ToR
3	Language required	As per ToR

##### C. Eligibility to appear before the interview panel

A preliminary screening will be done at the time of Walk in Interview by assessing the resume and original certificates with xerox copies produced against minimum eligibility criteria

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outlined in ToRs of respective positions. If the candidate qualifies the MEC then only he/she will be allowed to appear the personal interview. Further the interview process may be extended to next day if eligible candidates are large in numbers for appearing interviews.

**D. Documents to be produced by candidates during the Walk in Interview**

The applicants will be required to produce the information in the prescribed application form highlighting the academic qualifications and experience required for the position along with original certificates and self-attested photo copies of experience and academic certificates. The candidate additionally required to produce proof of identity at the time of Walk in Interview by producing authentic identity proof like Aadhaar Card, Voter ID, residence certificate etc.

**E. Final Selection procedures:**

The final selection will be on the basis of the mark awarded in the personal interview, Work Experience and Qualification Certificates out of 100 marks.

- Based on the aggregate marks arrived, the candidate with the highest score will be selected,
- A rank list of 1:3 against each position, based on the score will be prepared which will remain valid for one year and to be used in case of non-availability of the top scorer candidate or in case position falls vacant within the year.
- The original documents of the selected candidate will be verified at the time of joining. Any lapses found during verification of original documents, the candidature will be summarily be rejected and the next ranked in the merit list will be considered for the position.

**F.** It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.

**General Instruction to Candidates:**

FAO is a partner agency of the Global Environment Facility (GEF), to address the world's most challenging environmental issues related to biodiversity, climate change, land degradation, chemicals, and international waters. GEF provides grants to countries to meet these challenges whilst contributing to key development goals, such as food security.

In this context, FAO India is implementing the project "Green-Ag: Transforming Indian agriculture for global environmental benefits and the conservation of critical biodiversity and forest landscapes" Project under the GEF -6 cycle. This project is operational in five states (Rajasthan, Madhya Pradesh, Mizoram, Odisha, and Uttarakhand). It seeks to harmonize priorities and investments between India's agricultural and environmental sectors so that national and global environmental benefits can be fully realized without compromising India's ability to provide and develop rural livelihoods and meet its food and nutrition security and social (particularly gender) goals.

The project is implemented through two components. The first component will strengthen the enabling framework and institutional structures to mainstream biodiversity (BD), sustainable land management (SLM), climate change mitigation (CCM) and sustainable forest management (SFM) policies, priorities and practices into India's agricultural sector, while the second component will demonstrate replicable "Improved agricultural and conservation practices".

The project will provide an evidential basis for transformational policy change across India's agricultural landscape and global conservation objectives are envisaged to be fully mainstreamed within the production landscape of the project sites in policy and practice. Partnerships between agencies at both the national and state level responsible for agricultural production and conservation will be much better coordinated to identify, engage, and monitor cooperative conservation practices effectively. Further, decision-makers will have the tools required to generate agricultural policies that more fully reflect environmental concerns and innovative

practices, and priority conservation landscapes across India will benefit from heightened levels of response, intervention, and innovative policy support.

The project works at the national, state and landscape levels. In Odisha it is implemented in Similipal Biosphere of Mayurbhanj District. The Project duration is 6 years. For operationalization Director, Soil Conservation and Watershed Development has been notified as Nodal Officer for the project in Odisha. Two entities namely State Project Management Unit at Bhubaneswar and Green Landscape Implementation Unit at Baripada are established for implementation for project activities. Institute on Management of Agricultural Extension (IMAGE), Siripur, Bhubaneswar being identified as Operational Partner (OP) of FAO for project implementation and PD, watersheds, Mayurbhanj being District Project Nodal Officer, OP has entrusted the DPNO to call for walk in interviews for the vacant positions

The positions are purely contractual and with a consolidated monthly remuneration fixed for various positions. The engagements will be for one year or closure of the project whichever is earlier from the date of joining, which may be extended on a yearly basis subjected to project continuance and satisfactory performance of the candidate. The engaged persons will be subjected to and will abide by the Conduct Rules applicable to the Government Servants of Odisha. Other allowances such as Dearness Allowance, House Rent Allowance and Medical Allowances etc. will not be applicable for these positions. Travelling Allowance/ Daily Allowance as per approved project norms will be applicable and for this purpose the consolidated remuneration shall be reckoned as the basic pay to determine the admissibility and transport for their tours. For outside tours, the approval of the Nodal Officer shall be obtained. These positions will be entitled to only Casual leave as applicable to State Government Servant and not for any other kind of leave. The engaged personnel if desires to resign from the assignment, she/he has to give 1 (One) months' notice to Project Director, Watersheds cum District Project Nodal Officer, Green-Ag Project. The engagement can, however, be terminated at any time without assigning any reason whatsoever. Neither the Government of India nor Government of Odisha nor PD, Watersheds, Mayurbhanj nor IMAGE nor FAO will be responsible for such disengagement.

The age limit of the applicants for different positions under this project is; minimum age of 21 years and maximum age not more than 64 years as on date of publication of advertisement. Interested candidates may appear the walk in interview with complete CV in prescribed format, self-attested photocopies of documents towards proof of identity, residence, educational qualification, experience & other achievements along with a passport size photograph. The general instructions to candidates, details of nos. of positions, duty station, remuneration, qualification, experience, deliverables, performance indicators, selection process etc. are available in departmental website i.e. [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in). Women candidates are encouraged to apply.

#### NOTES FOR CANDIDATES:

- Candidates' identity will be verified using a Government issued ID card (Aadhaar Card/ Voter ID Card / PAN Card/ Driving License/ Passport) during interview.
- Candidates will report at Interview Centre as per the schedule. **Candidate reporting after schedule reporting time as per advertisement, will not be entertained to appear the Interview.**
- Candidates finally selected will be contacted through email. No queries through e-mail/ phone from unselected candidates will be entertained.
- Candidates finally selected will submit character certificate, medical certificate and No objection certificate from the employer if employed before finalizing contract.
- The candidates will be required to produce original documents at the time of joining if selected. If any discrepancies or lapses found at the time of verification, the candidature will summarily be rejected.

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**TOR for engagement of Rural Livelihoods & Community Institutions Expert  
in Green Landscape Implementation Unit of FAO-GEF assisted Green  
Agriculture Project in Odisha**

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**GLIU- Rural Livelihoods & Community Institutions Expert**

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 40,000 INR per month
4. Contact Duration : Up to 31.08.2025
5. Essential Qualification

**5.1 Educational:**

Master's degree in Social Sciences/ Rural Sociology/ Organizational Development/ Social Anthropology/ Rural Development/ Agriculture & Allied Sciences (Agriculture Extension).

**Experience**

Essential:

- At least 5 years of relevant experience in environmental & social protection development projects
- Demonstrated experience in developing community capacity development tools and conducting training in regards to creation of additional livelihoods opportunities related to agriculture/ forestry/ livestock/ fisheries and other related sectors
- Experience in creating, promoting and mainstreaming community institutions such as; SHGs/ CIGs/ FPOs/ Producer Companies/ Co-operatives
- Experiences of working on implementing livelihood activities with local communities
- Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
- Oral, written and presentation skills in English

Desirable: Working knowledge of Odia and / or vernacular languages

6. **Expected deliverables:** - Under the direct supervision of the State Nodal Officer, and in regular consultation with Team Leader & NRM Expert, GLIU the Rural Livelihoods & Community Institutions Expert will undertake the following duties.

Coordination in the livelihood aspects of all project activities.  
 Suggest approaches to enhance the quality of existing livelihood programs;  
 Support with development of M&E tools and conduct livelihood assessments;  
 Organize and deliver training courses and/or arrange the delivery of training programs;  
 Conduct awareness sessions to help organize target beneficiaries in groups that would facilitate project implementation;  
 Identify capacity building and training needs of the community for improved project implementation;  
 Support the project M&E expert and NPMU Animal Husbandry expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape;  
 Provide relevant technical guidance to the project, as required.  
 Undertake any other duties, as required

**7. Key Performance Indicators:-**

Expected outputs:	Required completion dates:
<ul style="list-style-type: none"> <li>• Tasks described above carried out satisfactorily and certified.</li> <li>• Monthly Report/ Final Report and attachments submitted and cleared.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly/Final Report – Upon completion of the assignment</li> </ul>



**TOR for engagement of Animal Husbandry Expert in Green Landscape  
Implementation Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

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**GLIU- Animal Husbandry Expert**

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 55,000 INR per month
4. Contact Duration : Up to 31.08.2025.

5. Essential Qualification

**Educational:**

Master's degree in Veterinary Sciences/ Animal Sciences

**Experience**

Essential:

- At least 5 years of relevant experience at grass root level in implementation of projects related to animal production & animal health
- Experience in implementing capacity development programmes & tools and development of measurable M & E indicators.
- Successful experience of working on animal breeding, especially for indigenous livestock breeds as well as on relevant value chain development.
- Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
- Oral, written and presentation skills in English

Desirable: Working knowledge of Odia and / or vernacular languages

6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the Team Leader & NRM Expert, GLIU the Animal Husbandry Expert will undertake the following duties.

Provide technical support in the design and implementation of Field Schools on Livestock management;  
Provide backstopping to Livestock Field School implementation;  
Coordinate the Training of Trainers in Livestock Field Schools;  
Coordinate development of Livestock Field Schools monitoring and impact indicator formats, and design Livestock Field Schools protocols, tools, and methods;

Provide scientific/technical and training process inputs on livestock management for households, to raise awareness on maintaining quality indigenous livestock and local carrying capacities; for households

implementing improved nutrition and fodder management strategy; and also for the training of PraniMitra/ PashuSathis to assist farmers/ herders for the project landscape.

Work with the SPMU and NPMU in developing monitoring protocols and tools for data collection, and assist in ensuring complete documentation and report writing on all the activities relating to livestock management in the landscape.

Assist in the collection and computing monitoring protocols and tools to track/ measure progress on animal production and health management.

Support the project M&E expert and NPMU Green Value Chain expert in data collection for baseline, mid-term and end term evaluations, and reporting on the GEF tracking tool for the relevant project landscape.

Provide relevant technical guidance to the project as required.

Undertake any other duties, as required

#### 7. Key Performance Indicators:-

Expected outputs:	Required completion dates:
<ul style="list-style-type: none"><li>• Tasks described above carried out satisfactorily and certified.</li><li>• Monthly Report/ Final Report and attachments submitted and cleared.</li></ul>	<ul style="list-style-type: none"><li>• Monthly/Final Report – Upon completion of the assignment</li></ul>



**TOR for engagement of Accountant in Green Landscape Implementation Unit of FAO-  
GEF assisted Green-Ag Project in Odisha**

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**GLIU- Accountant**

1. Number of position : **1 (One)**
2. Duty Station : GLIU Office, Baripada
3. Monthly Remuneration: 20,000 INR per month
4. Contact Duration : Up to 31.08.2025
5. Essential Qualification

**a. Educational:**

Bachelor's degree in Commerce

**b. Experience**

**5.1. Essential:**

- Bachelor's degree with good academic record and minimum 3 years of post-qualification work experience in accounting and finance position.
- Competency in financial planning, budgeting & control in projects and schemes.
- Experience in documentation and presentation using MS Office software
- Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects
- Oral, written & presentation skills in English.

**5.2. Desirable: Working knowledge of Odia and / or vernacular languages.**

**6. Expected deliverables:** -Under the direct supervision of the District Nodal Officer, and in regular consultation with Team Leader & NRM Expert and Budget and Finance Officer the Accountant will undertake the following duties.

- a. Voucher preparation, voucher keeping and storage.
- b. Timely entry recorded in online MIS portal and Tally ERP
- c. Maintain various registers : Asset, Tender, Cheque Issue, File movement, Cash Book, BRS
- d. Process travel claims, manage the office petty cash and cash box.
- e. Advance management and follow-up for refund
- f. Maintaining and timely provide TDS certificate and Form 16A, IT declaration of staff to SPMU.
- g. To assist payment of remuneration to Community Resource Persons, Block Coordinators etc.
- h. Assist in compiling the co-financing report and AWPB to the SPMU
- i. Any other work assign by Budget & Finance Officer of GLIU/ SPMU or Team Leader & NRM Expert.

*(Handwritten signature)*

## 7. Key Performance Indicators:-

### Expected outputs:

- Tasks described above carried out satisfactorily and certified.
- Monthly Report/ Final Report and attachments submitted and cleared.

### Required completion dates:

- Monthly/Final Report - Upon completion of the assignment



**CV FORMAT FOR CONTRACT RECRUITMENT  
FOR GREEN LANDSCAPE IMPLEMENTATION UNIT (GLIU)  
UNDER FAO-GEF ASSISTED GREEN AGRICULTURE PROJECT, ODISHA**

**Position Applied For:**

*(Candidate appearing for multiple positions has to apply separately)*

PERSONAL DETAILS				
1	1.1	Name of the Candidate *	First Name	
			Middle Name	
			Last Name	
	1.2	Father's Name *		
	1.3	Mother's Name *		
	1.4	Nationality *		
	1.5	Domicile *		
	1.6	Sex *		
	1.7	Date of Birth *		
	1.8	Marital Status *		
	1.9	Address for Correspondence *	House No.	
			Street/lane	
			City	
			District	
			State	
PIN CODE				
1.10	Permanent Address *	Village		
		GP		
		Block		
		District		
		State		
		PIN CODE		
1.11	Mobile No *			
1.12	Email Id *			

EDUCATIONAL QUALIFICATIONS							
		Name of the Examination	Course and Subjects *	Name of the Board/ Council/ Institute/ University*	Name of School/College/ University*	Year of Passing*	%age of Marks Obtained*
2	2.1	Matriculate (10 <sup>th</sup> Pass)*					
	2.2	Intermediate/ +2 *					
	2.3	Graduation *					
	2.4	Post Graduation					
	2.5	Ph.d					
	2.6	Others ( Add if any )					

**Language Proficiency\*Put a Tick( ✓ )mark**

S.NO	Languages	Reading	Writing	Speaking
3.1	English*			
3.2	Odiya*			
<b>Other languages</b>				
3.3				
3.4				
3.5				
3.6				
3.7				

**WORK EXPERIENCE \***

S. NO	Name and Category of Organization (Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects) & location of positioning	Designation	Relevant Duties Performed (Within 700 characters) (Attach separate sheet with self-attestation, if required)	Duration	
				From	To
4.1					
4.2					
4.3					
4.4					
4.5					
4.6					
4.7					
4.8					
4.9					
4.10					
4.11					
4.12					

**Please specify your computer proficiency.**

S No		Yes/ No
5.1	MS Word	
5.2	MS Excel	
5.3	Email Management	
5.4	Data Entry	
5.5	MS Power Point	
5.6	MS Outlook	
5.7	Others - Specify (Max 100 characters)	

Date:  
Place:

Full signature of the Applicant

### Instructions to Applicant\*

- The CV Format shall be filled up legibly; preferably typed.
- Fields with asterisk \* marks are mandatory.
- Each page of the CV needs self-attestation.
- Completed CV in prescribed format, self-attested photocopies of certificates towards educational qualifications, experiences & other relevant documents along with one passport size photograph should be brought to the Interview.
- In case you fail to substantiate any of the claims made in the application and if any variations are noticed, you will not be allowed to attend the interview and your candidature will be summarily rejected

