



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

**Letter No. 3193/DA-JGUA**

**Dt. 23/07/2025**

To

The Dist. Informatics Officer, NIC, Ganjam.

Sub: Publication of Advertisement in the District Website for implementation of Forest Right cell under DA-JGUA.

Ref : M/S L.K Ass/2025/206, dtd- 21.07.2025.

Sir,

With reference to the letter and subject cited above It is to intimate that applications are invited from the eligible candidates for engagement of Coordinator and MIS Assistant at Sub-Divisional level under "DA-JGUA" under DWO, Ganjam through the outsourcing agency M/S L.K.Associates, Post Office Road ,Koraput.

Hence you are requested to add the advertisement in the Dist Website for wide publication. The detail application form along with all criteria has been attached herewith for your kind information and necessary action.

Encl: As Above

Yours Faithfully

  
23/7/25

**District Welfare Officer  
Ganjam, Chatrapur**

**M/s. L.K. ASSOCIATES, KORAPUT**

**BRANCH OFFICE ADDRESS: BASUDEV NAGAR, 1ST LANE (NEAR HANUMAN TEMPLE),**  
Post-BERHAMPUR, Dist.- GANJAM, ODISHA, PIN-760010.

**ENGAGEMENT OF MANPOWER FOR 'FOREST RIGHT CELL' UNDER DA-JGUA NEWLY CONSTITUTED  
FR CELL AT THE OFFICE OF SUB-COLLECTOR, BHANJANAGR/CHHATRAPUR/BERHAMPUR  
THROUGH OUTSOURCING.**

**No. 216 /MSLK/07/2025**

**Date: 23.07.2025**

Applications are invited with complete Biodata in the relevant field from intending eligible persons of Ganjam District for engagement of **Cell Co-ordinator and MIS Assistant** for setting up FRA Cell (Dharti Aaba Units) under DA-JGUA (Forest Right Cells) on "outsourcing" basis in the Sub-Collector Office, Berhampur, Bhanjanagar & Chatrapur by **31.07.2025**. Applicants can log on [www.ganjam.odisha.gov.in](http://www.ganjam.odisha.gov.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 Berhampur Branch Office address.** 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
1	Co-ordinator (Sub-Collector Office, Ganjam District)	Rs.35,000/- per month (inclusive of all taxes)	03	Graduate. Master's degree will be preferred.	Minimum 2-3 years of experience in NGO/Social Sector Projects. Candidates from the concerned District should be preferred for all the position in the scheme.
2	MIS Assistant (Sub-Collector Office, Ganjam District)	Rs.25,000/- per month (inclusive of all taxes)	03	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, Excel & 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 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 & computer test.

\*Candidates are required to bring all original Certificates/ documents for verification at District Welfare Office, Ganjam, at the time of interview.

**Date of interview: will be intimated over phone and District Portal.**

**Sd/- Managing Director,**

**M/s.L.K.Associates,Koraput.**



# APPLICATION FORM FOR GANJAM DISTRICT

Post Applied For			Paste one Colour Photograph
1.(a)First Name		Middle Name	Last Name
(b) Fathers 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 Contact Address	
8.Email Address:		9.Mobile No.	
10.Language (Spoken/Written):	A. B. C.		
11.Age as on 04.07.2025			

12. Education: High School onwards, please list all your qualifications

Degree (starting from 10 <sup>th</sup> onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time/Distance Learning
			Full Mark	Marks Secured	%	

13. Experience Details:

Sl.No	Name of the Organisation	From	To	Year
1				

2				
3				
4				
5				

**NB: 1. Candidates applied for the post shall be rejected.**

**2. Enclose Xerox copy of Aadhar Card.**

**3. All documents as instructed should be self attested failing which the application will be rejected.**

**4. If space is insufficient, attach separate sheet & filled up properly as instructed.**

**5. All information in the application form should be filled up in CAPITAL LETTERS.**

**6. In complete application will be rejected**

**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 if it is found that any of the above information is false/incorrect/fabricated or suppressed by me, my candidature/engagement under Office of the Sub-Collector Berhampur, Chatrapur and Bhanjanagar shall be terminated.

Date:

Full Signature of the Applicant

Place:



**DETAILS OF HR POSITIONS.JOB-DESCRIPTION AND  
REMUNERATION MINIMUM QUALIFICATIONS &EXPERIENCE**

Number of personnel to be deployed

Designation - Coordinator & MIS Assistant

Number of post -Total 06

(Coordinator-03 & MIS Assistant-03) Place of engagement -Sub Collector,Office,  
Berhampur,Bhanjanagar 7 Chatrapur

**Co-ordinators**

**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
- Candidates from the concerned District should be preferred for all the positions under scheme
- Experience of working with Government 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 Department of Governments

**Language and competency**

- Fluency in oral and written communication in English and Odia

**Computer Skills**

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

**Remuneration**

Consolidated remuneration of Rs.35,000 /-(Rupees Thirty five thousand) only per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub-Collector/Nodal officer by 5<sup>th</sup> of each succeeding month.

**MIS Assistant.**

**Education:**

- Candidate should have completed graduation and PGDCA course Individuals with Master's Degree will be preferred

**Work Experience**

- 2 years of experience in data entry and large scale database management in any reputed Govt./Private Agency.
- Proficiency in the use of MS Office specifically MS Office,MS Excel and conversant with internet/ use of online platforms is a mandatory requirement.

**Language and Competancy**

Fluency in oral and written communication in Odia and english is a manadatory reuirement.

**Remuneration**

Consolidated remuneration of Rs.25,000 /-(Rupees Thirty five thousand) only per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub-Collector/Nodal officer by 5<sup>th</sup> of each succeeding month.

