

CONTRACT RECRUITMENT

**WALK-IN-INTERVIEW FOR VACANT POSITIONS OF
GLOBAL ENVIRONMENT FACILITY) GEF-7 FOLUR
PROJECT, ODISHA**

**OFFICE OF THE PROJECT DIRECTOR WATERSHEDS CUM
DISTRICT NODAL OFFICER, GEF-7 GANJAM, BERHAMPUR**

FOLUR PROJECT, ODISHA

GANJAM, Odisha

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**OFFICE OF THE PROJECT DIRECTOR WATERSHEDS-CUM-DISTRICT NODAL
OFFICER, GEF-7 GANJAM; BERHAMPUR FOLUR Project, Odisha
WALK-IN-INTERVIEW**

Notice No. 1741 (WS) Date:16.09.2024.

WALK-IN-INTERVIEW

Walk-in-Interview will be conducted for 16 vacant positions of GEF- 7 FOLUR PROJECT, Odisha i.e. Dist. Coordinator (1 No.), Dist Finance Expert (1No) ,Agronomy Expert (1No), Institutions Expert (1No), Block Cordinator (3 Nos), Block Facilitators (9 Nos) for 3 blocks of Ganjam District i.e. Kabisurya Nagar, Digapahandi and Sorada at (place) D.R.D.A., Conference hall, Chatrapur on dated. 30.09.2024 for District Level posts and 01.10.2024 for Block level posts at 9.30 AM as per the schedule. For details of advertisement i.e. eligibility, remuneration, place of posting etc., the district official website: <https://ganjam.odisha.gov.in/notices/advertisement> 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 District Nodal Officer,
GEF-7, Ganjam, Berhampur.**

DETAIL ADVERTISEMENT FOR WEBSITE

Walk-in-interview for engagement of the following manpower on contractual basis under GEF-7, FOLUR Project to be posted at GEF-7, Ganjam, Berhampur will be held at D.R.D.A., Conference hall, Chatrapur as per the date and time mentioned below.

Sl. No	Name of the Position (Designation)	Date & Time of Interview	Reporting Time of Candidates
1	Dist. Coordinator	30.09.2024 10.30 A.M.	09.00 AM to 10.00 AM
2	Dist. Finance Expert	30.09.2024 11.30 A.M.	09.00 AM to 10.00 AM
3	Agronomy Expert	30.09.2024 12.30 P.M.	10.00 AM to 11.00 A.M.
4	Institutions Expert.	30.09.2024 1.30 P.M.	09.00 AM to 10.00 AM
5	Block Coordinator	01.10.2024 11.30 A.M.	09.00 AM to 10.00 AM
6	Block Facilitators	01.10.2024 12.30 P.M.	10.00 AM to 11.00 A.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 District website. The interested candidates are advised to please check the district website (<https://ganjam.odisha.gov.in/notices/advertisement>) for any last-minute changes/ amendments. The positions are purely contractual & co-terminus 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	District Food system & INRM Expert(District Coordinator)	1	GEF-7 Office, Berhampur	Rs. 75,000/- (Annual performance incentives @5%)
2	District Finance/ Admn. Expert	1	GEF-7 Office, Berhampur	Rs. 70,000/- (Annual performance incentives @5%)
3	Agronomy Expert.	1	GEF-7 Office, Berhampur	Rs. 60,000/- (Annual performance incentives @5%)
4	Institutions Expert.	1	GEF-7 Office, Berhampur	Rs. 50,000/- (Annual performance incentives @5%)
5	Block Coordinators.	3	Any of the project villages of GEF-7 Project of this Dist.	Block coordinator Rs. 40,000/-
6	Block Facilitators.	9		Block Facilitator. Rs. 30,000/-

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 certificates produced at that time against minimum eligibility criteria 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 candidates are large in numbers eligible 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 self-attested photocopies 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 Aadhar Card, Voter ID, residence certificate etc.

E. Final Selection procedures:

1. Eligibility Criteria:

- Must be below 62 years of age
- Knowledge in Odia is essential
- The candidates must be willing to stay and travel extensively in remote villages in project areas.
- Minimum educational qualification and experiences attached as per ToR

2. There will be three stages of scrutiny.

A. First Stage

- Age
- Minimum educational qualification
- Minimum relevant experience

B. Second Stage: The candidates who fulfil the first phase of scrutiny will be eligible for second stage of scrutiny of academic career and relevant experience for 70 marks as per the guidelines issued by the Government.

C. Third Stage: Candidates scrutinized through second stage (Minimum Eligibility: 50 marks) will be called for Personal Interview of 30 marks

For final selection marks of both 2nd stage and 3rd stage will be taken together.

3. In the second stage of scrutiny, marks secured in academic career and relevant experiences is to be evaluated as per the guidelines issued by the government.

4. The original documents of only 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.

5. 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.

The project works at the national, state and landscape levels. In Odisha it is implemented **in three Blocks of Ganjam District like Kabisurya Nagar, Digapahandi and Sorada** . The Project duration is 5 years. For operationalisation, Director, Soil Conservation and Watershed Development has been notified as Nodal Officer for the project in Odisha. Four entities namely Dist. Coordinator/Dist. Finance Expert/Agronomy Expert and Institutions Expert unit at Ganjam, Berhampur are established for implementation for project activities. PD, Watersheds, Ganjam, Berhampur being the 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, GEF-7 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, Ganjam, Berhampur 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 62 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. <https://ganjam.odisha.gov.in/notices/advertisement>** Women candidates are encouraged to apply.

NOTES FOR CANDIDATES:

- Candidates' identity will be verified using a Government issued ID card (Aadhaar Card/ Electro Photo Identity 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.

TOR for engagement of District Food System and INRM Expert (District Coordinator) in GEF-7 Project in Ganjam

Qualification	District skills and Experiences	Responsibilities	Remuneration (Rs.)
Master's degree in Agricultural Sciences /Forest Resources Management/ Environmental Sciences/ Environment Engineering / Agricultural Engineering / Agrometeorology.	<ul style="list-style-type: none"> • At least 5 years of working experience in Project Planning / Implementation/ Monitoring /evaluation related to agriculture /NRM /biodiversity and climate change projects. • Proven experience in participatory planning process and dialogue facilitation between Government, development partners, private sector and civil society and community. • Ability to lead large development projects at district level. • Good analytical and report writing skills. • High levels of computer literacy, competent use of Microsoft office packages. • Proficient in English and Odia. 	<ul style="list-style-type: none"> • Lead the project in the district to effectively address various issues within the food value chain to effectively implement necessary sustainable solutions that have been detailed in the project document. • Support the contextual analysis and meetings at the district level covering the entire food value chain-agriculture, logistics, corporate, etc. in the state and identify opportunities for partnership and possible collaboration for the project. • Compliment the technical skills of the other District level experts to meet the project objective. • Operationalize the Free Prior Informed Consent (FPIC) for the landscape. • Report to the District Collectors in the landscape. • Represent the Project in all meetings and as assigned. • Mobilize technical expertise as and when required. • Ensure strong technical quality assurance of project's activities. • Coordinate with the state coordinator and other National and state experts. • Coordinate district-level planning and document lessons learnt. • Coordinate with the District Collectors, FPOs and other institutions based in the district for multi sectoral coordination. • Support the preparation and implementation of the District Annual Work Plans and Budget (D-A WP/B) • Support implementation of project developed monitoring and evaluation system to monitor project outputs and outcomes. • Facilitates capacity building for the project. 	<p style="text-align: center;">Rs. 75,000/-</p> <p>(Annual performance incentives @5%)</p>

TOR for engagement of District Finance/Admn. Expert in GEF-7 Project in Ganjam.

Qualification	District skills and Experiences	Responsibilities	Remuneration (Rs.)
Master's Degree in Finance & Accounting / Business Administration (Finance) / Cost Accounting / Chartered Accountancy	<ul style="list-style-type: none"> • 3 years of relevant experience in financial and administration management. • Good financial planning tracking, control capacities and reporting. • Experience of facilitating financial audits and related financial compliances. • Knowledge and experience of accounting software. • Exposure to general project/ Office administration activities. • Working with Govt. sector /Non Government organizations/ donor funded projects. • Proficiency in English and Odia. • High levels of computer literacy, competent use of Microsoft Office. 	<ul style="list-style-type: none"> • Prepare and provide financial reports as per FAO requirements. • Prepare and obtain approval from FAO for all documentation needed to hire consultancy services and for the limited acquisition of equipment necessary to provide the services, ensuring procurement process comply with the OP agreement. • Maintain accounting and financial controls ,including adequate support documentation, filing systems for verification by FAO and external auditors and ensure compliance with all FAO monitoring and financial reporting requirements as established in the OPIM agreement between FAO and OP. • Work closely with the SPD to ensure smooth and timely fund flow to the districts. • Facilitate spot checks as required under the OP agreement. • Support preparation of all documentation needed to conduct procurement activities, ensuring procurement processes comply with the OP agreement. • Assist in the maintenance of accounting and financial controls, including adequate support documentation, filing systems for verification by FAO and external auditors and ensure compliance with all FAO monitoring and financial reporting requirements as established in the OP agreement between FAO and OP. • Work closely with the Finance Officer at the District level. 	<p align="center">Rs. 70,000/-</p> <p align="center">(Annual performance incentives @5%)</p>

TOR for engagement of Agronomy Expert in GEF-7 Project in Ganjam .

Qualification	District skills and Experiences	Responsibilities	Remuneration (Rs.)
Master in Agronomy/ Soil Science/ Horticulture (Fruit or Vegetable science)	<ul style="list-style-type: none"> • At least 5 years of in-depth knowledge on crop management/ Soil and Water Conservation. • Skills to analyze the Agricultural and related context of the district. • Good knowledge and understanding of innovative and sustainable climate resilient Agricultural / Horticultural practices. • Exposure to designing and implementing projects on sustainable agriculture, organic and natural farming, climate smart Agriculture, crop diversification, land restoration measures, Soil & Water Conservation. • Exposure to farming practices for rice/ Millets/Horticultural crops (desirable) • Experience of engaging with relevant stakeholders at district and block level. • Proficient in English and Odia. 	<ul style="list-style-type: none"> • Support in analyzing agricultural context of the district and accordingly develop suitable plans and strategies. • Engaging with relevant stakeholders at district and block levels. • Support in designing and facilitating technical training on agriculture for promoting adoption of sustainable farming practices. • Measuring outputs of agricultural activities at the field level. • Provide support for Green value chain development for environmentally sustainable farming. • Assists in developing capacities, support mechanisms, governance and management frame works established for landscape management, restoration and conservation in target district. • Frequent field trips to projects areas. 	<p align="center">Rs. 60,000/-</p> <p align="center">(Annual performance incentives @5%)</p>

TOR for engagement of Institutions Expert in GEF-7 Project in Ganjam .

Qualification	District skills and Experiences	Responsibilities	Remuneration (Rs.)
<p>Master's degree in rural Development/ Agril. Economics/ Agri Extension/ Social work/ Social anthropology/ Agribusiness management with Degree in Agri & allied Sciences / Agricultural marketing.</p>	<ul style="list-style-type: none"> • At least 5years of relevant experience in Rural Development projects, especially those related to agriculture based rural livelihoods, natural resource management etc. • Experience of promoting and strengthening community institutions like SHGs federations, farmers Interest groups (FIGS)/ FPO/ Cooperatives, village Development committees etc. • Experience of designing and facilitating training and capacity building programs for community. • Experience of engaging with multiple stakeholders at the district and block levels like Government departments, Panchayat Raj Institutions, NGOs , community, private players etc. • Good understanding and experience of working on gender and social inclusion issues. • Proficiency in English and Odia. 	<ul style="list-style-type: none"> • Identify capacity building and training needs of the community for improved project implementation. • Conduct awareness sessions to help organize target beneficiaries in groups that would facilitate project implementation. • Develop IEC and relevant training resources. • Organize and deliver training courses and / or arrange the delivery of training programs,. • Support the District Coordinator in gender and social inclusion activities like free, prior and informed consent of tribal communities. • Support promotion and strengthening of farmers' collectives • Engage with different stakeholders including Government, Panchayati Raj Institutions, community institutions market etc. • Support the project M&E 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. • Frequent field trips to project areas. 	<p>Rs. 50,000/- (Annual performance incentives @5%)</p>

TOR for engagement of Block Coordinator & Block Facilitators in GEF-7 Project in Ganjam .

Qualification	District skills and Experiences	Responsibilities	Remuneration (Rs.)
<p>Graduate in Agri and allied Sciences. (For Block coordinator)</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience of working on any rural development project with Government or NGO • Experience of coordinating development projects at the block level. • Strong ability to do socio economic analysis at the block and GP level. • Experience of engaging with multiple stakeholders at the block and GP level. • Good training / facilitation and communications skills. • Proficient in Odia and basic knowledge of any local dialect preferable. • Basic computer skills 	<ul style="list-style-type: none"> • The block coordinator will lead the Block Facilitation Team. • The other three BFT members will work closely with the Block Coordinator and take up all the below mentioned responsibilities. • All 4 positions will require extensive travelling with in the project areas in the Block. • The block Facilitation Team will facilitate the implementation of All the project activities in the project villages. The team members will directly engage with the community for project implementation. • The team will provide secretarial assistance to the Gram Panchayat support Unit (GP-PSU). The GPSU will meet every quarter to review the implementation of the GP level sustainable food systems management Plans. • The BFT members will facilitate interactions between District Project implementation Team and local stakeholders. The BFTs will also liaise with relevant Govt. officials at the Block level to facilitate convergence with government programs. Likewise they will liaise with representatives of the Gram Panchayats in the project area. 	<p>Block coordinator Rs. 40,000/-</p>
<p>Graduate in Agri and allied Sciences including Home Science (4 years Course) / Community Science (4 years course) (For Block Facilitator)</p>	<ul style="list-style-type: none"> • Minimum 2 years of experience of working on any rural development project with government or NGO • Experience of coordinating development projects at the block level. • Strong ability to do socio-economic analysis at the block and GP level. • Experience of engaging with multiple stakeholders at the block and GP level. • Good training/ facilitation and communications skills. • Proficient in Odia and basic knowledge of any local dialect preferable. 	<ul style="list-style-type: none"> • The BFT members will also serve as the Master Trainers to train farmers and other community members on various technical aspects related to sustainable farming systems and integrated landscape management practices. • Additionally they will also monitor and report the implementation of project activities through the project MIS for concurrent monitoring. • The team will also support in documentation of the project activities preparing case studies etc. 	<p>Block Facilitator. Rs. 30,000/-</p>

**CV FORMAT FOR CONTRACT RECRUITMENT
FORGlobal Environment Facility (GEF-7)
UNDER FAO-GEF-7 FOLUR PROJECT IN GANJAM**

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							
2		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*
	2.1	Matriculate (10 th 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
3.2	Odiya*			
Other languages				
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) <i>(Attach separate sheet with self-attestation, if required)</i>	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)	
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Date:

Full signature of the Applicant

Place:

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

