

TERM & CONDITIONS

Applications are invited for engagement of one GIS Expert with a monthly fixed remuneration of Rs 50,000/-at Redhakhhol Forest Division. The engagement is purely temporary and is initially for a period of one year which may likely to continue for next year(s) subject to satisfactory performance followed by execution of agreement.

Essential Qualification: Graduation or Post Graduation preferably in GIS/ Remote Sensing /Programming from a recognized university

Desirable Experience: Experience in data management in MS-EXCEL, web- based tools, GIS, Remote Sensing, Mapping of Geospatial Data, Map Designing and related applications will be preferred.

Working Experience: Experience in working the field of Wildlife, Forest or any natural resource will be preferred.

Age Limit: Upper age limit 35 years as on 01.01.2025, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.

Duties of GIS Expert:

- GIS Expert will be responsible for collection, maintaining and analysing data following organizations management plans and procedures specifically but not limited to the following.
- Preparation of all type of Digitized Map related to different scheme of this division.
- Data entry and a management of all mobile apps like KYFL, OFMS, iWLMS, Anukampa etc.
- Management of data generated from the available resources of this Division to create useful reports/returns.
- Website data management, online awareness/ competition event management.
- Update the data in official sites of this division.

Other Conditions:

1. **Duration:** The employment of the GIS Expert is for a period up to twelve (12) months. The engagement may be renewed based on performance as decided by Divisional Forest Officer, Redhakhol.
2. **Working hours:** The GIS Expert will be expected to be on duty in Office opening to closing hours. The candidate may be required to work on off days and beyond duty hours on the direction of the Divisional Forest Officer, Redhakhol Forest Division with mutual agreement.
3. **Leave:** The candidate is allowed for 12days casual leave per year with prior permission of Divisional Forest Officer, Redhakhol Forest Division.
4. **Remuneration:** Total remuneration per month will be Rs. 50, 000/- which is all inclusive of House Rent Allowance and other benefits.
5. The Office is under no obligation to continue the engagement and may discontinue the engagement with one (1) month prior notice, assigning any reason thereof.
6. The GIS Expert will not use or share any data related to Redhakhol Forest Division to outside the organization without prior permission from the authority. All documents, reports and scientific papers will be owned by Redhakhol Forest Division. Any data in any form recorded in personal mobile phone/ camera should be immediately and as soon as possible transferred to a hard disk or computer of Redhakhol Forest Division and no data related to the Division and the Project should be kept in personal mobile phones and cameras.

Selection Procedure:

1. Selection will be based on the academic qualifications with preference to experience and performance in the interview.
2. Candidate having similar work experience/ knowledge of working in Forest Department will be given preference.
3. Candidates should bring the duly filled-in applications with self- attested true copies of testimonials of educational qualifications, certification, work experience, proof for date of birth, etc., along with copies of mark sheets of all examinations and No Objection Certificate from present employer (if employed) along with the original documents for verification to Divisional Forest Office, Redhakhol Forest Division, Redhakhol -Post, Sambalpur District on the date of interview.
4. Original and self-attested photocopy of the Community Certificate in case person claiming age relaxation.

5. Applicant will submit the undertaking that they will be able to join their place of work within 7 days of issue of letter of acceptance.
6. A brief write upon previous experience should also be submitted along with the application.
7. After scrutiny of the application, the candidates shall be called for the interview. The date and venue shall be notified to the candidates separately through email.

The Divisional Forest Officer, Redhakhol Forest Division the right to select or reject candidature including cancellation of the advertisement without assigning any reason thereof.

Online Application Submission

For online submission of Application. Kindly use this link (<https://forms.gle/TqHxwurvZ3eDxYKK8>) or scan the QR Code.

