



## GOVERNMENT OF ODISHA

**OFFICE OF THE DIVISIONAL FOREST OFFICER: REDHAKHOL DIVISION**

**Email ID:- [dfo.redhakhol@odisha.gov.in](mailto:dfo.redhakhol@odisha.gov.in)**

Notice No. **04** of 2025-26, Date. **28.05.2025**

### WALK IN INTERVIEW ON DATE 10.06.2025

Redhakhhol Forest Division requires qualified candidates with Graduation in any stream from a recognized university with additional desirable qualification such as soft skills like job-specific problem-solving ability for temporary engagement as **one (1) Data Entry Operator**. The **Walk-in interview** is scheduled on **Date.10.06.2025, 10:00 AM** at Conference Hall of Redhakhhol Forest Division. The application form along with detail terms and conditions shall be available on the website <https://sambalpur.odisha.gov.in> / [www.odishaforest.in](http://www.odishaforest.in) from date 28.05.2025.


I would request you to kindly make necessary arrangement for publication of the same at least in two leading Odia Daily News Paper and one English Newspaper of National Presence as detailed in the Advertisement Notice fixed to dated **29.05.2025**.

The concerned Advertisement Manager may kindly be requested to send complimentary copy of the newspapers containing the Advertisement to the undersigned immediately after its publication.

An early action in this regard is requested.

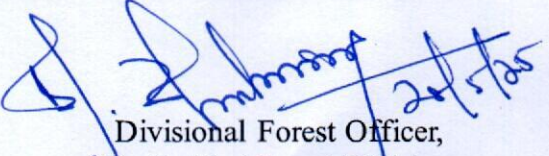
Encl: As above.

Yours faithfully

  
Divisional Forest Officer,  
Redhakhhol Forest Division.

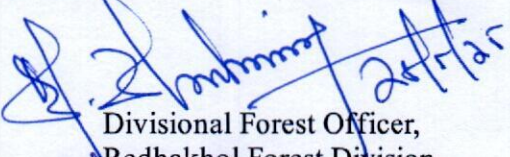
**Memo No. 2074 Dt. 28.05.2025**

Copy along with its enclosures forwarded to the Chief Conservator of Forests (IT & GIS), O/o of the PCCF & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
Divisional Forest Officer,  
Redhakhhol Forest Division.

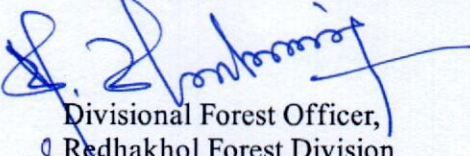
**Memo No. 2075 Dt. 28.05.2025**

Copy along with its enclosures forwarded to the Regional Chief Conservator of Forests, Sambalpur Circle for favour of kind information and necessary action.

  
Divisional Forest Officer,  
Redhakhhol Forest Division.

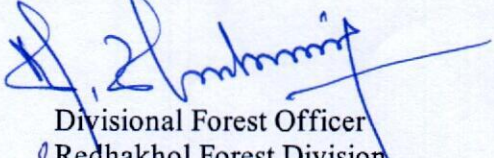
**Memo No. 2076 Dt. 28.05.2025**

Copy along with its enclosures forwarded to all Divisional Forest Officer (T & NT), Odisha, for information and necessary action. It is requested to display the above said Advertisement Notice in their office Notice Board.

  
Divisional Forest Officer,  
Redhakhhol Forest Division.

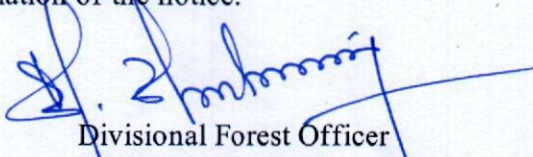
**Memo No. 2077 Dt. 28.05.2025**

Copy along with its enclosures notice submitted to the District Information Officer, NIC, Collectorate, Sambalpur for information and necessary action. He is requested to upload the Advertisement Notice in District NIC Portal at the earliest for wide publicity.

  
Divisional Forest Officer  
Redhakhhol Forest Division.

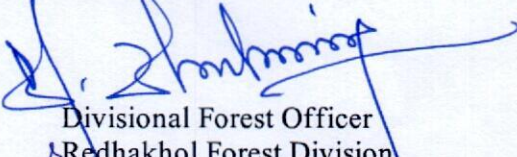
**Memo No. 2078 Dt. 28.05.2025**

Copy along with its enclosures submitted to the Deputy Director (Advertisement), Information and Public Relation Department, Govt. of Odisha, Bhubaneswar with a request to get the notice published in their website at an early date for wide circulation of the notice.

  
Divisional Forest Officer  
Redhakhhol Forest Division.

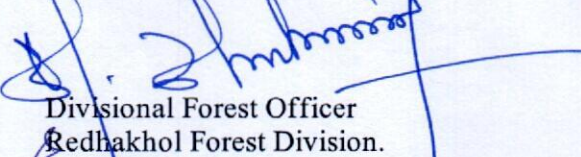
**Memo No. 2079 Dt. 28.05.2025**

Copy along with the copy of the abridged notice forwarded to the District e-Governance Manager (DeGM), Collectorate, Sambalpur for information and necessary action.

  
Divisional Forest Officer  
Redhakhhol Forest Division.

**Memo No. 2080 Dt. 28.05.2025**

Copy along with its enclosures forwarded to all Range Officer, Redhakhhol Forest Division for information and necessary action. They are instructed to display the above Notice in their office Notice Board for wide publicity.

  
Divisional Forest Officer  
Redhakhhol Forest Division.

Copy to Notice Board.



## REDHAKHOL FOREST DIVISION

### FORESTS, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT

### GOVERNMENT OF ODISHA

#### NOTICE INVITE APPLICATION FOR DATA ENTRY OPERATOR

Applications are invited for engagement of one Data Entry Operator with a monthly fixed remuneration of Rs 25,000/-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:** Applicant must have consistent good academic career with Graduation in any stream from a recognized university with Post Graduate Diploma in Computer Application (PGDCA).

**Desirable Experience:** He/ she shall have minimum experience of one & half years of working with Corporations/ Govt. under takings/ Public Sector Units/ Co-operatives/ Societies/ Externally Aided Projects/ Government Agency. Past Experience working with Government agencies will be given preference.

**Age Limit:** Upper age limit is 32 years as on 01.01.2025, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.

#### **Duties of Data Entry Operator:**

- Work in data management in MS-EXCEL, MS-Word, Power Point, Mapping of Geospatial Data, Map Designing and related applications will be preferred
- 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.

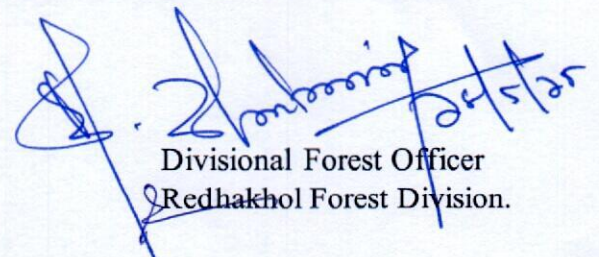
**Other Conditions:**

1. **Duration:** The employment of the Data Entry Operator is for a period up to twelve (12) months. The engagement may be renewed on the basis of performance as decided by Divisional Forest Officer, Redhakhol.
2. **Working hours:** The Data Entry Operator 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 12 days casual leave per year with prior permission of Divisional Forest Officer, Redhakhol Forest Division.
4. **Remuneration:** Total remuneration per month will be Rs. 25,000/- (Consolidated).
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.

**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 registration and scrutiny of the application, the candidates will be interviewed for selection on the scheduled date i.e. on 10.06.2025 at 10.00 AM.

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

  
Divisional Forest Officer  
Redhakhol Forest Division.

## Application Form for the Post of Data Entry Operator

Name (In Block Letter):

Father's Name:

Date of Birth:            Sex:            Marital Status:

Category (SC/ST/SEBC/GEN/OBC):

Permanent Address:

Present Address (Address for Communication if other than the permanent Address):

Contact No:

Email-ID:

Recent Colour  
passport size  
photograph

### **Educational Qualification:**

<b>Examination</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Division</b>	<b>% of Marks</b>
H.S.C/ Equivalent				
12 <sup>th</sup>				
Graduation				
Any Other				

Extra-Curricular activities:

Work Experience if any:

Current work:

Language Known:

Knowledge in Computer:

Full Signature of the Candidate

## Declaration

I hereby declare that all the information provided here is true to the best of my knowledge.

Full Signature of the Candidate

Place:

Date:

## Declaration

I declare hereby with that I will be able to join the place of work from the date of issue of letter of acceptance, if issued after due selection procedure.

Full Signature of the Candidate

Place:

Date: