




OFFICE OF THE DIVISIONAL FOREST OFFICER: KEONJHAR DIVISION.

Ph. 06766-254315. e-mail- dfo.keonjhar@odisha.gov.in

Notice No. **485** Dt. **10.12.2024**
WALK IN INTERVIEW

Divisional Forest Officer, Keonjhar Division, invites Applications from interested Candidates for engagement of 01(one) Data Operator cum GIS Expert in SSWLCP Cell at RCCF Office, Rourkela circle, Rourkela. The Walk-in-interview is scheduled to be held on 23.12.2024 (Monday) at 10:00 AM in the conference hall of Keonjhar Forest Division. The application form along with detailed role and responsibilities shall be available on the website www.keonjhar.nic.in/ www.odishaforest.in.



Divisional Forest Officer
✓ Keonjhar Division

Memo No. **10267** dt. **10.12.2024**

Copy in duplicate forwarded to the Dy. Director (Advertisement) & Dy. Secretary to Govt. of Odisha I & PR Department, Bhubaneswar with a request to get it published in two numbers of daily local Odia News Paper and one National English Daily newspaper at an early date for wide Circulation of the walk-in interview call notice.

Complimentary copy of the News Daily containing the walk-in interview call notice may please be sent to this office for reference and record.


Encl: As above.


Divisional Forest Officer
✓ Keonjhar Division

Memo No. **10268** dt. **10.12.2024**

Copy along with its enclosure submitted to the Additional Principal Chief Conservator of Forests, (IT&GIS), O/o the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar for information and necessary action. He is requested to upload the walk-in interview call notice in the Website of PCCF & HoFF, Odisha at an early date.

Encl: As above.


Divisional Forest Officer
✓ Keonjhar Division

Memo No. **10269** dt. **10.12.2024**

Copy forwarded to the District Information Officer, National Informatics Centre, Keonjhar both in hard and soft copy for information and necessary action. He is requested to upload the walk-in interview call notice in the District NIC Portal at the earliest for wide publicity


Encl: As above.


Divisional Forest Officer
✓ Keonjhar Division

Memo No. 10270 dt. 10.12.2024

Copy along with its enclosure submitted to the Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, Odisha, Bhubaneswar for information and necessary action.

Encl: As above.


Divisional Forest Officer
Keonjhar Division

Memo No. 10271 dt. 10.12.2024

Copy along with its enclosure submitted to the Regional Chief Conservator of Forests, Rourkela Circle, Rourkela for information and necessary action.

Encl: As above.


Divisional Forest Officer
Keonjhar Division

Memo No. 10272 dt. 10.12.2024

Copy along with its enclosure forwarded to all the Divisional Forest Officer for information and necessary action. They are requested to display the walk-in interview call notice on their Notice Board.


Encl: As above.


Divisional Forest Officer
Keonjhar Division

Memo No. 10273⁽⁴⁾ dt. 10.12.2024

Copy along with its enclosure forwarded to the All-Assistant Conservator of Forests, Keonjhar Forest Division for information and necessary action.

Encl: As above.


Divisional Forest Officer
Keonjhar Division

Memo No. 10274⁽⁷⁾ dt. 10.12.2024

Copy along with its enclosure forwarded to the All-Range Officer, Keonjhar Forest Division for information and necessary action. They are instructed to display the walk-in interview call notice on their Notice Board.

Encl: As above.


Divisional Forest Officer
Keonjhar Division



KEONJHAR FOREST DIVISION
FORESTS, ENVIRONMENT & CLIMATE CHANGE DEPARTMENT GOVT. OF ODISHA
ADVERTISEMENT FOR WALK IN INTERVIEW FOR GIS EXPERT

Divisional Forest Officer, Keonjhar Division, invites Applications from interested Candidates for engagement of 01(one) Data Operator cum GIS Expert in SSWLCP Cell at RCCF Office, Rourkela circle, Rourkela. The Walk-in-interview is scheduled to be held on 23.12.2024 (Monday) at 10:00 AM in the conference hall of Keonjhar Forest Division. The application form along with detailed role and responsibilities shall be available on the website www.keonjhar.nic.in/ www.odishaforest.in.

Candidates interested in contractual engagement in RCCF Office may avail the opportunity through walk-in interview to be conduct at Divisional Forest Office, Keonjhar Division. This post purely contractual and the engagement can be terminated at any time in case of unsatisfactory performance/non-availability of funds or any other reasons. The remuneration per month will be Rs.34,084/ and will be Paid from Site-Specific Wildlife Conservation Plan under CAMPA APO 2024-25

Objectives:

1. To prepare maps on Google Earth relating to different Site-Specific interventions like plantation, SMC works, water bodies, WHS etc.
2. To assess the success of plans implemented in field and can recommend any revisions or modifications that are required.
3. To Assist in Office ministerial work and provide administrative support in SSWLCP Cell.
4. To perform data entry, computer typing and document preparation.
5. To analyze and manage data related to forest resources, wildlife and allied matters.
6. To maintain all SSWLCP records and files in digital and physical formats.
7. To support other Office staff in day-to-day operations.

Roles and Responsibilities of Data Operator cum GIS Expert:

1. She/he shall prepare maps on Google Earth related to Site Specific interventions like plantation, SMC works, water bodies, WHS etc.
2. She/he shall assess the success of Site-Specific plans and recommend any revision or modifications that are required.
3. She/he shall monitor and evaluate the expenditure at both field and Office levels, and prepare reports and returns on behalf of Regional Conservator of Forests, Rourkela.
4. She/he shall assist in clerical duties such as data entry, record maintenance and file management.
5. She/he shall report, presentations and correspondence using MS Office or other software.
6. She/he shall handle photocopying, scanning and printing of documents.
7. She/he shall assist in creating and updating maps using Geographic Information System (GIS) tools.

8. She/he shall assist Forest Officers in conducting surveys, monitoring activities and patrolling forest areas, if required.
9. She/he shall facilitate communication and coordination between staff and assist in organizing meetings or events.
10. She/he shall support senior Officers and staff in miscellaneous departmental activities as needed.

Area of Operation:

Data Operator cum GIS Expert will be engaged in SSWLCP Cell of RCCF Office, Rourkela circle, Rourkela.

Operational Modalities:

1. GIS Expert work under the supervision of Regional Conservator of Forests, Rourkela.
2. Tasks are allocated on daily or project- specific basis.
3. She/he may require overtime or weekend availability based on seasonal or urgent forest department activities.
4. She/he must adhere to confidentiality and ethical guidelines while handling sensitive data.
5. She/he will follow departmental policies related to forest resource management, wildlife protection and conservation.
6. She/he will show continuous skill development to adapt to new technologies or conservation methodologies.

JOB Description and Details: -

The essential educational qualification, remuneration and no. of post is specified below.

1. It is a resident post. The selected candidate has to stay at Rourkela.
2. The candidate has to take care of assignments by RCCF, Rourkela circle, Rourkela and as per the exigencies under Rourkela circle.
3. The candidate has ability to read, write and communicate in the local language of the region.
4. **Educational qualification;**
 - (I) A bachelor's degree in Geography, Geo informatics, GIS, Remote sensing, Civil Engineering or related field.
 - (ii) Master degree in Geoinformatics, GIS & Remote Sensing or related disciplines shall be preferred.
 - (iii) Proficiency in GIS software (e.g. ArcGIS, QGIS, Auto CAD Map is required.
5. **Age Limit:**

Upper age limit is 38 years as on 02.12.2024, including age relaxation 5 years in case of SC/ST candidates.

Sl No	Name and number of posts	Educational Qualification	Consolidated Monthly Remuneration	Remarks
1	Data Operator cum GIS Expert - 01 (one)	1-Graduation degree in Geography/Geo informatics/GIS/Remote sensing/Civil engineering or related field. 2- Master degree in Geoinformatics/GIS & Remote sensing or related field shall be preferred. 3-Proficiency in computer typing and good knowledge in MS office. 4- Familiarity with GIS and related tools.	Rs- 34,084, /- per month	Prior experience in data entry cum GIS field may be preferred.

***Candidates having Master degree and work experience in data entry operation shall be given preference.**

Eligible Candidates are requested to send their resume and certified copies of the educational qualification, Experience certificate, Email ID, Mobile No. and Expression of Interest (EOI) to work at RCCF Office, Rourkela Circle as per the exigencies to the Email ID of the DFO, Keonjhar.

Selection will be based on the academic qualifications with preference to experience and performance in the interview. The Divisional Forest Officer, Keonjhar Forest Division has the right to select or reject candidature including cancellation of the advertisement without assigning any reason thereof.

The candidates need to send all these documents to the Office of the undersigned by e-mail ID on or before 18.12.2024. Tentative Date of interview is 23.12.2024.

E-mail-id: dfo.keonjhar@odisha.gov.in


 Divisional Forest Officer
 Keonjhar Division



OFFICE OF THE DIVISIONAL FOREST OFFICER: KEONJHAR DIVISION.
Ph. 06766-254315, E-mail- dfo.keonjhar@odisha.gov.in
APPLICATION FORM FOR ENGAGEMENT OF DATA OPERATOR CUM GIS EXPERT ON
CONTRACTUAL BASIS

1. Name of the Applicant:
2. Father's /Husband's Name:
3. Date of Birth:
(Documentary evidence to be furnished)
4. Age as on 01.12.2024:
5. Educational Qualification
6. Additional Qualification (If any):
7. Present Address:
8. Permanent Address:
9. Whether physically fit (Medical Fitness certificate to be enclosed)
10. Work Experience: (Documentary evidence to be furnished)
11. Contact details
 - i) Mobile No.:
 - ii) E-mail id:

Affix a
passport size
recent
Photograph

Date:

Place:

Signature of the Applicant