



ବନଖଣ୍ଡ ଅଧିକାରୀ ଓ ବନ୍ୟପ୍ରାଣୀ ଡଭ୍‌ବ୍ୟାରିକଙ୍କ କାର୍ଯ୍ୟାଳୟ, କଟକ ବନଖଣ୍ଡ, କଟକ

OFFICE OF THE DIVISIONAL FOREST OFFICER, CUTTACK FOREST DIVISION  
NUAPADA, GHATAKULA, CUTTACK-753010.

Telephone No. **06712957611** Control Room-**06712340343** Toll Free No-**18003457473**

E-mail [dfo.cuttack@odisha.gov.in](mailto:dfo.cuttack@odisha.gov.in)

NOTICE No. **4** of 2024, Date: **02.02.2024**

WALK IN INTERVIEW on 13.02.2024

Cuttack Forest Division requires qualified candidates with Graduation in any subject, preferably in GIS/Remote Sensing/Programming from a recognized university with additional desirable qualification such as GIS certification, Experience with GIS Software, Technical Skills such as use of Python and R language in GIS software or temporal data visualization and data analytics related to natural resources, soft skills like job-specific problem solving ability for temporary engagement as **one GIS Expert**. The **Walk-in interview** is scheduled on 13.02.2024, 10:00 AM at Conference Hall of Cuttack Forest Division. The application form along with detail terms and conditions shall be available on the website [www.cuttack.nic.in](http://www.cuttack.nic.in) from 05.02.2024.

  
Divisional Forest Officer  
Cuttack Forest Division

Memo No. 814 dt. 02.02.2024

Copy along with its enclosure submitted to the Principal Chief Conservator of Forests, (IT&GIS), Office of the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for information and necessary action. He is requested to upload the Tender Notice in the Website of PCCF, Odisha at an early date.

Encl: As above.

  
Divisional Forest Officer  
Cuttack Forest Division

Memo No. 815

dt. 02.02.2024

Copy along with its enclosure forwarded to the District Information Officer Nic Collectorate, Cuttack. He is requested to upload the Notice in the District web site as early as possible.

Encl: As above.

  
**Divisional Forest Officer  
Cuttack Forest Division**

Memo No. 816

dt. 02.02.2024

Copy along with its enclosure submitted to the Additional Principal Chief Conservator of Forests, (Affn), Office of the Principal Chief Conservator of Forests, Odisha, Bhubaneswar for information and necessary action.

Encl: As above.

  
**Divisional Forest Officer  
Cuttack Forest Division**

Memo No. 817

dt. 02.02.2024

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

Encl: As above.

  
**Divisional Forest Officer  
Cuttack Forest Division**

Memo No. 818

dt. 02.02.2024

Copy along with its enclosure forwarded to all the Divisional Forest Officer for information and necessary action. They are requested to display the Tender Notice on Notice Board.

Encl: As above.

  
**Divisional Forest Officer  
Cuttack Forest Division**

Memo No. 819

dt. 02.02.2024

Copy along with its enclosure forwarded to the All Range Officer, Cuttack Forest Division for information and necessary action. They are instructed to display the Tender on Notice Boards.

Encl: As above.

  
**Divisional Forest Officer  
Cuttack Forest Division**





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FORESTS, ENVIRONMENT &  
CLIMATE CHANGE DEPARTMENT

GOVT. OF ODISHA

**NOTICE INVITING APPLICATION FOR GIS EXPERT**

Applications are invited for engagement of **one GIS Expert** with a monthly fixed remuneration of Rs 35,000/-at Cuttack Forest Division, Cuttack, Odisha. 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.

**Desirable Experience:** Graduation preferably in GIS/ Remote Sensing/Programming from a recognized university.

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.

**Age Limit:** Upper age limit is 40 years as on 01.02.2024, including age relaxable up to 5 years in case of SC/ST/SEBC candidates.

**Duties of GIS Expert:**

- GIS Expert will responsible for collection, maintaining and analyzing 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 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 on the basis of performance as decided by Divisional Forest Officer, Cuttack.
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, Cuttack Forest Division with mutual agreement.
3. **Leave:** The candidate is allowed for 15days casual leave per year with prior permission of Divisional Forest Officer, Cuttack Forest Division.
4. **Remuneration:** Total remuneration per month will be Rs.35,000/- 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, without assigning any reason thereof.
6. The GIS Expert will not use or share any data related to Cuttack Forest Division to outside the organization without prior permission from the authority. All documents, reports and scientific papers will be owned by Cuttack 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 Cuttack Forest Division and no data related to the Division and the Project should be kept in personal mobile phones and cameras.

**Selection procedure:** Selection will be based on the academic qualifications with preference to experience and performance in the interview. Candidate having similar work experience/ knowledge of working in Forest Department will be given preference. 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, category etc., along with copies of mark sheets of all examinations and 'No Objection Certificate' from present employer (if employed) to Divisional Forest Officer, Cuttack Forest Division At- Ghatakula, Nuapada P.O.- Madhupatna, Dist: Cuttack on the date of interview.

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. A brief write upon previous experience should also be submitted along with the application. After registration and scrutiny of the application, the candidates will be interviewed for selection on the scheduled date i.e., on -----.

SN	Qualification and Evaluation Criteria
1	Graduation in GIS/Remote Sensing. Programming – <b>5 marks</b> Graduation in any other subject – 3 marks
2	GIS certification – <b>5 Marks</b>
3	<b>3.1</b> Experience on GIS Software – <b>5 marks</b> for more than 5 years, 3 Marks for 3-5 years, 2 marks for 2-3 Years, No marks for less than 2 years

	<b>3.2</b> Experience on Drone Image Processing software (minimum one software) – <b>5 Marks</b>
4	Use of Python or R or both language in GIS software for Data processing (minimum one programming language) – <b>5 Marks</b>
5	Job specific problem-solving skills – <b>5.1</b> Temporal analysis of elephant herd movement over a period of 6 months from provided data – <b>5 Marks</b> <b>5.2</b> Calculation of catchment area at a specific GPS location from provided DEM – <b>5 marks</b>
6	Experience in data collection using drone or alternatively, using field surveys (tapes and compasses etc.) – <b>5 marks</b>
Max marks	<b>40</b>

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

*[Signature]*  
02/2/24  
**Divisional Forest Officer**  
**Cuttack Forest Division**



## Application Form for the post of GIS Expert

Name (INCAPITAL) :

Father's name:

Date of Birth Sex:

Marital Status:

Category (SC/ST/SEBC/GEN):

Permanent Address:

Recent colored  
Passport size  
photograph

Present Address :  
(Address for communication  
If other than the permanent address)

Contact No.:

E-mail ID:

Educational Qualification:

<u>Examination</u>	<u>Board</u> <u>/University</u>	<u>Year</u> <u>of passing</u>	<u>Division</u>	<u>% of Mark</u>
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H.S.C./Equivalent:

+2 Sc.:

+3 Graduation:

Other:

Extra-Curricular activities:

Work Experience if any:

Conference/workshop attended:

Publications if any:

Work experience if any:

Current work:

Knowledge in Computer:

Full Signature of the candidate

**Declaration**

I declare here with that the particulars furnished above are true to the best of my knowledge.

Place:

Full Signature of the candidate

**Declaration**

I declare here 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.

Place:

Full Signature of the candidate