



STATE MEDICINAL PLANTS BOARD, ODISHA
(Forest, Environment & Climate Change. Deptt. Govt. of Odisha)
Aranya Bhawan, Chandrasekharpur, Bhubaneswar-7510023
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Tel: +91674-2954911

Advertisement for engagement of Consultant (Contractual)

SMPB, Odisha invites application from the eligible candidates for engagement of Consultant in SMPB on contractual basis.

The details will be available from SMPB Office, Aranya Bhawan, Chandrasekharpur, Bhubaneswar from 10.30 AM to 5.00 PM on all working days and also from the official website: odishaforest.in .


CHIEF EXECUTIVE, SMPB Odisha



STATE MEDICINAL PLANTS BOARD, ODISHA

(Forest, Environment & Climate Change Department, Govt. of Odisha)

Aranya Bhawan, Chandrasekharpur, Bhubaneswar, Pin-751023

Tel - 0674-2954911, E-mail: smpborissa@gmail.com

Letter No. 647/2022/SMPB_(08/2021)

Dtd. 13-09-2022

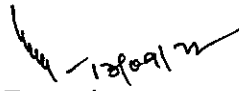
To

Deputy Conservator of Forests (GIS)
O/o. the PCCF, Odisha
Aranya Bhawan, Chandrasekharpur,
Bhubaneswar

Sub: - Publishing of advertisement for selection of candidates for the post of Consultant.

In this financial year 2022-23, State Medicinal plants Board, Odisha, under Forest, Environment & Climate Change Dept, Govt.of Odisha is going to hire candidate for the post of Consultant on contractual basis under Nucleus Centre Grant. You are requested to plug in the Advertisement Notice with its Application Form and details Format in Official Website of PCCF, Odisha (odishaforest.in)

The copy of Notice in PDF and the Application Form is enclosed in Soft and hard copies.


Chief Executive
State Medicinal Plants Board, Odisha

**OFFICE OF THE CHIEF EXECUTIVE OF STATE MEDICINAL PLANTS BOARD,
ODISHA.**

Regd. Office: Aranya Bhawan, Chandrasekharpur, Bhubaneswar, Odisha-751023

Notice No 02 Dated. 13-09-2022

Sub: Application from individual / consultants for Hiring of Manpower for deployment in State Medicinal Plants Board, Odisha.

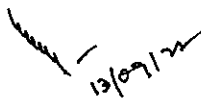
The Chief Executive, SMPB, Odisha , Department of Forest, Environment & Climate Change , Govt. of Odisha invites application from eligible professionals for engagement of Consultant in SMPB, Aranya Bhawan, Chandrasekharpur, Bhubaneswar under the funds received from Nucleus Centre Grant- in- Aid by National Medicinal Plants Board, New Delhi. It may be noted that these position will remain only till the Grant is received from NMPB. No claim, whatsoever any, will be entertained for any continuance of this position for any period. The details will be available from SMPB office, Aranya Bhawan, Chandrasekharpur, Bhubaneswar from 10.30 AM to 5.00 PM on all working days and also from the website **odishaforest.in**.

Interested persons are requested to submit the details to the undersigned indicated in the fact sheet, TOR, CV in the address of State Medicinal Plant Board at Aranya Bhawan, Po-Chandrasekharpur, Bhubaneswar, Khurda, Pin-751023 in sealed envelope to be sent by Speed Post/ Regd. Post so as to reach on or before 30-09-2022. .

Based on the eligibility criteria as mentioned in this document, the applicant will be selected. SMPB reserves its right to cancel/ modify this process at any stage without assigning any reason.

For any clarification, please write to the Chief Executive, State Medicinal Plants Board, Odisha, Bhubaneswar on Email at smpborissa@gmail.com.

Sd/-
State Medicinal Plants Board, Odisha
Bhubaneswar


13/09/22

Fact Sheet

| Sl.No | Particular | Details |
|-------|------------------------------|---|
| 1 | Name of the client | CE, State Medicinal Plants Board, Odisha, Bhubaneswar |
| 2 | Method of selection | Interview |
| 3 | Application publication date | 14-09-2022 |
| 4 | Last date of CV submission | 30-09-2022 by 5 PM |
| 5 | Date of interview | Will be intimated over phone or email |

Note:

1. Chief Executive, State Medicinal Plants Board, Odisha reserves the right to cancel or amend the tender/scope & other terms and condition of this tender document. Please visit the Website mentioned in the tender documents regularly for the same.
2. Resumes must be submitted before the date, time and venue mentioned in the Fact sheet. Resumes that are received after the deadline will not be considered.
3. Date for interview or small written test if required will be intimated.

Documents to be submitted along with the RESUME:

The interested applicant shall furnish the following documents duly signed in along with Resume:

- Covering letter requesting to participate in selection process.
- Copy of Experience certificates
- Copy of PAN/ ADHAR Card

Format for Curriculum Vitae is placed at Annexure-I

NB:

Applicant should submit the required supporting documents as mentioned above. Applications not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the application. Submission of forged documents will also result in rejection of the applications. Applicants are advised to study all instructions, forms & conditions and other information as mentioned in the tender document. Failure to comply with the tender requirements will result in outright rejection of the proposal.

1. Evaluation of Resume:

An Evaluation committee will evaluate all the applications submitted on time.

Preliminary Evaluation: Preliminary evaluation of the resumes will be done to determine whether the resume are in order & complete and the requisite documents have been properly furnished by the application or not. Submission of required documents / information will be verified.

2. Evaluation Process

All the eligible candidates will be evaluated through the documents submitted and a personal interview.

3. Award of contract:

Successful applicant will be issued an offer letter for placement on contractual basis. The successful applicant will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no verification or modification of the terms of the contract shall be made except by written amendment signed by both the parties, the contract would be valid for 1 financial year from the date of effectiveness of the contract provided that Nucleus Centre Grant-in-Aid is received for these positions from NMPB and may be renewed for a further period based on performance.

4. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

5. Right to accept any application and to reject any or all applications

CE, SMPB, Odisha reserves the right to accept or reject any application, and to annul or amend the selection / evaluation process and reject all applications at any time prior to award of contract, without assigning any reason there of and thereby incurring any liability to the applicants. Misrepresentation / improper response by the applicant may lead to disqualification of the application. If such disqualification / rejection occurs after the applications have been opened and the highest ranking applications gets disqualified/ rejected, then the client reserves the right to consider the next best applicant or take any other measure as may deemed fit is the sole discretion of the Client, including annulment of the selection process..

TERMS OF REFERENCE (TOR)

The National Medicinal Plants Board (NMPB) has been providing Grant-in-Aid to SMPBs in various States for strengthening SMPB.

The SMPBs in addition to act as coordinating as well as Implementing Agency for various activities supported under NMPB, Ministry of AYUSH's Schemes, are also expected to synergies various interventions by other State agencies related to medicinal plants and in order to encourage the States to have an separate office set up of SMPB, a provision had been made in year 2015 under " Central Sector Scheme of Conservation, Development and Sustainable Management of Medicinal Plants" of NMPB to provide annual recurring grant. As per Scheme guidelines, this Nucleus Centre Grant-in-Aid is provided on annual basis to SMPBs towards meeting expenditure in respect of remuneration of contractual staff and other office expenses viz. purchase of equipment, office maintenance mobility support and miscellaneous expenditure including TA/POL, printing / publicity, meeting/ conference etc.

The Nucleus Centre will act as a Resource and functional hub, will be responsible for the following but not limited to the following activities.

The Nucleus Centre will act as a Resource and functional hub, which will be responsible for the following but not exclusive

1. Provide technical and management support in implementing the NMPB and State funded projects.
2. Designing various tools and formats for monitoring the various project activities
3. Drafting of reports, presentations and various forms of data for onward submission to the funding agency, Government and other places.
4. Undertake various capacity building activities for the beneficiaries to ensure project sustainability in the long run.
5. Documentation of lessons learnt, best practices and impact assessment of projects.
6. Seek synergies and convergence with various line departments to avoid duplication at the field level.
7. Undertake the tours within Odisha as & when required for implementation of various projects
8. Organization of farmers cluster/ SHGs / Herbal Fairs etc for activities related to medicinal plants sector
9. Ensure cultivation of medicinal plants as per the target given to them by CE , SMPB
10. Ensure trading and Market linkage of medicinal products produced by Farmers.

Term composition

| Position | No. of Post |
|-----------------------|-------------|
| Consultant (Forestry) | 1 |

NB:

- Indicative job description of proposed Resources is placed at Annexure II.

Duration of the Contract

Initially, the contract will be a period of six months. Based on requirement of the SMPB, this may be extended for further subject to performance and achievement and continuance of Nucleus Centre Grant-in-Aid from NMPB.

Format of Curriculum Vites (CV) Key Professional

Proposed Position:

Name of the Applicant:

Date of Birth

Email id (**Applicants will be contacted on the mail id given here.**)

Mobile No.

Education

(Indicate college/ university and other specialized education, giving names of institutions, degrees obtained and dates of obtainment)

Other

Trainings

Languages:

(For each language indicate: excellent, good, fair or poor in speaking, reading and writing)

Employment Record:

(Starting with present position, list in reverse order every employment held by applicant since graduation, giving for each employment (see format here below): date of employment, name of the employing organization, positions held. For experience also give types of activities performed and Client references, where appropriate as per the prescribed format given below)

| From (Year) | To (Year) |
|--|-----------|
| Employers Name: | |
| Position Held: | |
| Details of the Assigned (List all tasks to be performed under this Assignment/ job) and Achievement. | |

Work Undertaken the Best Illustrates Capacity to Handle the Specific Tasks Assigned

(Among the Assignment / jobs in which the candidates has been involved, indicate the following information for those Assignment/ jobs that best illustrate the capability to handle the tasks listed.)

| | |
|----------------------|--|
| Name of the project | |
| Year | |
| Name of the Client | |
| Project Feature | |
| Position Held | |
| Activities performed | |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Signature of key professional with Date.....

Annexure II

Proposed Human Resource plan for SMPB with Key responsibilities and monthly remuneration:

| Sl.no | Position of the Resource with qualification and experience | Monthly remuneration (in INR) |
|-------|--|-------------------------------|
| 1 | <p>Consultant (Forestry) One</p> <p>numberSpecific Tasks:</p> <ul style="list-style-type: none">• Responsible for overall functioning of the Nucleus Centre Grant• Provide effective programme management, manage human and financial resources to effectively achieve the objectives of the Nucleus Centre Grant• Ensure that the deliverables are satisfied in a timely manner• Associate himself in planning, processing and monitoring all the activities taken up by the SMPB• Address all issues of Medicinal Plants sector• Provide training to field level functionaries, Villagers, SHGs on implementation of projects and provide guidance to them• Must be able to motivate farmers and achieve 200 ha of medicinal plant cultivation.• Must be able to travel extensively in the rural area of the State for arranging training and awareness camp, cultivation of Medicinal plants <p>Qualification and Experience:</p> <ul style="list-style-type: none">• Maximum age permissible shall be 45 years• Must have B Sc Forestry or Diploma in Forestry• Should have played a significant role in conservation of bio diversity / Medicinal plants• Must have the experience of working with NGO sector involved in Forestry, Biodiversity, other activities with community involvement• Must have the ability to talk in Odiya and local language. | Rs.35,000 |