

NETA SECURITY SERVICES PVT.LTD

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ENGAGEMENT OF MANPOWER FOR “MO JUNGLE JAMI YOJANA” UNER D.W.O, ANGUL THROUGH OUTSOURCING

NO. 344/NSSPL/2023

Date:-01.11.2023

Application are invited with complete Bio-data in the relevant field from intending eligible persons for engagement of Coordinator and MIS Assistant “Mo Jungle Yojana” under D.W.O ,Angul on “Outsourcing” basis in the Eight Tahasil of Angul District and ITDA Office by 07.11.2023 Application can log on www.angul.nic.in in for details of vacancy, eligibility criteria ,age, remuneration, application forms other terms and condition. The application will be received through speed post or courier in the above address the engagement in co- terminus with the scheme.

Sl.No	Position	Remuneration	No. Of Vacancy	Educational Qualification	Experience
1	Coordinator (All Tahasil in Angul District)	Rs. 25,000/- per month (Inclusive of EPF ,ESI,Other charge etc	08 Nos.	Graduation with Master degree will be preferred	Minimum 2-3 years of experience in NGO/Social project with Govt. Project should be preferred for all positions under the scheme.
2	MIS Assistant (All Tahasil in Angul District)	Rs. 15,000/- per month (Inclusive of EPF ,ESI,Other charge etc	08 Nos.	Graduation and PGDCA with Master Degree will be preferred	2 years of experience in data entry and large scale database management in any reputed Govt./Private agency and MS Office, Internert

N.b: Language and competency

- Fluency in oral and written communication in Odia and English is a mandatory requirement.

Nature of Engagement:

- Mode of engagement will be completely contractual and temporary basic. The contract can be terminated by either of the party with one-month prior notice or remuneration in licu. Initial agreement will be for 06 months. On satisfactory performance for a total period of two years.

Selection will be made on merit basis & Computer test.

For details contact Mobile.No. 9438256209,9439377544

**SD/-Director,
Neta Security Service Pvt.Ltd**

APPLICATION FORM

Post Applied for			Colour Photograph			
1.First Name		Middle Name		Last name		
2. Date of Birth		3.Sex		4.District of Domicile		
5.Please mention if SC/ST/SEBC/GEN						
6.Present Contact Address with Telephone No.			7. Permanent Address			
8. Email Address		Mobile.No				
10. Language (Spoken/Written):		A. B. C.				
11.Age as on 01.11.2023						
12.Education: High school onwards, please list all your qualification						
Degree(Starting from 10th onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time /Distance Learning
			Full Mark	Marks secured	%	

13. Experience Details:				
Sl.No	Name of the Organisation	from	To	Year

Declaration:

I do hereby declare that . the information furnished above are true to the best of my knowledge and belief and that at any stage it is found that any of the above information is

false/incorrect or suppressed by me ,my candidature/engagement under office of the District Welfare Officer, Angul shall be terminated.

Date:

Place:

Full Signature of the Applicant

Section - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FORBIDDERS

1. The District Welfare Officer, Angul on behalf of Collector & District Magistrate, Angul requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Cell Coordinator and MIS Assistant on contract basis to manage the day-to-day office works of Forest Right Cells functioning in various places of Angul district.
2. The contract for providing the aforesaid manpower will be for a period of six months only from the date of effectiveness of contract. On satisfactory performance, the selected candidates will have the opportunity to get associated with the scheme for total period of two years. The contract may be terminated owing to deficiency in service or because of change in the Department's requirements. Dist. Welfare Officer, however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.
3. DWO, Angul has the requirements of the manpower for the Forest Right Cells located at following places in Angul District as specified hereunder:
 1. District Welfare Office, Angul
 2. Tahasil Office, Angul
 3. Tahasil Office, Athamallik
 4. Tahasil Office, Kaniha
 5. Tahasil Office, Chhendipada
 6. Tahasil Office, Kishorenagar
 7. Tahasil Office, Talcher
 8. Tahasil Office, Pallahara
 - (i) **Cell Coordinator: 08 Nos.** (One each for 08 (eight) nos. of Forest Right Cell.
 - (ii) **MIS Assistant: 08 Nos.** (One each for 08 (eight) nos. of Forest Right Cell.

The eligible bidders, those have the capability of providing above types of manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

6.4 TERM OF THE AWARD

The period of contract shall be for a period of six months initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for two year only.

Section-VII **PAYMENT TERMS & CONDITION**

The Service Provider will claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Angul from due engagement of Manpower at the respective level.

ANNEXURE A

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN FOREST RIGHT CELLS OF ANGUL DISTRICT

A- Qualification and Experience of personnel to be engaged in the FR Cells:

1. Co-ordinator

Education Candidate should have completed graduation. Individuals with Master's degree will be preferred.

Work Experience

- Minimum 2-3 years of experience in NGO/social sector projects.
- Candidate from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with Govt. projects will be an added advantage.
- Fair understanding of Central / State Govt. Schemes & community Mobilization skills
- Experience in delivery of training & capacity building programmes/ initiatives.
- Experience of networking with line departments of Govt.

Language and competency;

Fluency in oral and written communication in English & Odia.

Computer Skills;

- Proficiency in computer skills like the use of MS Office and conversant with internet/emails.

Remuneration;

- Consolidated remuneration of Rs.25,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05th of each succeeding month.

2—MIS Assistant

Education Candidate should have completed graduation & PGDCA course. Individuals with Master's degree will be preferred.

Work Experience

- 02 years of experience in data entry and large scale database management in any reputed govt. / private agency.
- Proficiency in computer skills like the use of MS Office specially MS Office, MS Excel and conversant with internet/use of online platforms is a mandatory requirement.

Language and competency;

Fluency in oral and written communication in Odia & English is a mandatory requirement.

Remuneration;

- Consolidated remuneration of Rs.15,000/- per month subject to submission of signed absentee statement and performance report by the concerned Nodal Officer/ Tahasildar by 05th of each succeeding month.

Section-VIII**Nature of Engagement;**

Mode of engagement will be completely contractual and on temporary basis. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu. Initial agreement will be for 06 months. On satisfactory performance, the selected candidate will have the opportunity to get associated with the scheme for a total period of two years.

Selection Procedure;

All the hiring will be done through the third party at the district level. The selection of candidates should be done through open advertisement and interview process. The interview panel constituted by each district may consist of following members;

1. ADM(Revenue)
2. PA,ITDA/DWO (Nodal Officer on FRA)
3. Representative of facilitating NGOs for the district

Concerned agency will share the resumes of interested candidates with the selection panel at least 03 days prior to the date of interview and candidates will be selected on basis of the recommendation of the selection panels. District Nodal Officer will make necessary arrangement for computer(desktop/laptop) for written test if required for the interview.