



INSTITUTE ON MANAGEMENT OF AGRICULTURAL EXTENSION (IMAGE)

(AN AUTONOMOUS INSTITUTE OF GOVERNMENT OF ODISHA)

Siripur, BHUBANESWAR-751003, Odisha

Ph. - (0674) 2562151, Fax - 2561879, E-mail : imagebbsr@rediffmail.com

Letter No. 939.....dt. 23.2.24.....

From

Sri Pramil Kumar Swain
Director, IMAGE

To

The Additional Secretary to Govt., IMU
Department of Agriculture & Farmers' Empowerment,
Odisha, Bhubaneswar

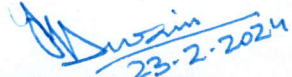
Sub: **Hosting of advertisement for Walk-in-Interview for recruitment of two positions at SPMU level under FAO-GEF assisted Green-Ag Project in Odisha in the Departmental Website.**

Sir,

In inviting a kind reference to the above subject matter, I am enclosing herewith the advertisement for walk-in-interview for the position of SPMU under FAO-GEF assisted Green-Ag Project in Odisha for uploading in the departmental website i.e. www.agri.odisha.gov.in on 23.02.2024. The hard copy along with soft copy is enclosed herewith.

Yours faithfully,

Encl: Advertisement & Documents
of Contract recruitment of SPMU
Positions for walk-in-interview


23-2-2024
Director, IMAGE

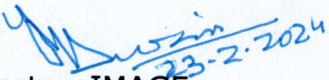
Memo No. 940 Date. 23.2.24

Copy along with enclosure submitted to the Director, Soil Conservation & Watershed Development-cum-State Nodal Officer, Green-Ag Project, Odisha for kind information.


23-2-2024
Director, IMAGE

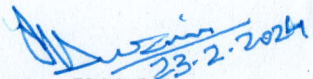
Memo No. 941 Date. 23.2.24

Copy submitted to National Project Director, NPMU, Green-Ag Project, New Delhi for kind information.


23-2-2024
Director, IMAGE

Memo No. 942 Date. 23.2.24

Copy forwarded to OSD to the Principal Secretary to Govt., DA&FE for kind information of the Principal Secretary to Govt., DA&FE, Odisha.


23-2-2024
Director, IMAGE

CONTRACT RECRUITMENT

**WALK-IN-INTERVIEW FOR POSITIONS OF STATE
PROJECT MANAGEMENT UNIT (SPMU) UNDER
FAO-GEF ASSISTED GREEN-AG PROJECT, ODISHA**



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WALK-IN-INTERVIEW

Walk-in-Interview will be conducted for two positions of Green-Ag Project, Odisha i.e. Budget & Finance Officer and Office Attendant at **IMAGE, Bhubaneswar** on **07.03.2024** as per the schedule. For details of advertisement, the departmental website: **www.agri.odisha.gov.in** may be referred for eligibility, remuneration, place of posting etc. No TA / DA are admissible for attending the Interview. It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.

Susain
23.2.2024

Director, IMAGE

Walk-in-interview for engagement of the following manpower on contractual basis under FAO-GEF assisted Green-Ag Project to be posted at SPMU, Bhubaneswar will be held at **IMAGE, Siripur, Bhubaneswar** as per the date and time mentioned below. The positions are purely contractual & coterminous with the project. Details of the positions, viz. designation, number(s) of positions, duty station and monthly remuneration are enumerated in the table below;

Sl. No	Name of the Position (Designation)	Date & Time of Interview	Reporting Time of Candidates
1	SPMU-Budget & Finance Officer	07.03.2024 11.00 AM	10.00 AM to 11.00 AM
2	SPMU – Office Attendant	07.03.2024 3.00 PM	2.00 PM to 3.00 PM

No candidate will be entertained after the reporting time. In case there is a need to change the above schedule under some exigencies, it will be notified in the departmental website. The interested candidates are advised to please check the departmental website (www.agri.odisha.gov.in) for any last minute changes/ amendments.

Details of the positions

Sl. No.	Job title/ Position	Nos. of Position	Duty Station	Monthly Remuneration
1	SPMU-Budget & Finance Officer	1	SPMU Office, Bhubaneswar	40,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator
2	SPMU – Office Attendant	1	SPMU Office, Bhubaneswar	10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicator

Recruitment Procedure

A. Selection process

The selection process will be through Personnel interview

B. Criteria for CV screening

CV screening will be based on Minimum Eligibility Criteria (MEC) as specified for each position.

No	Minimum Eligible Criteria (MEC)	Reference
1	Educational qualification	As per ToR
2	Years of relevant experience	As per ToR
3	Language required	As per ToR

C. Eligibility to appear before the interview panel

A preliminary screening will be done at the time of Walk in Interview by assessing the resume and certificates produced at that time against minimum eligibility criteria outlined in ToRs of respective positions. If the candidate qualifies the MEC then only he/she will be allowed to appear the personal interview. Further the interview process may be extended to next day if candidates are large in numbers eligible for appearing interviews.

D. Documents to be produced by candidates during the Walk in Interview

The applicants will be required to produce the information in the prescribed application form highlighting the academic qualifications and experience required for the position along with self attested photocopies of experience and academic

certificates. The candidate additionally required to produce proof of identity at the time of Walk in Interview by producing authentic identity proof like Aadhaar Card, Voter ID etc.

E. Final Selection procedures:

The final selection will be on the basis of the mark awarded in the personal interview out of 100 marks.

- Based on the aggregate marks arrived, the candidate with the highest score will be selected.
- A rank list of top 5 candidates based on the score will be prepared which will remain valid for one year and to be used in case of non-availability of the top scorer candidate or in case position falls vacant within the year of validity.
- The original documents of only selected candidate will be verified at the time of joining. Any lapses found during verification of original documents, the candidature will be summerarily be rejected and the next ranked in the merit list will be considered for the position.

F. It is the complete discretion of the authority to cancel / reject / modify the selection process at any point of time without assigning any reason thereof.

General Instruction to Candidates:

FAO is a partner agency of the Global Environment Facility (GEF), to address the world's most challenging environmental issues related to biodiversity, climate change, land degradation, chemicals, and international waters. GEF provides grants to countries to meet these challenges whilst contributing to key development goals, such as food security.

In this context, FAO India is currently initiating the implementation of the "Green-Ag: Transforming Indian agriculture for global environmental benefits and the conservation of critical biodiversity and forest landscapes" Project under the GEF -6 cycle. This project will focus on five states (Rajasthan, Madhya Pradesh, Mizoram, Odisha, and Uttarakhand). It seeks to harmonize priorities and investments between India's agricultural and environmental sectors so that national and global environmental benefits can be fully realized without compromising India's ability to provide and develop rural livelihoods and meet its food and nutrition security and social (particularly gender) goals.

The project is implemented through two components. The first component will strengthen the enabling framework and institutional structures to mainstream biodiversity (BD), sustainable land management (SLM), climate change mitigation (CCM) and sustainable forest management (SFM) policies, priorities and practices into India's agricultural sector, while the second component will demonstrate replicable "Improved agricultural and conservation practices".

The project will provide an evidential basis for transformational policy change across India's agricultural landscape and global conservation objectives are envisaged to be fully mainstreamed within the production landscape of the project sites in policy and practice. Partnerships between agencies at both the national and state level responsible for agricultural production and conservation will be much better coordinated to identify, engage, and monitor cooperative conservation practices effectively. Further, decision-makers will have the tools required to generate agricultural policies that more fully reflect environmental concerns and innovative practices, and priority conservation landscapes across India will benefit from heightened levels of response, intervention, and innovative policy support.

The project works at national, state and landscape levels. In Odisha it is implemented in Similipal Biosphere of Mayurbhanj District. The Project duration is 6 years. For operationalisation Director, Soil Conservation and Watershed Development has been notified as Nodal Officer for the project in Odisha. Two entities namely State Project Management Unit at Bhubaneswar and Green Landscape Implementation Unit at Baripada are established for implementation for

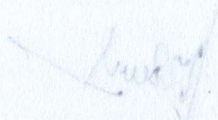
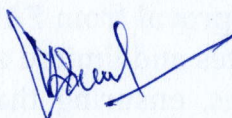
project activities. Institute on Management of Agricultural Extension (IMAGE), Siripur, Bhubaneswar being identified as Operational Partner (OP) of FAO for project implementation. OP i.e., IMAGE as Operational partner executes recruitment of various positions under SPMU & GLIU depending on the human resources requirement for the project.

The positions are purely contractual and with a consolidated monthly remuneration fixed for various positions. The engagements will be for one year or closure of the project whichever is earlier from the date of joining, which may be extended on a yearly basis subjected to project continuance and satisfactory performance of the candidate. The engaged persons will be subjected to and will abide by the Conduct Rules applicable to the Government Servants of Odisha. Other allowances such as Dearness Allowance, House Rent Allowance and Medical Allowances etc. will not be applicable for these positions. Travelling Allowance/ Daily Allowance as per approved project norms will be applicable and for this purpose the consolidated remuneration shall be reckoned as the basic pay to determine the admissibility and transport for their tours. For outside tours, the approval of the Nodal Officer shall be obtained. These positions will be entitled to only Casual leave as applicable to State Government Servant and not for any other kind of leave. The engaged personnel if desires to resign from the assignment, she/he has to give 1 (One) months' notice to Director, IMAGE. The engagement can, however, be terminated at any time without assigning any reason whatsoever. Neither the Government of India nor Government of Odisha nor IMAGE nor FAO will be responsible for such disengagement.

The age limit of the applicants for different positions under this project is maximum 64 years as on date of publication of advertisement. Interested candidates may appear the walk in interview with complete CV in prescribed format, self-attested photocopies of documents towards proof of identity, residence, educational qualification, experience & other achievements along with a passport size photograph. The general instructions to candidates, details of nos. of positions, duty station, remuneration, qualification, experience, deliverables, performance indicators, selection process etc. are available in departmental website i.e. www.agri.odisha.gov.in. Women candidates are encouraged to apply.

NOTES FOR CANDIDATES:

- Candidates' identity will be verified using a Government issued ID card (Aadhaar Card/ Electro Photo Identity Card/ PAN Card/ Driving License/ Passport) during interview.
- Candidates will report at Interview Centre as per the schedule. **Candidate reporting after schedule reporting time as per advertisement, will not be entertained to appear the Interview.**
- Candidates finally selected will be contacted through email. No queries through e-mail/ phone from unselected candidates will be entertained.
- Candidates finally selected will submit character certificate, medical certificate and No objection certificate from the employer if employed before finalizing contract.
- The candidates will be required to produce original documents at the time of joining if selected. If any discrepancies or lapses found at the time of verification the candidature will summerarily be rejected.



**TOR for engagement of Budget and Finance Officer in State Project
Management Unit of FAO-GEF assisted Green-Ag Project in Odisha**

SPMU- Budget and Finance Officer

1. Number of position : 1 (One)
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration : 40,000 INR per month (consolidated) with annual performance incentives @5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification

5.1 Educational:

- 5.1.1 Bachelor's/ Master's degree in Finance & Accounting / Business Administration.

5.2 Experience

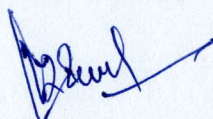
5.2.1 Essential:

- Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in an accounting position,
- Good financial planning, budgeting & control capacities of complex field programmes
- Experience in documentation and presentation using MS Office software.
- Experience of working with Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects.
- Oral, written and presentation skills in English

- 5.2.2 Desirable: Working knowledge of Odia and/ or vernacular languages.

6. Expected deliverables: - Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Budget and Finance Officer will undertake the following duties.

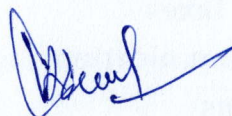
- 6.1 Prepare and provide financial reports as per FAO requirements.
- 6.2 Prepare and obtain approval from FAO for all documentation needed to hire consultancy services and limited acquisition of equipment necessary to provide the services, ensuring that procurement processes comply with the Operational Partners Agreement.
- 6.3 Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by FAO and external auditors, and ensure compliance with all FAO monitoring and financial reporting requirements as established in the Operational Partners Agreement between FAO and OP.



- 6.4 Work closely with SNO to ensure smooth and timely fund flow to the GLIUs.
- 6.5 Supervise the GLIU Budget and Finance Officer.
- 6.6 Coordinate with NPMU and GLIU Budget and Finance Officers for timely compilation of reports and expenditure statements.
- 6.7 Provide information on co-financing to the NPMU.
- 6.8 Coordinate with vendors for obtaining quotations for procurement, AMCs (Annual Maintenance Contracts), printing and publication of documents, reports, brochures, photocopying and any other jobs. Procurement of goods will be made in the best interest of the office and with approval from the Team Leader.
- 6.9 Process travel requests and payments into the system, based on the travel claims of SPMU and GLIU.
- 6.10 Process equipment requests for projects and release of payments.
- 6.11 Manage double entry accounting system for SPMU and GLIU related financial transactions.
- 6.12 Assist the State Technical Coordinator in the recruitment process and issuance of contracts.
- 6.13 Verify availability of funds under each budget line; and ensure that project expenditures are in accordance with approved/available budgets.
- 6.14 Manage project financial records and monitor project accounts on a daily basis in close coordination with the Team Leader and FAOR Office
- 6.15 Assist the NPMU and Budget Holder (BH) office in the implementation of the Risk Mitigation and Assurance Plan as required under the Operational Partners Agreement;
- 6.16 Prepare and submit financial reports to NPMU on a monthly basis;
- 6.17 Assist the State Technical Coordinator in preparation of annual budgets for the project;
- 6.18 Manage the office's petty cash and cash box;
- 6.19 Undertake any other duties, as required

7. Key Performance Indicators:-

Expected Outputs	Required Completion Dates
<ul style="list-style-type: none"> • Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared. 	<ul style="list-style-type: none"> • Monthly/ final report- upon completion of the assignment.

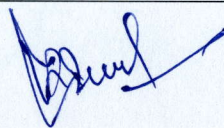


**TOR for engagement of Office Attendant in State Project Management
Unit of FAO-GEF assisted Green Agriculture Project in Odisha**

SPMU-Office Attendant

1. Number of position : **1 (One)**
2. Duty Station : SPMU Office, Bhubaneswar
3. Monthly Remuneration: 10,000 INR per month (consolidated) with annual performance incentives @ 5% of the base remuneration basing on review of performance indicators
4. Contact Duration : Yearly contact, extended based on performance
5. Essential Qualification
 - 5.1. **Educational:**
 - 5.1.1 Matriculate (10th Pass)
 - 5.2. **Experience**
 - 5.2.1 Essential:
 - At least 1 year of experience in secretarial/ office management support services.
 - Working knowledge of Odia.
 - 5.2.2 Desirable:
 - Working knowledge of English and / or vernacular languages
6. **Expected deliverables:** -Under the direct supervision of the State Nodal Officer, and in regular consultation with the State Technical Coordinator, SPMU the Office Attendant will undertake the following duties.
 - 6.1. Greeting visitors and providing relevant and accurate information
 - 6.2. Scheduling and tracking appointments for the top management personnel
 - 6.3. Intimating the person when his or her visitors arrive
 - 6.4. Handling the telephone and taking messages
 - 6.5. Sorting and distributing the incoming mails
 - 6.6. Sending out the external mails
 - 6.7. Sending and receiving faxes
 - 6.8. Handling internal communications, such as office memos
 - 6.9. Cleaning of office rooms
 - 6.10. Undertake any other duties, as required
7. **Key Performance Indicators:-**

<p>Expected Outputs</p> <ul style="list-style-type: none">• Tasks Described above Carried out satisfactorily and certified.• Monthly report/ final report and attachments submitted and cleared.	<p>Required Completion Dates</p> <ul style="list-style-type: none">• Monthly/ final report- upon completion of the assignment.
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**CV FORMAT FOR CONTRACT RECRUITMENT
FOR STATE PROJECT MANAGEMENT UNIT (SPMU)
UNDER FAO-GEF ASSISTED GREEN AGRICULTURE PROJECT, ODISHA**

Position Applied For:

(Candidate appearing for multiple positions has to apply separately)

PERSONAL DETAILS				
1	1.1	Name of the Candidate *	First Name	
			Middle Name	
			Last Name	
	1.2	Father's Name *		
	1.3	Mother's Name *		
	1.4	Nationality *		
	1.5	Domicile *		
	1.6	Sex *		
	1.7	Date of Birth *		
	1.8	Marital Status *		
	1.9	Address for Correspondence *	House No.	
			Street/lane	
	City			
	District			
	State			
	PIN CODE			
1.10	Permanent Address *	House No.		
		Street/lane		
		City		
		District		
		State		
		PIN CODE		
1.11	Mobile No *			
1.12	Email Id *			

EDUCATIONAL QUALIFICATIONS							
		Name of the Examination	Course and Subjects *	Name of the Board/ Council/ Institute/ University*	Name of School/College/ University*	Year of Passing*	%age of Marks Obtained*
2	2.1	Matriculate (10 th Pass)*					
	2.2	Intermediate/ +2 *					
	2.3	Graduation *					
	2.4	Post Graduation					
	2.5	Others (Add if any)					

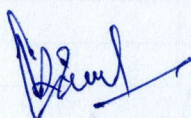
[Handwritten Signature]

Language Proficiency*Put a Tick(✓)mark				
S.NO	Languages	Reading	Writing	Speaking
3.1	English*			
3.2	Odiya*			
Other languages				
3.3				
3.4				
3.5				
3.6				
3.7				

WORK EXPERIENCE *						
S. NO	Name and Category of Organization (Govt. sector/ international non-government organizations/ donor organizations/ donor funded projects) & location of positioning	Designation	Relevant Duties Performed (Within 700 characters) (Attach separate sheet with self-attestation, if required)	Duration		
				From	To	
4.1						
4.2						
4.3						
4.4						
4.5						
4.6						
4.7						
4.8						
4.9						
4.10						
4.11						
4.12						

Please specify your computer proficiency.		
S No		Yes/ No
5.1	MS Word	
5.2	MS Excel	
5.3	Email Management	
5.4	Data Entry	
5.5	MS Power Point	
5.6	MS Outlook	
5.7	Others - Specify (Max 100 characters)	

Date:
Place:



Full signature of the Applicant

Instructions to Applicant*

- The CV Format shall be filled up legibly; preferably typed.
- Fields with asterisk * marks are mandatory.
- Each page of the CV needs self-attestation.
- Completed CV in prescribed format, self-attested photocopies of certificates towards educational qualifications, experiences & other relevant documents along with one passport size photograph should be brought to the Interview.
- In case you fail to substantiate any of the claims made in the application and if any variations are noticed, you will not be allowed to attend the interview and your candidature will be summarily rejected

