

No: SED/ESTT/JICA/1(95)/2021/996

Date: - 13/08/2021

RECRUITMENT NOTIFICATION NO: 07/2021-22

Applications are invited from the eligible candidates permanently residing in Tripura for the post mentioned below for placing under JICA Project (SCATFORM) of Forest Dept.

Item No	Name of the post	No. of Post	Essential Qualification & Experience	Desirable	Monthly Contract Pay	Age Limit
1	Programme Manager(Monitoring & Evaluation)	01	Essential: Minimum MCA/B.Tech /BE in Computer Science from a recognized University. Experience: Minimum 4(four) years experience in the relevant.	The person should be proficiency in MS Office with computer typing in English, Proficiency with MS Office & Internet.	60,000/-	21-50
2	Programme Manager(Livelihoods)	01	Essential: Minimum PGD in Fin. Mgt. /MBA in rural management or related field from a recognized University. Experience: Minimum 4(Four) years experience in the relevant field.	The person should be proficient with MS office Computer typing in English proficiency with MS office & Internet	60,000/-	21-50
3	Programme Manager(Agro-Forestry)	01	Essential: Minimum Post Graduate in forestry or related field from a recognized University. Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	60,000/-	21-50
4	Programme Manager(Training)	01	Essential: Minimum MBA degree in HR OR related field from a recognized University. Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	60,000/-	21-50
5	Programme Manager(Forest Technologies)	01	Essential: Minimum Post Graduate in forestry or related field from a recognized University. Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	60,000/-	21-50
6	Programme Manager(Biodiversity Conservation)	01	Essential: Minimum Post Graduate in forestry or related field from a recognized University. Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	60,000/-	21-50

7	Office Manager	01	<p>Essential: Minimum Graduate Degree of a recognized University.</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency Establishment and administration matters with MS Office with Computer typing in English. Proficiency with MS Office & internet. Diploma in Wildlife Management.	35,000/-	21-50
8	Accountant (SoE & Claims)	01	<p>Essential: i. Minimum Commerce Graduate from recognized University.</p> <p>ii. Diploma in Computer Application/Accounting software Tally</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should proficient with MS-Office Computer typing in English. Proficiency with MS-Office & Internet. Working knowledge in Accounting Tally.	25,000/-	21-50
9	Accountant (Salaries & Taxes)	01	<p>Essential: i. Minimum Commerce Graduate from recognized University.</p> <p>ii. Diploma in Computer Application/Accounting software Tally</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should proficient with MS-Office Computer typing in English. Proficiency with MS-Office & Internet. Working knowledge in Accounting Tally.	25,000/-	21-50
10	Coordinator (Gender & Convergence)	01	<p>Essential: Minimum Degree in Social Work from a recognized University.</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	40,000/-	21-50
11	Project Engineer (SMC & Building)	01	<p>Essential: B.Tech/BE in Civil Engineering from a recognized University.</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	60,000/-	21-50
12	GIS/RS Officer	01	<p>Essential: Minimum MCA/B.Tech/BE in Computer Science from a recognized University with specialization in GIS & RS.</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	50,000/-	21-50
13	MIS Officer	01	<p>Essential: Minimum MCA/B.Tech/BE in Computer Science from a recognized University</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	50,000/-	21-40
14	Software Programmer	01	<p>Essential: Minimum Graduate in Computer Science from a recognized University</p> <p>Experience: Minimum 4(Four) years experience in relevant field.</p>	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	30,000/-	21-40

15	Data Operator	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Graduate with at least one subject Mathematics/Statistics from a recognized University Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	25,000/-	21-40
16	Computer Operator	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: i. Minimum Graduate from a recognized University. ii. Diploma in Computer application. Experience: Minimum 4(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	20,000/-	21-40

17	Research Officer	01	Essential: M.Sc in Forestry from recognized recognised University preferably with specialisation in NTFP. Experience: Minimum 3(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	40,000/-	23-50
18	Training and Capacity Building Officer	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Graduate from recognised recognized University Experience: Minimum 5(Five) years experience in the field of providing training on functioning of SHGs and IGAs.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	40,000/-	21-50
19	Manager (Procurement supply & general management)	01	Essential: MBA from recognised recognized University Experience: Desirable knowledge & experience of supply change management of rural industrial product having 3(Four) years experience in relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	50,000/-	23-50
20	Data Analyst-cum-Accountant	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: i. Minimum Commerce Graduate from recognised recognized University ii. Diploma in Computer Application. Experience: Minimum 4(Four) years experience in the relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet. Working knowledge in Accounting Tally.	35,000/-	21-50
21	Field Accountant	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Commerce Graduate from recognised recognized University Experience: Minimum 4(Four) years experience in the relevant field.	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet. Working knowledge in Accounting Tally.	30,000/-	21-50
22	Sub-divisional Data Analyst	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Graduate in science with Mathematics/statistics from recognised University Experience: Minimum	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	25,000/-	21-40

			4(Four) years experience in the relevant field.			
23	Community Organizer	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Graduate from recognised University Experience: Minimum 4(Four) years experience in similar capacity in EAP OR Similar Projects in Tripura.	Must be well aquatint with local dialectics. Having good written and Communication skill. Bonafide resident of Tripura.	20,000/-	21-50
24	Livelihood Coordinator	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Graduate from recognised University Experience: Minimum 4(Four) years experience in similar capacity in EAP OR Similar Projects in Tripura.	Must be well aquatint with local dialectics. Having good written and Communication skill. Bonafide resident of Tripura.	20,000/-	21-50
25	Assistant Field Accountant	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Commerce Graduate from recognised University	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet. Working knowledge in Accounting Tally.	25,000/-	21-50
26	Range Data Analyst	No. of post shall be as per requirement of JICA (SCATFORM) Project.	Essential: Minimum Graduate in Science with Mathematics/Statistics from a recognized recognised University	The person should be proficiency in MS Office with computer typing in English. Proficiency with MS Office & Internet.	18,000/-	23-40

Terms & Conditions: 1. The selected candidates would be appointed on Purely Contract Basis for a term of **11(Eleven) months** and may be extended on performance and requirement. (2). The selected candidates should come under an agreement as per the norms with the SOFED. (4) The candidates shall be selected through written examination or interview whichever is convenient on purely merit basis and the date of such test shall be informed on due course. 5. Selection panel would be made as per reservation policy of state Govt.

Application shall be received at the Office of the Member Secretary, SoFED, ITI Road, Indranagar, Agartala- 799006 up to 4:00 PM of 24th August, 2021.

The specimen of 'Common Application Form' provided in the below pages

MEMBER SECRETARY, SoFED

**COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO.07 /2021-22**

Affix a Passport size latest coloured photographed and sign on it (Do not staple)

(To be filled by the Office)
Sl. No/Roll No.
_____/_____/2021

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of:** _____ **(Item No. _____)**

1. Name of the candidate: SRI / SMT _____
(In Block Letters)

2. Father's / Husband's name: Sri / Late _____

3. Permanent address : Vill _____ P.O _____
(Copy of PRTC to be enclosed) Sub-Div. _____ Dist. _____
Pin. _____

4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____

5. Social Category : ST / SC / UR
(Copy of caste to be enclosed)

6. Contact no :

7. Email ID :

8. Date of birth : DD _____ / MM _____ / YYYY _____
(Admit of Madhyamik/birth certificate to be enclosed)

9. Age as on 01-08-2021 : _____ Years _____ Month _____ Days

10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

Sl No	Name of the examination (H.S onwards)	Board/University	Year of passing	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						

10. Previous experience: (Certificate /Certificates to be enclosed)

Sl No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				

2				
3				
4				

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DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED. In addition, if my candidature doesn't match with the requirement of the post/posts, the authority of SoFED is having the right to reject my candidature without showing any reason thereof.

Place:
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (I). PRTC
- (II). Aadhar Card
- (III). Caste Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Final Year Mark sheets of Graduation, and Post Graduation etc.
- (VI). Experience Certificates
- (VII). No objection certificate from existing employer.

.....Cut Here.....

(To be delivered to the candidates)

**EMPLOYMENT NOTIFICATION NO. 07/2021-22
Acknowledgement cum Admit Card**

Sl. No. / Token No _____ / _____ /2021 (to be filled by the office)

(The following to be filled by the candidate)

- 1. Name of the Post: _____ (Item No _____)
- 2. Name of the candidate: SRI / SMT _____
(In Block Letters)
- 3. Father's / Husband's Name: Sri / Late _____

Affix a Passport size latest coloured photographed and sign on it (Do not staple)

(Office Round Seal)

Full Signature of the candidate

Authorised Signatory of SoFED with seal

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appear in the examination/Interview without this Acknowledgement cum Admit Card)

