

INTEGRATED TRIBAL DEVELOPEMNT AGENCY: KORAPUT

No. 1627 / XV-34 Phone & Fax No. 06852 – 251345 // Email: paitdakpt@gmail.com

Date: 10 / 07/2025

To

The District e-Governance Manager,
Collectorate ,Koraput.

Sub: Publication of Advertisement in the Dist. Web site for implementation of Forest Rights Cell under DA-JGUA.

Ref: No. M/S L.K Asst./200 dt: 10.07.2025 of M/s L.K. Associates, Post Office Road , Koraput.

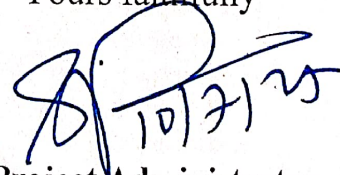
Sir,

With reference to the letter and subject cited above It is to intimate that applications are invited from the eligible candidates for engagement of Coordinator and MIS Assistant at Sub-Divisional level under “DA-JGUA” under ITDA,Koraput through the outsourcing agency **M/s L.K. Associates, Post Office Road , Koraput.**

Hence you are requested to add the advertisement in the Dist. Website for wide publication. The detail application form along with all criteria has been attached herewith for your kind information and necessary action.

Encl : As above

Yours faithfully



Project Administrator
I.T.D.A., Koraput

M/s. L.K.ASSOCIATES, KORAPUT
POST OFFICE ROAD, OPP.SBI BAZAR BRANCH, UPSTAIR of MCC IT SOLUTION
KORAPUT, 764020.
ENGAGEMENT OF MANPOWER FOR "FOREST RIGHT CELL" UNDER DA-JGUA THROUGH
OUTSOURCING.

No. 215 /MSLK/07/2025

Date: 09.07.2025

Applications are invited with complete Bio-data in the relevant field from intending eligible persons of Koraput District for engagement of Co-ordinator and MIS Assistant for setting up FRA Cell (Dharti Aaba Units) under DA-JGUA on "outsourcing" basis in the Office of Sub-Collector, Koraput and Jeypore by 18.07.2025. Applicants can log on <https://koraput.odisha.gov.in> for details of vacancy, eligibility criteria, age, remuneration, application forms & other terms and conditions. The application will be received through Speed Post / Regd. Post / Courier Service in the above Koraput Branch Office address. The engagement is co-terminus with the scheme. The applications received after the schedule date shall be rejected.

Sl.No.	Position	Remuneration		No of vacancy	Educational Qualification	Experience
1	Cell Co-ordinator (Sub-Collector Office, Koraput,Jeypore)	Rs.35,000/- per month (Inclusive of all taxes)		01	Graduate. Master degree will be preferred.	Minimum 2-3 years of experience in NGO/Social Sector Projects & with Govt project will be preferred for the position under the scheme.
2	MIS Assistant (Sub-Collector Office, Koraput,Jeypore)	Rs.25,000/- per month (inclusive of all taxes)		01	Graduate with PGDCA. Master degree will be preferred	2 years of experience in data entry and large scale database management in any reputed Govt/Private agency & MS Office, Excel & Interment.

NB: 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 on temporary basis. The contract agreement will be for a period of one year & can be terminated by either of the party with one month prior notice or remuneration in lieu. Initial agreement will be for 06 months. .

*Selection will be made on merit basis & computer test.

*Candidates are required to bring all original Certificates/ documents at the time of verification.

Date of interview will be intimated over phone / msg.

Sd/- Director,
M/s.L.K.Associates,Koraput.

APPLICATION FORM

Post Applied For			Paste one Colour Photograph
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1.(a)First Name	Middle Name	Last Name
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(b) Fathers 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 Contact Address
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8.Email Address:	9.Mobile No.
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10.Language (Spoken/Written):	A. B. C.
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11.Age as on 30.06.2025

12.Education: High School onwards, please list all your qualification

Degree (starting from 10 th onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time/Distance Learning
			Full Mark	Marks Secured	%	

PGDCA Course: Yes. ☐

No. ☐

13. Experience Details:

Sl.No	Name of the Organisation	From	To	Year

NB: 1. Candidates applied for both the post shall be rejected.

2. Enclose Xerox copy of Aadhar Card.

3. All documents as instructed should be self attested failing which, the application will be rejected.

4. If space is insufficient, attach separate sheet & filled up properly as instructed.

5. All information in the application form should be filled up in CAPITAL LETTERS.

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 if it is found that any of the above information is false/incorrect/fabricated or suppressed by me, my candidature/engagement under DA-JGUA shall be terminated.

Date:

Full Signature of the Applicant

Place:

**DETAILS OF HR POSITIONS, JOB-DESCRIPTION AND
REMUNERATION MINIMUM QUALIFICATIONS & EXPERIENCE**
Number of personnel to be deployed

- Designation – Coordinator & MIS Assistant
- Number of post - Total 04 (Coordinator – 02 & MIS Assistant- 02)
- Place of engagement – Sub-Collector, Office, Koraput & Jeypore

Co-ordinators

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
- Candidates from the concerned District should be preferred for all the positions under scheme
- Experience of working with Government 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 Department of Governments

Language and competency

- Fluency in oral and written communication in English and Odia

Computer Skills

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

Remuneration

- Consolidated remuneration of Rs.35,000 /- (Rupees Thirty five thousand) only per month

MIS Assistant.

Education:

- Candidate should have completed graduation and 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.

Language and competency

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

Remuneration

- Consolidated remuneration of Rs.25,000 /- (Rupees Twenty five thousand) only per month