

F. No.5/40/2019/Forests  
Office of the Principal Chief Conservator of Forests  
& Head of Forest Force  
Forest Department: Manipur

Imphal, the 15<sup>th</sup> April, 2021

To

The Director,  
DIPR, Govt. of Manipur

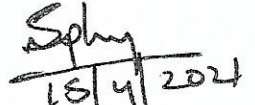
**Subject: Publication of an official "Notice for Engagement of Contractual Project staff for specific project duration for assistance in implementation of a Project namely, "Economic Empowerment of Tribal Farmers through NTFP Development in Manipur" under Ministry of Tribal Affairs, Government of India – reg.**

Sir,

Please find attached herewith an advertisement as mentioned above for publication in a leading local English and a Manipuri daily or in minimum required newspapers as per advertisement policy for 1 (one) day either on 16<sup>th</sup> or 17<sup>th</sup> April, 2021 only. The Bills may be submitted in favour of APCCF cum Nodal Officer/ NTFP Project, Forest Department, Government of Manipur. The soft copy of the advertisement has also been attached herewith for necessary action.

**Encl: Hard & Soft copy of the Notice.**

Yours faithfully,

  
15/4/2021

(Soreiphy Vashum)

Addl. Principal Chief Conservator of Forests  
cum Nodal Officer/ NTFP Project  
Government of Manipur

**Government of Manipur**  
**Forest Department: Manipur**

Imphal, the 15<sup>th</sup> April, 2021

**Notice for Engagement as Contractual Project Staff**

Forest Department, Manipur requires following qualified contractual staff for **specific project duration** for assistance in implementation of a Project namely, **“Economic Empowerment of Tribal Farmers through NTFP Development in Manipur”** under Ministry of Tribal Affairs, Government of India. \*Interested candidates, who fulfill the following eligibility / qualification, may apply in the Prescribed Application Format and submit along with the Biodata Form. The duration of engagement will be as per the approved Project guidelines and depend on performance of the candidate which will be subjected to periodical review. There will be no extension of the services once the Project is over. The candidate will not have any claim on a regular Government job. ***The Prescribed Application format may be downloaded from official website of Forest Department, Government of Manipur at <https://forest.manipurforest.gov.in>***

Sl. No.	Particular of Contractual Posts	No. Of Posts	Gender & Maximum Age	Minimum Educational Qualification	Monthly fixed remuneration (in Rs.)
1	Contractual Aggregator	1 (One)	Male/Female 30 years	<ul style="list-style-type: none"> <li>• Post Graduate (PG) degree with 1<sup>st</sup> class in Botany/ Forestry/ Agriculture / Horticulture/ Environmental Science from recognised University; or Graduate in the subject above including MBA with specialization in Marketing</li> <li>• Computer Course including MS office literacy with MS excel is essential of 6 months/ 1 year from reputed institute;</li> <li>• Experience of working with a reputed institution/ NGOs in the field of retail marketing, marketing of natural resources, etc.</li> </ul>	Rs. 30,000/- p.m.
2	Project Assistant	5 (Five)	Male/Female 30 years	<ul style="list-style-type: none"> <li>• Post Graduate (PG) degree with 1<sup>st</sup> or 2<sup>nd</sup> class in Botany/ Forestry/ Agriculture / Horticulture/ Environmental Science from recognised University;</li> <li>• Computer Course including MS office literacy with MS excel is essential of 6 months/ 1 year from reputed institute;</li> <li>• Experience of working with a reputed institution/ NGOs coordinating training programme, project implementations and capacity building workshops in the related field;</li> <li>• Experience of documentation of Indigenous Traditional Knowledge.</li> </ul>	Rs. 20,000/- p.m.
3	Data entry staff	5 (Five)	Male/Female 30 years	<ul style="list-style-type: none"> <li>• Any Graduate with Degree or 1 year Diploma in Computer having MS office literacy with MS excel is essential from reputed institute;</li> <li>• Experience of working with a reputed institution/ NGOs;</li> <li>• Experience of designing of training/ publication materials.</li> </ul>	Rs. 10,000/- p.m.

\*The Selected candidates will have to undergo intensive field tours and also stay the nights whenever required in the villages especially the tribal areas.

2. The Application may be submitted in Prescribed Format as follows:

<b>Application Form</b>					
					Passport Photo
1	Post applied for:				
2	Name in Capital Letter (as in High School Certificate):				
3	Date of Birth: dd/mm/yyyy (as in High School Certificate):				
4	Gender:				
5	Aadhaar No.:				
6	Father's Name:				
7	Mother's Maiden Name:				
8	Permanent Address:				
9	Address for Correspondence:				
10	Valid Mobile Number:			Valid email id:	
11	Educational Qualification: (Certificates to be attached)				
	Particulars	Year of Passing	Institution	Subject	Percentage
	High School				
	Higher Secondary				
	Graduation				
	Post Graduation				
12	Professional Qualification, if any, in chronological order: (Certificates to be attached):				
13	Experience (certificates to be attached):				
14	Computer Knowledge:				
<b><u>UNDERTAKING</u></b>					
<p><i>I, Ms/Mrs/Mr.....d/o/s/o.....residing at..... (address) hereby confirm and undertake that the above information is true to the best of my knowledge. In case of any false information, I shall be held responsible.</i></p>					
Place:			Name & Signature of Applicant		
Date:					

3. The applications not submitted in prescribed format will be rejected without any intimation.
4. The selection will be based on verification of credentials and the personal interview on a given date. The interview date will be conveyed only through SMS on Mobile Number to be given by the candidates in the Application Form. Therefore, the applicants are requested to be careful while mentioning the mobile number in the application form.
5. The contractual engagement would be for the period prescribed by the Government of India and subject to review of performance and output to be assessed through a procedure.
6. The appointed individuals shall also have to travel across the State of Manipur in various Districts, interiors etc.
7. Local candidates fulfilling the eligibility norms shall be given preference.

8. Application shall reach to the office of the **Addl. Principal Chief Conservator of Forests cum Nodal Officer/ NTFP Project, Forest Headquarters, Sanjenthong, Imphal (Manipur)-795001** latest by 30<sup>th</sup> April, 2021. On the envelope containing application, the applicant must clearly mention the post applied with the name of the Project. The applications may be submitted by post or in person. Forest Department, Government of Manipur will not be held responsible for any Postal delay. No correspondence in this regard shall be entertained by the Forest Department, Government of Manipur.
9. The decision of Forest Department, Government of Manipur on selection of candidates shall be final and binding. No correspondence in this regard shall be entertained.

Sd/-

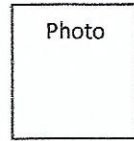
**(Soreiphy Vashum)**

Addl. Principal Chief Conservator of Forests  
Government of Manipur

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**BIODATA**

1. Post applied for (in BOLD):
2. Name of the Candidate (CAPITAL) :
3. Father's/ Husband's Name :
4. Date of Birth :
5. Gender:
6. Address with functional phone and mobile number:
  - i. Permanent:
  
  - ii. Correspondence:
7. E-mail address:
8. Nationality:
9. Educational qualification (starting from Matriculation )



Name of Exam	Name of Board/ University	Year of Exam Passed	Subjects	Percentage	Division

10. Languages Known:
11. Computer Knowledge (with experience):
12. Job Experience:

**DECLARATION**

I hereby declare that all the above given information are true and correct to the best of my knowledge and belief.

(Name of the Candidate)  
Signature with Date