



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY  
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029  
Ph: 0674-2386016, mail:webmail@ofsdp.org



## TERMS OF REFERENCE

Application for Hiring of project personnel for engagement to the following vacancy of OFSDP-II

1. Accounts Manager – 01 Vacancy

**Note : \*** **1. Apply separately for each for the vacancy through online mode. A non-refundable amount of Rs.500/- (Rupees Five Hundred) only as application fee for each vacancy is to be paid through online mode to OFSDS Account No.921010012131308, IFSC Code. UTIB0000551, Axis Bank Ltd., CRPF Square Branch, Bhubaneswar.**

**2. Online window for submission of application with uploading of scanned copy of transaction detail will be active from 27.10.2022 (10.00 AM onwards) and will remain open till dt.11.11.2022 midnight.**



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## Project Brief and Vacancy:

ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT - PHASE-II is being implemented with the loan assistance from Japan International Cooperation Agency (JICA) in 11 Districts of Odisha. This project is for a period of 10 years from 2017-18 to 2026-27. The project has twin objectives of restoration of degraded forests and livelihood improvement of forest dependent community and covered 1200 Joint Forest Management Committees viz., VSSs/ EDCs for interventions in 12 Forest Divisions & 2 Wild Life Divisions. Majority of the initiatives under OFSDP-II are being implemented through Joint Forest Management Mode.

The major themes of the project are:

- Sustainable Forest Management through Community Participation
- Livelihood Promotion through Inter-sectoral Convergence
- Experiments in Biodiversity Conservation & Management
  - Satoyama Initiatives in Badarama Wildlife Sanctuary &
  - Scientific Monitoring of Bhittarkanika Conservation Area in Mangrove Forest Division (Wildlife), Rajnagar

The Project Management Unit (PMU) of OFSDP Phase-II, Bhubaneswar currently requires the services of following personnel. Hence, applications for hiring of project personnel for engagement in the following vacancy are invited for **a period of one year which is further extendable based on the performance.**

Sl.No.	Name of the Vacancy	Vacancy
1.	Accounts Manager	1

Interested candidates shall apply online at OFSDS official website [www.ofsds.in/careers.php](http://www.ofsds.in/careers.php). Applications completed in all aspects as per the instructions are to be submitted online on or before dt.11.11.2022. An application fee of Rs.500/- (Rupees Five Hundred) only Non-refundable to be paid through online mode for each vacancy in “Recruitment Cell of Odisha Forestry Sector Development Society” Account No.921010012131308, IFSC Code. UTIB0000551, Axis Bank Ltd., CRPF Square Branch, Bhubaneswar. The online application window will be active from 10.00 AM 27.10.2022 and will remain open till 11.11.2022 midnight. **The Project Authority will neither be responsible for any delay nor will entertain any requests for late submission. The Project Authority reserves the right to reject any application without assigning any reason thereof. The candidate in employment must enclose NOC from the present employer with the application form while submitting through Online mode.**

**Job description and eligibility criteria are as follows:-**

Name of the Vacancy	Job Description	Qualification & Experience
Accounts Manager	<ul style="list-style-type: none"> <li>• Assist APD, JPD &amp; DPD ensure timely preparation of budget, release, utilization, compilation of SoEs &amp; submission of claims</li> <li>• Manage the maintenance of account in TALLY Platform</li> <li>• Reconciliation of funds</li> <li>• Facilitate &amp; assist audits.</li> <li>• Supervise Accounts &amp; maintenance of ledgers and registers</li> <li>• Ensure the expenditure/ Budget provision is within the cost norms</li> <li>• Timely collection and deposits of statutory taxes</li> <li>• Will monitor the related field activities of DMUs/ FMUs/ Circles and tour as and when required</li> <li>• Any other works assigned by the Authority as and when required.</li> </ul>	<p><b>Essential Qualification</b></p> <p>Graduate in Commerce with CA-Inter with sound knowledge in Computers especially TALLY ERP-9 and MS office etc.</p> <p><b>Essential Experience</b></p> <p>At least 5 years' experience of working in Government or non Government organization with double entry system</p> <p><b>Preferable</b></p> <p>Experience of Auditing the Accounts of Government/ Government undertaking/ Society &amp; working in projects of other similar nature</p>
<p><b>Scope of Work :</b></p> <ul style="list-style-type: none"> <li>• Responsible for maintaining accounts of OFSDS in TALLY Platform.</li> <li>• Responsible for Monitoring of expenditure for PMU, DMUs, FMUs&amp; Circles.</li> <li>• Responsible for deduction &amp; deposit of taxes and returns regarding expenditure.</li> <li>• Report to Deputy Project Director (A&amp;F), PMU, OFSDP-II.</li> </ul>		
Monthly Remuneration	Rs.40,000/- p.m. (Consolidated)	
<ul style="list-style-type: none"> <li>• APD – Additional Project Director, JPD – Joint Project Director, DPD – Deputy Project Director, SPM - State Programme Manager, DMU – Divisional Management Unit, FMU - Field Management Unit</li> </ul>		