

M/s. NILADRI SECURITY SERVICES, SAMBALPUR  
HEAD OFFICE, C/o-DWARI ENGINEERS, AT-JAIL CHOWK, DHANUPALI,  
DIST-SAMBALPUR, ODISHA, PIN-768001

ENGAGEMENT OF MANPOWER FOR 'FOREST RIGHT CELL' UNDER DA-JGUA NEWLY  
CONSTITUED FR CELL AT THE OFFICE OF SUB-COLLECTOR, JHARSUGUDA THROUGH  
OUTSOURCING

Letter No. 299/NSS

Date.02.08.2025

Applications are invited in prescribed format with complete Bio-data from intending eligible candidates for engagement as **Cell Co-ordinator and MIS Assistant** for setting up FRA Cell (Dharti Aaba Units) under DA-JGUA (Forest Right Cells) on "outsourcing" basis in the Sub-Collector Office, Jharsuguda by dt. 12.08.2025. Details of vacancy, remuneration, application forms & other terms and condition are available on [www.jharsuguda.odisha.gov.in](http://www.jharsuguda.odisha.gov.in). **The application will be received through Speed Post/Regd. Post/Courier Service in the above Sambalpur Head 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, Jharsuguda)	Rs. 35,000/- per month (inclusive of all taxes)	01	Graduate, Master Degree will be Preferred	1.- Minimum 2-3 years of experience in Ngo/Social Sector Projects & with Govt. project will be preferred for the position under the scheme. 2. Proficiency in computer skills like the use of MS Office and conversant with internet /emails.
2.	MIS Assistant (Sub-Collector, Jharsuguda)	Rs. 25,000/- per month (inclusive of all taxes)	01	Graduation with PGDCA Master degree will be preferred.	1. 2 years of experience in data entry and large scale database management in any reputed Govt./Private agency. 2. Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet/use of online platforms is a mandatory requirement.

N.B :-

**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 contact agreement will be for a period of one year & can terminated by either of the party with one month prior notice or remuneration in lieu.

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

**Documents to be attached along with application Form:**

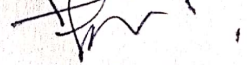
- Self attested Photo copy of Residence Certificate.
- Self attested Photo copy of 10<sup>th</sup> Certificate & Mark Sheet.
- Self attested Photo copy of +2 Certificate & Mark Sheet.
- Self attested Photo copy of Graduation/Master Degree Certificate & Mark Sheet.
- Self attested Photo copy of Adhaar Card.
- Self attested 2 passport size photographs.
- Self attested copy of Computer Education Certificate.
- Self attested copy of experience certificate issued by NGO/Social Sector projects/Govt./private agency.

**Candidates are required to bring all original certificates/document for verification.**

- Date of Interview will be intimated further to the eligible candidates.

For more details contact Mobile No. 9937947380/9090013215

For Niladri Security Service



**Proprietor**

**Sd/- Proprietor,  
Niladri Security Services**

# APPLICATION FORMAT

NAME OF THE POST APPLIED FOR (PUT TICK MARK)

Passport size  
photograph

Post applied for \_\_\_\_\_

(Co-ordinator/MIS Assistant)

1. Full Name (In Capital) : \_\_\_\_\_
2. Father's /Husband Name : \_\_\_\_\_
3. Date of Birth  
(As recorded in HSC or equivalent certificate)
4. Age as on 01-01-2025 : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. Correspondence Address: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
7. State/Residence : \_\_\_\_\_
8. Contact details (Mob No.): \_\_\_\_\_
9. E-Mail : \_\_\_\_\_
10. Qualification (HSC or equivalent onwards) :

Sl. No.	Exam Passed	Name of the Board/University	Year of Passing	Maximum Marks	Marks obtained	% of Marks
1						
2						
3						
4						
5						
6						

## 11. Qualification Experience Particulars :

Sl. No.	Post held in Govt./PSU/NGO/ Etc.	Duration of experience		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
		Form	To		
1					
2					
3					

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

DECLARATION

I Sri/Smt./Miss./Mr. \_\_\_\_\_ Son/Daughter/Wife of  
Sri/Smt. \_\_\_\_\_, do hereby declare that all the statements made in this  
application are true and correct to the best of my knowledge and belief. In the event of any  
information being found false, my candidature/appointment is liable to be cancelled/terminated  
without any notice to me.

Place:

(Full Signature)  
Name

Date:

