



**OFFICE OF THE DIVISIONAL FOREST OFFICER,  
SUNDARGARH FOREST DIVISION**

(Phone No-06622-272243, E-Mail- dfo.sundargarh@odisha.gov.in)



Memo No. 7027 /6F(Eco- Tourism) /Dated. 11.12.23

To

The District Information,  
& Public Relation Officer,  
Sundargarh.

Sub:- Publication of Advertisement for Requirement of Site Manager for  
Nature Camp Sarafgarh under Sundargarh Forest Division.

In inviting a kind reference to the subject cited above, please find  
therewith the soft & hard copy of the advertisement for requirement of 1 nos.  
Site Manager for nature camp at Sarafgarh under Sundargarh Forest Division.  
You are requested to make arrangement for wide publication of the same at  
least three leading local Odiya Newspaper.

An early action in this matter is requested.

Encl:- Details of Advertisement.

*S*  
*panda*  
11/12/2023  
for  
Divisional Forest Officer  
Sundargarh Forest Division.

Memo No. 7028 /Dated. 11.12.23

Copy to the Conservator of Forests(Ecotourism) O/o the Principal  
CCF(WILDLIFE) & Chief Wildlife Warden, Odisha Bhubaneswar for information  
& necessary action with reference to this memo No. 10237 /Dt. 25/10/2021.

*S*  
*panda*  
11/12/2023  
for  
Divisional Forest Officer  
Sundargarh Forest Division.

Memo No. 7029 /Dated. 11.12.23

Copy to the Regional Chief Conservator of Forests, Rourkela Circle,  
Rourkela for information & necessary action.

*S*  
*panda*  
11/12/2023  
for  
Divisional Forest Officer  
Sundargarh Forest Division.

Memo No. 7030 /Dated. 11.12.23

Copy o the Officer Incharge, National Informatics Centre(NIC)  
Sundargarh for information and requested to upload the above in District NIC  
Portal of the earliest for wide publication

*S*  
*panda*  
11/12/2023  
for  
Divisional Forest Officer  
Sundargarh Forest Division.



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**ENGAGEMENT OF SITE MANAGER**

Divisional Forest Officer, Sundargarh Forest Division invite application from suitable candidates for the post of Site Manager for working at Nature camp Sarafgarh under Sundargarh Forest Division.

Forest Division	Name of the Post	Vacancy
Sundargarh	Site Manager	1

Interest candidates may obtain Term of Reference and the Application From O/o the Divisional Forest Officer, Sundargarh Forest Division, during the office hours or may download from the website **sundargarh.nic.in**. Filled in application complete in all respect along with Bank Draft for Rs. 100/- (One Hundred) in favour of Divisional Forest Officer Sundargarh, payable at Sundargarh, should reach the O/o the Divisional Forest Officer Sundargarh on or before date-16.12.2023 At. 05. 00 P.M. by registry post /Speed Post / Courier only.

*Sundargarh*  
11/12/2023  
Divisional Forest Officer  
Sundargarh Forest Division.

## GENERAL INSTRUCTIONS

### 2. Eligibility Criteria:-

Sl. No.	Name of the Post	Number	Place of Engagement	Educational Qualification & Experience	Remuneration
1	2	3	4	5	6
1	Site Manager	1 Nos.	Nature Camp Sarafgarh	Graduate in Tourism/ Travel/Hotel/ Hospitality management with good communication skill  Experience: Minimum 2 years of experience in Hotel /Travel/ Hospitality/ Tourism /Sector.	Consolidated remuneration @Rs. 22,000/- per month



## **JOB DESCRIPTION :**

### **b. Site Managers.**

- (i) To remain on overall charges of the nature camp and Supervise the activities i.e. sanitation, housekeeping, food and beverages and maintenance of other infrastructure with due approval of the authority. To revivd the visitors and ensure their stay at site.
- (ii) To maintain the record/ registers of the ecotourism destinations.
- (iii) To supervise the accounts, stock, & store articles at the site.
- (i) Training of village community members.
- (ii) Capacity building& coordination among all stockholders of Ecotourism.
- (iii) Publicity & advertising of the site.
- (iv) Any other assignment as per direction of authority.

## **TERMS AND CONDITION OF ENGAGEMENT:**

- (i) Period of Engagement:- The period of engagement as site manager through service provider at different destinations up 31.03.2022.
- (ii) Emoluments & Perquisite: Monthly consolidated remuneration for their qualification and experience.
- (iii) Place of posting: Respective Eco-tourism destination.
- (iv) If the submission of any incorrect/false information, certificates, documents or suppression of materials fact(s) is detected during the course of selection, the candidate of the concerned candidate, his /her engagement will be terminated by the authority without any notice or assigning any reason thereof.
- (v) Selection candidate for engagement is purely temporary basis & terminal at any time without any notice or assignment any reason thereof.

## APPLICATION FORM

<b>Post Applied for:</b> ( )		<b>Attach a Self Attested Photograph (3cmx4cm)</b>	
<b>1. First Name:</b>		<b>Last name:</b>	
<b>2. Date of Birth:</b> (Certificate of proof to be attached)		<b>3. Sex:</b>	
<b>4. Present Contact Address:</b>		<b>5. Permanent Telephone No: (STD code) Number</b>	
<b>6. Permanent Contact Address:</b>		<b>7. Present Telephone No: (STD code)</b>	
<b>8. Email Address:</b>		<b>9. Mobile No:</b>	
<b>10. Computer Literacy :</b> Mention all software(s) known /used			
<b>11. Educational Qualification and Experience</b>			
<b>Qualification &amp; Experience</b>	<b>Institute/Board</b>	<b>Year</b>	<b>Division/ Marks</b>
<b>Graduate in Tourism/ Travel/Hotel/Hospitality Management with good communication Skill</b>			
<b>Experience: Minimum 2 years of experience in Hotel/ Travel/Hospitality/ Tourism Sector.</b>			
<b>12. Employment Record :</b>			
Total years of post qualification experience			
Years of experience in Government			



13. Level of Proficiency in Computers			
MS Office Program	Ability to Use		
	Poor	Fair	Good
MS WORD			
MS POWER POINT			
MS EXCEL			
MS ACCESS			
Other (please specify _____ )			

**14. Employment History: (Use separate sheets if required)**

Starting with your present employment, list in reverse order all the employments you have in the below format

Organization and Project name	Designation	Tenure of Engagement (from -to)	Level of Engagement (State / District / Block)	Type of Projects Associated		
				Government Sector or others	External Aided or not. If yes, name of Donor Organisation	Nature of works by the applicant
1.						
2.						
3.						

**15. Current Employment**

Name of the Organization	
Since when working From ----- to -----	
Month Emolument including all allowances	

**16. Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders,

**17. Joining Time:** Please confirm your ability to relocate/ be at Head Office and join within one month of selection. In case of any constraint - please elaborate in the space provided:

In case of already employed person(s), NOC from present employer is to be attached.

**18. Language Proficiency:** Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage).

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (please specify _____)									

**19. Explain why do you consider that you are suitable for the position applied for.** (within 200 words and may use separate sheet for the same)

**20. Referees:** Two persons to whom you have reported professionally in the recent past whom we can immediately reach for a reference

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place:

Date:

**Signature of the Applicant**