



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KALAHANDI**

(District Welfare Section)

Phone No. (06670) 230553, Fax : 230303, email : dwo.kalahandi@gmail.com

**Letter No. 2118 /FRA**

**Dated : 04/07/2025**

To

The District e-Governance Manager,  
Collectorate, Kalahandi.

Sub: Publication of advertisement for engagement of manpower for Forest Rights Cell under DA-JGUA (Forest Rights Act, 2006).

Sir,

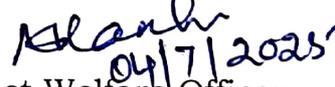
With reference to the subject cited above, I am to forward herewith copy of the advertisement of M/s- Razmenpower & Consult, Bhubaneswar, Khordha & M/s-Unique Security Service, Balasore for filling up the posts of Co-ordinators and MIS-Assistants respectively on outsourcing basis for Forest Rights Cell under DA-JGUA Scheme under DWO, Kalahandi.

You are therefore, requested to publish the attached advertisement alongwith application form & guidelines on the official district website ([kalahandi.odisha.gov.in](http://kalahandi.odisha.gov.in)) at the earliest for wider circulation and information of all interested eligible candidates.

**Last date for submission of application is 15.07.2025 by 5.00PM**

**Enclosure:** 1. Advertisement  
2. Application Form  
3. Guideline

Yours faithfully,

  
04/07/2025  
District Welfare Officer  
Kalahandi

Memo No. 2119 / Dated. 04/07 /2025

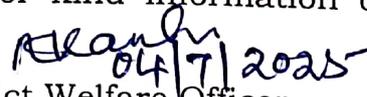
Copy alongwith copy of enclosure to the Director, RAZ Menpower & Consult, BBSR/ Unique Security Service, Balesore for information and necessary action. They are directed to circulate the said advertisement for wide publication and information of all eligible candidates.

  
04/07/2025  
District Welfare Officer  
Kalahandi

Memo No. 2120 / Dated. 04/07 /2025

Copy to PA to Collector, Kalahandi for favour of kind information of Collector.

Copy to Stano to ADM (Rev.) Kalahandi for kind information of Addl. Dist. Magistrate.

  
04/07/2025  
District Welfare Officer  
Kalahandi



## **M/s RAZMEN POWER & CONSULT (For Coordinator)**

PlotNo.-798/2289, Ground Floor New Lingaraj Colony, P.S-Shree Lingaraj, Bhubaneswar,  
Dist- Khordha-751002, E-mail Id- [razmanpower99@gmail.com](mailto:razmanpower99@gmail.com)

## **UNIQUE SECURITY SERVICE (FOR MIS-Assistant)**

Plot No.44/107, Ishan Nagar, Near Central School, Balesore-756001,  
Email ID- [unq3916@gmail.com](mailto:unq3916@gmail.com)

### **CONTRACTUAL APPOINTMENT THROUGH OUTSOURCING**

Applications are invited from the eligible candidates for filling up the posts of Coordinators & MIS-Assistants for FRA Cell at Sub-Divisional level on outsourcing basis. The candidates visit the official website of the Government <https://kalahandi.odisha.gov.in/notice/recruitment> for further details. The candidates should submit their application forms & all educational certificates along with proof of age and experience certificate, if any through **Regd. Post /Speed Post** only addressed to the **District Welfare Officer, Kalahandi at Bhawanipatna**. The applications should reach before office of the District Welfare officer on or before **15.07.2025 by 05.00 PM**.

Sl. No.	Name of the Post	Remuneration	No. of Vacancy	Qualification & Experience
01	Co-ordinator (FRA)	Rs.35000/- per month (Inclusive of EPF, ESI, Service charges, GST etc)	02 nos.	<ul style="list-style-type: none"><li>• Graduation and PGDCA Individuals with Master Degree will be preferred.</li><li>• Minimum 2-3 years of experience in NGO/Social sector projects.</li><li>• Candidates from Kalahandi will be preferred.</li><li>• Fair understanding of Central/State Govt. Schemes.</li><li>• Experience in delivery of training &amp; Capacity building programmes/ initiatives.</li><li>• Experience of networking with Line Departments of Government.</li><li>• Fluency in oral and written communication in Odia &amp; English is a mandatory requirement</li></ul>
02	MIS-Assistant (FRA)	Rs.25000/- per month (Inclusive of EPF, ESI, Service charges, GST etc)	02 nos.	<ul style="list-style-type: none"><li>• Graduation and PGDCA Individuals with Master Degree will be preferred.</li><li>• Minimum 2-3 years of experience in data entry and large scale data base management in Govt./ reputed private agency.</li><li>• Proficiency in the use of MS Office especially MS-Office, MS-Excel &amp; Conversant with internet/ use of online platforms is a mandatory requirement.</li><li>• Fluency in oral and written communication in Odia &amp; English is a mandatory requirement</li></ul>

**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. The contract can be terminated by either parties with one month prior notice or remuneration in lieu.

Sd/-  
Director  
Unique Security Service

Sd/-  
Director  
RAZ Menpower & Consult



**M/s RAZMEN POWER & CONSULT (For Coordinator)**  
**UNIQUE SECURITY SERVICE (For MIS-Assistant)**

**APPLICATION FORM**

**Post Applied For: Co-ordinator / MIS-Assistant (please ✓ any one)**

1. Name of the candidate (in capital letter):
2. Fathers Name :
3. Date of Birth : Sex:
4. Age on 01.01.2025:
5. Category (SC/ST/OBC/SEBC/General):
6. Contact No. :
7. Email ID :
8. Years of experience in the development Sector/ NGO:
9. Present Address :
10. Permanent Address:
11. Language Spoken/ Written:
12. Educational Qualification:

Qualification	Institute/ Board	Year of passing	Full mark	Mark secured	Percentage
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
Post-Graduation					
Computer					

**Declaration:** I do hereby declare that all the information furnished above are correct to the best of my knowledge and belief that, if any stage, it is found that any of the above information is false/ incorrect or is suppressed by me, my candidature/ appointment under RAZ Menpower & Consult / Unique Security Service is liable to rejected/ terminated. I also declare that I have never been disengaged on administrative ground such as disobedience/ poor performance/ misbehaviour/ criminal activities etc.

Place:

Date:

Signature of the applicant

