

No: SED/ESTT/OSC(Sepahijala)/1(143)/2023/792

Date: - 09/06/2023

RECRUITMENT NOTIFICATION NO: 03/2023-24

Applications are invited from the eligible candidates permanently residing in Tripura to recruit in the following posts on purely contract basis for the period of 11 (Eleven) months under different department with All Tripura Service Liabilities (ATSL).

Item No	Name of the post	No. of Post	Essential Qualification & Experience	Monthly Contract Pay	Age Limit	Department/ Agency
1	Technical Officer (GIS)	01(U R)	<p>Essential: Post Graduate or above Geography/ Natural Resource Management/ Environmental Science/ Geographical Information System (GIS).</p> <p>Experience: i. At least 5 (Five) years of working experience in Remote Sensing and GIS domain. ii. Training in Remote Sensing and GIS at reputed institutions like IIRS, NRSA etc. iii. Hands-on working experience in popular GIS s/w specifically Arc GIS and QGIS or any current advanced remote sensing systems. iv. Good spatial, geographical perception and understanding of CRS (coordinate system). v. Fluent in English and Bengali. vi. Computer literacy in the use of Microsoft office Software.</p>	60,000/-	40 Years	IGDC CREFLAT Project Under Forest Department
2	Technical Officer (Non-Timber Forest Produce)	01(U R)	<p>Essential: Post Graduate degree in the fields of life science/Forestry/Agriculture.</p> <p>Experience: i. At least 7 (Seven) years of working experience in the field of Non-Timber Forest Produce and associated standard participatory approaches. ii. At least 7 (Seven) years of professional experience in external Aided projects which include also NTFP management and having worked with tribal communities. iii. Knowledge of national and state government/Tripura Forest Department (TFD) capacity building guidelines and their implementation design. iv. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p>	70,000/-	40 Years	IGDC CREFLAT Project Under Forest Department
3	Technical Officer (Value Chain Development)	02 (UR-01, ST-01)	<p>Essential: Post Graduate degree in the fields of Business Administration/ HRD/ Forestry with specialization in value chain Analysis and Marketing.</p> <p>Experience: i. At least 6 (Six) years of working experience in the field of value chain development and associate standard participatory approach in Tripura. ii. At least 5 (Five) years of professional experience in external Aided projects which include also Forest and Farm based resource management and having worked with tribal communities and gender focus. iii. Experience in general types of certification including organic certification and business planning for sustained production, product processing and marketing will be an added advantage. iv. Expertise in technical and economic feasibility analysis (including risks analysis) of forest and farm products using value chain analysis Approach. v. Knowledge of national and state government/ Tripura Forest Department (TFD) capacity building guidelines and their implementation design. vi. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p>	60,000/-	40 Years	IGDC CREFLAT Project Under Forest Department

4	Technical Officer (Eco-tourism and Biodiversity)	01(UR)	<p>Essential: Post Graduate degree in the fields of Biodiversity conservation / Life Science/ Forestry/ Environmental Sciences.</p> <p>Experience: i. At least 7 (Seven) years of experience in the field of Biodiversity conservation and management and associated standard participatory approaches in Tripura.</p> <p>ii. At least 3 (Three) years of professional experience in external Aided projects which include also Forest based sustainable resource management and having worked with tribal communities.</p> <p>iii. Dedicated knowledge and work experience (at least 2 years) with existing BMCs or any other biodiversity conservation oriented local institutions will be advantageous.</p> <p>iv. Knowledge of national and state government/ Tripura Forest Department (TFD) biodiversity conservation related capacity building guidelines and their implementation design and monitoring mechanisms including community-based monitoring..</p> <p>v. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p> <p>vi. Experience of work in protected areas with forest dependent communities will be an advantage.</p> <p>vii. Experience in GIS mapping will be advantages.</p>	60,000/-	40 Years	IGDC CREFLAT Project Under Forest Department
5	Technical Officer (Rural Development)	02(UR-01, ST-01)	<p>Essential: A minimum of a Master's degree in Agriculture, Rural Development, Environment, or other relevant fields and related disciplines.</p> <p>Experience: i. At least 6 (Six) years of experience in the field of rural development and associated standard participatory approaches in Tripura.</p> <p>ii. At least 6 (Six) years of professional experience in external Aided projects which include also Forest based resource management and having worked with women & tribal communities in rural development scenario.</p> <p>iii. Demonstrated knowledge of rural development challenges, both in pilot districts and in Tripura, with cross-sectoral experience in agriculture, natural resource management and climate change.</p> <p>iv. Demonstrated strong analytical and organizational skills, with the ability to deliver results on time.</p> <p>v. Knowledge of national and state government/ Tripura Forest Department (TFD) capacity building guidelines and their implementation design.</p> <p>vi. Food technology skills, besides knowledge on regulatory requirements for certifications and quality control, etc. Is an added advantage.</p> <p>vii. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p> <p>vi. Experience of work in protected areas with forest dependent communities will be an advantage.</p> <p>vii. Experience in GIS mapping will be advantages.</p>	60,000/-	40 Years	IGDC CREFLAT Project Under Forest Department
6	Technical Officer (Environmental and Social Safe Guards)	02(UR-01, ST-01)	<p>Essential: Post Graduate degree in the fields of Environment/Social Sciences/ Biodiversity Conservation/ Forestry (Community Forestry) & related M&E.</p> <p>Experience: i. At least 5 (Five) years of experience in the field of Environment and social safeguards application and associated standard participatory approaches in Tripura.</p> <p>ii. At least 5 (Five) years of professional experience in external Aided projects which include also Forest based resource management and having worked with women & tribal communities and use of safe guards.</p> <p>iii. Knowledge of national and state government/ Tripura Forest Department (TFD) capacity building guidelines and their implementation design.</p> <p>iv. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p> <p>v. Experience in PRA with focus on identification of vulnerable target groups, preparation of specific actions plans and impact monitoring.</p>	60,000/-	40 Years	IGDC CREFLAT Project Under Forest Department

7	Technical Officer (Horti-Forestry)	01(UR)	<p>Essential: Post Graduate degree in Forestry/ Horticulture.</p> <p>Experience: i. At least 3 (Three) years of technical experience in the field of horticulture management and engagement with rural/preferably tribal farmers.</p> <p>ii. At least 3 (Three) years of professional experience in participatory approaches.</p> <p>iii. Knowledge of state natural resource production and management related public schemes and implementation guidelines vis-a-vis marketing avenues.</p> <p>v. Good communication skills, including fluency in English. Additional knowledge of Bengali/ Tribal language would be advantage.</p>	60,000/-	40Years	IGDC CREFLAT Project Under Forest Department
8	Village Community Worker	39 (UR-20, ST-12, SC-07)	<p>I. A high school or a higher academic degree is desirable.</p> <p>II. Should be an inhabitant of respective project villages.</p> <p>III. Good communication skills especially in any of local language and additionally of Bengali and English.</p>	8,000/-	40 Years	IGDC CREFLAT Project Under Forest Department
9	Centre Administrator (Women)	01 (UR)	<p>Essential: Law Degree / Master of Social Work.</p> <p>Experience: At least 5 (Five) years experience of working violence against women issues in an administrative set up with a Government or Non- Government project/ Programme and preferably with at least 01(One) year experience of counselling either within or outside the same set up.</p>	21,630/-	40 Years	One Stop Centre at Bishramganj
10	Case Worker (Women)	02 (UR-01, ST-01)	<p>Essential: Law Degree / Master of Social Work.</p> <p>Experience: At least 3 (Three) years experience of working violence against women issues in an administrative set up with a Government or Non- Government project/ Programme. She should be resident of the local community.</p>	13,953/-	40 Years	One Stop Centre at Bishramganj
11	IT Staff	02 (UR-01, ST-01)	<p>Essential: A Graduate with a Diploma in Computer/ IT Etc</p> <p>Experience: At least 3 (Three) years experience of data management, process documentation and web based reporting formats, video conferencing in either at level of State / District/ Non-Governmental / IT based organization.</p>	16,453/-	40 Years	One Stop Centre at Bishramganj
12	Counsellor (Women)	01 (UR)	<p>Essential: A Post Graduate degree in Social Work / Clinical Psychology.</p> <p>Experience: At least 3 (Three) years experience of working as counsellor/ psychotherapist in a reputed mental health institute / Clinic at the District/ State Level.</p>	12,106/-	40 Years	One Stop Centre at Bishramganj
13	Multi-Purpose Helper (Women)	03(UR-02, ST-01)	Any person preferably women who is literate.	7,286/-	40 Years	One Stop Centre at Bishramganj
14	Junior Scientific Officer	05 (UR-03, SC-01, ST-01)	Essential: Minimum Bachelor in Pharmacy (B. Pharma) from a recognized University.	32,284/-	21-50 Years	Drug Controller Office
15	Technical Officer (Drugs)	04(UR-02, SC-01, ST-01)	Essential: Minimum Bachelor in Pharmacy (B. Pharma) from a recognized University.	32,284/-	21-50 Years	Drug Controller Office

Note: Village Community Worker (VCW) would be posted at following Villages,

Name of Block	Name of Forest Beat Office	Name of Villages
Ambassa	Ambassa	Kamalacherra
Salema	Salema	Simbukchak, Maharaniapur
	Jadurambari	Katalutma, Panboa, Jamthumbari
	Kachucherra	South Kachucherra
	Mendi	Asha Purna Roaja Para
Durga Chowmohoni	Sri Rampur	Sri Rampur
	Halahali	Setri, Dhanchandra
Dumburnagar	Dumburnagar	J.B.Para
	Barabari	Ultacherra
	Dalpati	Dalpati
Manu	Madhya Chailengta	Gainama
	Labancherra	Labancherra
	Dalucherra	Dalucherra
	Dhumacherra	West Jamircherra
	Longtjorai	S.K.Para
	Shibbari	Chichingacherra
	Karamcherra	Karacherra
	Kathalcherra	West Kathalcherra, Demcherra
	DEO RF	Deo RF
	Chawmanu	Chawmanu
Manikpur		Rajdhar, West Malidhar
Jampui Hill	Hmunpui	Paschim Hmunpui
Dasda	Dasda	South Tuisama, Dasamanipara
	Gachirampara	Gachirampara
	Bandarima	Bandarima
	Anandabazar	Kalapani, Khakchangpara
Damcherra	Thumsaraipara	Thumsaraipara
	Bangsul	Juri RF
	Damcherra	Uttamjoypara

Terms & Conditions:

1. The selected candidates would be appointed on Purely Contract Basis for a term of 11 (**Eleven**) months and may be extended on performance and requirement.
- (2). the selected candidates should come under an agreement as per the norms with the SOFED.
- (3). the candidates shall be selected through written examination or interview whichever is convenient on purely merit basis and the date of such test shall be informed on due course.
- (4). Selection panel would be made as per reservation policy of state Govt.
- (5). Every Candidate shall have to pay ' Application Processing Fee' @ Rs. 236.00 (Rs. 200 + 18 % GST) through NEFT/RTGS/UPI in the following bank Account .

Account Title: Society for Entrepreneurship Development

Name of the Bank & Branch: Punjab National Bank, G.B. Hospital Branch , Agartala . IFSC: PUNB0150720

A/C NO. 1507200100003166

Application shall be submitted to the Society for Entrepreneurship Development (SoFED), ITI Road, Indranagar, Agartala-799006 up to 5:00 Pm of 20th June, 2023. Incomplete application shall be rejected without showing any clarification thereof. Specimen Application may be collected from SoFED Office ITI Road, Indranagar Agartala . The submitted through postal Department shall reach to this end on or before closing date i.e. 5.00 Pm of 20th June, 2023. In complete application shall be rejected without showing any reason thereof.

Sd/-

MEMBER SECRETARY, SoFED

COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 03 /2023-24

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

(To be filled by the Office)

Sl. No/Roll No.

_____/_____/2023

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of:** _____ **Item No:** _____

1. Name of the candidate: SRI / SMT _____
(In Block Letters)

2. Father's / Husband's name: Sri / Late _____

3. Permanent address : Vill _____ P.O _____
(Copy of PRTC to be enclosed) Sub-Div. _____ Dist. _____
Pin. _____

4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____

5. Social Category : ST / SC / UR
(Copy of caste to be enclosed)

6. Contact no :

7. Email ID :

8. Date of birth : DD _____ / MM _____ / YYYY _____
(Admit of Madhyamik/birth certificate to be enclosed)

9. Age as on 01-06-2023 : _____ Years _____ Month _____ Days

10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

Sl No	Name of the examination (Graduation onwards)	Board/University	Year of passing	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						

10. Previous experience: (Certificate /Certificates to be enclosed)

Sl No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				
2				
3				
4				

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED. In addition, if my candidature doesn't match with the requirement of the post/posts, the authority of SoFED is having the right to reject my candidature without showing any reason thereof.

Place:
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (I). PRTC
- (II). Aadhar Card
- (III). Caste Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Final Year Mark sheets of Graduation, and Post Graduation etc.
- (VI). Experience Certificates
- (VII). Proof of payment of application fee

.....Cut Here.....

(To be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 03/2023-24
Acknowledgement cum Admit Card

Sl. No. / Token No _____ / _____ /2023 (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: _____

2. Name of the candidate: SRI / SMT _____
(In Block Letters)

3. Father's / Husband's Name: Sri / Late _____

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

(Office Round Seal)

Full Signature of the candidate

Authorised Signatory of SoFED with seal

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appear in the examination/Interview without this Acknowledgement cum Admit Card)

