

**Requirement of Managerial Position in
Uttarakhand Forest Resource Management (JICA) Self-Reliant Cooperative
Ltd., Dehradun supported by
Uttarakhand Forest Resource Management Project (Japan Funded)**

Applications are invited for selection of suitable candidate, on contractual basis, for Managerial positions in Uttarakhand Forest Resource Management (JICA) Self-Reliant Cooperative Limited, supported by Uttarakhand Forest Resource Management Project, which is funded by Japan International Cooperation Agency (JICA), **latest by September 21st 2021 at 3:30 p.m.** at the office of the Chairman, Uttarakhand Forest Resource Management (JICA) Self-Reliant Cooperative Ltd., 24, IT Park, Sahasradhara Road, Dehradun.

Application format is annexed.

Position	Minimum Eligibility	Number of Positions
Office Manager (General)	<ol style="list-style-type: none"> 1. Post Graduate 2. Minimum 3 years of experience of managerial position in any reputed institution or project 3. Having good communication skills 4. Having knowledge of Procurement rules, Book Keeping, inventory maintenance and record keeping 5. Good knowledge of MS office 6. Age: Not more than 40 years 	1
Office Manager as Excel Specialist	<ol style="list-style-type: none"> 1. Post Graduate in Statistics 2. Desired experience is 5 years in such position 3. Excellent knowledge of MS Office particularly working in Excel <ol style="list-style-type: none"> a. Excel worksheets b. Advanced Charting c. Functions d. Advanced Formulae e. Tool Bars f. VLOOKUP g. INDEX+ MATCH h. Conditional Formatting i. PIVOT Tables & Pivot Reporting j. VBA & Macros k. Data table, simulations & solver 4. Age: Not more than 30 years 	1

Remuneration would be negotiable based on qualification and experience of the candidate. Interested candidates may apply latest by **21st September 2021** along with the required documents, in the prescribed format, which can be downloaded from the website

Chairman
Uttarakhand Forest Resource Management
(JICA) Self-Reliant Cooperative Ltd.

Application for (Name of the Position)

S.No.	Field	Details
1	Name of the Applicant	
2	Father's/Husband's Name	
3	Date of Birth	
4	Domicile	
5	Educational Qualifications	
6	Professional Qualifications	
7	Experience	
8	Telephone No. & Email	
9	Any Other Additional Information related to the position applied for	

Signature of the Applicant and date

Note: Application should be submitted in Typed form