



उत्तराखण्ड वन संसाधन प्रबन्धन (जायका) स्वायत्त सहकारिता
(उत्तराखण्ड स्वायत्त सहकारिता अधिनियम 2003 के अन्तर्गत पंजीकृत)
पंजीकरण संख्या-एस0 आर0 ए0 - यू0के0-1
49, आई0टी0 पार्क, सहस्रधारा रोड, देहरादून - 248001
उत्तराखण्ड, देहरादून
दूरभाष - 0135- 2976200, ई मेल - ufrmpsrc@gmail.com
वेबसाइट: - <https://jicauttarakhand.org>

Ref No. 321/18-30/12-06-2024

Date: - 12 /06/2024

क्लस्टर स्तरीय सहकारिताओं में विभिन्न पदों हेतु अनुबन्ध के आधार पर आवेदन हेतु आमंत्रण

उत्तराखण्ड वन संसाधन प्रबन्धन परियोजना (जायका वित्त पोषित) के अन्तर्गत गठित 20 क्लस्टर स्तरीय स्वायत्त सहकारिताओं में विभिन्न पदों हेतु अनुबन्ध के आधार पर नितान्त अस्थायी व्यवस्था के अन्तर्गत इच्छुक एवं अनुभवी अभ्यर्थियों से आवेदन आमंत्रित किये जाते हैं। पदों का विवरण निम्नानुसार है :-

S. No	Post Name	S. No	Post	S. No	Post
01	Marketing Organizer	02	Production & Extension Support	03	Accounts & General Works

विस्तृत विवरण यथा योग्यता, पदों की संख्या, विचारार्थ विषय, अनुभव, मानदेय आदि आवेदन पत्र के साथ कार्यालय की वेबसाइट <https://jicauttarakhand.org> पर दिनांक 14/06/2024 से उपलब्ध होंगे।

सभी प्रकार से पूर्ण आवेदन पत्र स्पीड पोस्ट/पंजीकृत डाक/कोरियर के माध्यम से दिनांक 02.07.2024, सांय 05:00 बजे तक उपरोक्त पते पर स्वीकार किये जा सकेंगे। निर्धारित तिथि के उपरान्त प्राप्त होने वाले आवेदन पत्रों पर किसी भी दशा में विचार नहीं किया जायेगा।

सचिव
उत्तराखण्ड वन संसाधन प्रबन्धन (जायका) स्वायत्त
सहकारिता लि0, देहरादून, उत्तराखण्ड।

Overview: -

Uttarakhand Forest Resource Management (JICA) SRC Ltd. is the State level apex federation formed under JICA funded Uttarakhand Forest Resource Management Project UFRMP. State Federation is Registered under Self Reliant Cooperative Act 2003. The State Federation has been working towards strengthening 1500 Self-Help Groups (SHGs) through 20 cluster federations/ Cooperatives, formed in 13 forest divisions/ Divisional Management Units (DMUs) in the State of Uttarakhand. State Federation has been supporting livelihood of the members of Self-Help Groups in terms of aggregation, value addition, branding, packaging, promotion, and marketing through Cluster Level Federations.

The Cluster Level Federations are Registered under Self Reliant Co-operative Act-2003. They are operational in Districts Almora, Bageshwar, Nainital, Champawat, Pithoragarh, Chamoli, Tehri, Pauri etc.

List of Cluster Level Federations (CLFs), where Vacancies of Marketing Organizers, Production & Extension Support and Accounts & General Works are to be filled:

1. Jagnath Jica SRC, Dhauladevi, Almora	11. Kali Kumaon Chura Sahad Utpadak JICA SRC, Pithoragarh
2. Baba Bagnath SRC, Bageshwar	12. Mussoorie, Kumalda, Jaunpur, Tehri Garhwal
3. Dholinag SRC, Dharamgarh Bageshwar	13. Tarakund, Thalisen, Pauri Garhwal
4. Sarmool SRC, Kapkot Bageshwar	14. Hewal Kunj, Narendranagar Tehri
5. Naini hill Jica SRC, Nainidanda Pauri	15. Dev Kunj, Devprayag Tehri
6. Ranikhet JICA SRC, Tarikhet, Almora	16. Tehri Dam, Tehri
7. Nanda Devi Gairsain, Chamoli	17. Malan Ekta, Dugadda, Pauri Garhwal
8. Champawat JICA SRC, Lohaghat, Champawat	18. Kanav Ghati, Dugadda, Pauri Garhwal
9. Naina Devi, Mukhteswar, Nainital	19. Trishuli, Deval, Chamoli
10. Maa Barahi, Okhalkanda, Nainital	20. Laxmi Narayan, Karanpryag, Chamoli

Details of Positions, Qualifications, Experience and Knowledge are as follows:

Sl No.	Position For CLF	Qualification	Desirable Experience & Knowledge	No. of Positions
1.	Marketing Organizer	<ol style="list-style-type: none"> 1. Bachelor/Master Degree in Marketing preferable. 2. Alternatively, Degree in Commerce. 3. Degree in Economics. <p>Minimum Grades of a Degree not less than 60 percent</p>	<ol style="list-style-type: none"> 1. Five years or more experience in the area of commerce /Marketing especially in Bulk Marketing 2. Five years or more experience of working with Cooperatives 3. Operating knowledge of Computers (MS Office) for 2 or more years (Include certificate from an accredited training institute) 4. Working knowledge of Hindi & English both written and communicative 5. Experience of working in UFRMP or in a related project for a minimum of 5 years period. 	16
2.	Production & Extension Support	<ol style="list-style-type: none"> 1. Degree in Social Sciences. 2. Degree in Social Work. 3. Degree in Anthropology. 4. Degree in Agriculture. <p>Minimum Grades of a Degree not less than 60 percent</p>	<ol style="list-style-type: none"> 1. Five or more years of experience in the area of Extension (Agri/Horti/animal husbandry/other); 2. Experience of mobilizing & nurturing SHGs to progressive/active levels; 3. Two or more years' experience of working with Cooperatives; 4. Experience of convergences for 2 or more years 5. Operating knowledge of Computers (MS Office) for 2 or more years (Include certificate from an accredited training institute) 6. Working knowledge of Hindi & English both written and communicative 7. Experience of working in UFRMP or related projects for minimum of 5 years period. 	56

3.	Accounts & General Works	<ol style="list-style-type: none"> 1. Degree in Accounting & Finance. 2. Diploma in Accounting & Finance. 3. Degree in Commerce with Accounting Subject. 4. Minimum Grades of a Degree not less than 60 percent. 	<ol style="list-style-type: none"> 1. Three or more years of experience in managing books of accounts and finances. 2. Two to three years of working experience of Tally Software (Include Tally Software Training Certificate from an accredited institution). 3. Operating knowledge of Computers (MS Office); 4. Ability to prepare accounts & its interpretation. 5. Experience of managing office and administrative works. 6. Working knowledge of Hindi & English both written and communicative. 	20
----	-------------------------------------	---	---	----

Position wise Responsibilities/Core Works & Remuneration is as follows:

Sl. No.	Job Title	Core Works	Remuneration
1	Market Organizer	<p>Spear Head the Preparation of annual Business Plans;</p> <ol style="list-style-type: none"> 1. Prepare Marketing Plan and seek approval of the BoD & project staff. 2. Study and Explore Bulk markets for bulk sale. 3. Assist in the operation of Retail outlets of CLF. 4. Assist in setting up sales during Yatra period (May to Nov.). 5. Track Business Plan with actual performance & update data by the required periodicity. 6. Ensure optimal usage of Growth Center for processing, sorting, packaging, and other related activities as per the Growth Center purpose & functions. 7. Plan commodities with Apex Management for transfers to Apex Warehouse and other buyers identified by the Apex. 8. All documentations of sale would be as per the policy and systems stipulated by CLF, Project and the Apex management. 9. Periodic update of MIS data in the project MIS Systems. 10. Team up for other tasks with BoD including Board Meetings, AGM etc. 	30,000 + 10,000 TA
2	Production & Extension Support	<ol style="list-style-type: none"> 1. Prepare seasonal plans as per the Value Chain & Non-Value Chain activities. 2. Assist SHGs in mobilizing of seeds and other inputs; 3. Assist in linking up with the extension services and insurance companies. 4. Assist in bank linkages. 5. Prepare updates of progress in the VCs & non-VCs activities and appraise the board and update MIS. 6. Assist SHGs in the areas where the weaknesses prevail and help them overcome systematically and within the time frame for sustainability. 7. Team up for other tasks with BoD including Board Meetings, AGM etc. 	20,000+ 7500(TA)

3	Accounts & General Works	<ol style="list-style-type: none"> 1. Scrutiny of all the transactions as per the budget line items with vouchers, Invoices, Receipts, bank reconciliations etc. 2. Input of accounts transactions in to Tally and CLF Registers. 3. Present the accounts to CLF office bearers (Chair, Secretary & Treasurer) on weekly basis; 4. Input the financial data in the MIS system of the project; 5. Follow up of Creditors and Debtors accounts as per the policy. 6. Reconcile CLF stocks in the warehouse and the outlets with the procurement and update records on monthly basis; 7. Work with the BoD office bearers to prepare all presentations including accounts for the AGM. 8. On Random basis check the Accounts of SHGs, but cover all SHGs on quarterly period. 9. Team up with other staff and BoD for monthly meetings. 10. Any other work deemed necessary and assigned by the BoD. 	18,000+ 2000(TA)
---	-------------------------------------	---	---------------------

Terms and Conditions:

1. **The Maximum age for the above Positions is not more than 45 years as on 31st July 2024.**
2. **Any form of Recommendation will result in rejection of candidature.**
3. The candidate shall mark the name of the position he/she is applying for in bold letters on the top of the envelop clearly mentioning the name of the position. The candidate shall submit separate envelops if applied for more than one position.
4. The initial appointment shall be for a period of 01 year, which can be extendable based on the performance and need.
5. Above positions are time bound and co-terminus with the need of the various cluster federations located in Garhwal and Kumaon region of Uttarakhand.
6. Only shortlisted candidate shall be called for interview. The selection of the candidates shall be based on the interview. No TA/DA will be paid for attending the interview.
7. The shortlisted candidates shall be informed through e-mail Ids provided by the candidates in their application form, candidates are advised to regularly check their e-mails.
8. The engagement under above does not confer any right/claim whatsoever either or implicitly for any regular appointment in CLFs.
9. Interested candidate may apply on the prescribed application form and a passport size latest photograph with self-attested copies of all the certificates and testimonials.
10. The competent authority reserves right to withdraw the aforesaid advertisement/posts without issuing any prior notice.
11. Interested candidates are advised to regularly visit the website <https://jicauttarakhand.org> for any addendum (if there is any).
12. All applications should reach the above address **Chairman, Uttarakhand Forest Resource Management (JICA) Self-Reliant Cooperative Ltd., 49, IT Park, Sahastradhara Road, Dehradun – 248001** latest by **July 2nd 2024 at 5:00 p.m.** by registered/speed post /courier only.
13. The applications received after deadline 02-07-2024 till 5:00 pm shall not be entertained.

Secretary
UFRM (JICA) SRC Ltd.

Paste self-attested
photograph

APPLICATION FORM

Job Position Applied For:

1. PERSONAL INFORMATION

Full Name			
Father's/Husband Name			
Date of Birth		Age:	
Residential Address			
Permanent Address:			
Email Id:		Phone Number:	
Adhaar No:			
Pan Card No:			

2. Qualifications:

Sl. No.	Main Subject	University Name	Passing Year	Marks obtained/Total Marks	% Obtained
1	High School				
2	Intermediate				
3	Graduation				
4	Post-Graduation				
5					

* Add rows for additional information

3. Trainings Completed

Sl. No.	Main Subject of Training	Institute Name	Duration	Year	Certificate /Diploma
1.					
2.					
3.					

* Add rows for additional information

4 A. Work Experiences (From Current)

Job Title & Year	Institution Name & Address	Duration	Key Jobs Performed
1.			1. 2. 3. 4. 5. 6. 7.
2.			1. 2. 3. 4. 5. 6.
3.			1. 2. 3. 4. 5.
4.			1. 2. 3. 4. 5.
5.			1. 2. 3. 4. 5.

4 B. Key Achievements

Job Title & Year	Key Achievement
1.	1. 2.
2.	1. 2.
3.	1. 2
4.	1.

5. Write 200 Words About Yourself

Declaration: -

I, Mr./Ms./Mrs. Certify that all the information filled and documents submitted are true and I understand that if any information is found to be wrong, at any stage, then my candidature will be rejected.

List of Attachments: -

1. High School Certificate for proof of age.
2. Graduation certificate and marksheet.
3. Post- Graduation certificate and Marksheet.
4. Related experience & Training Certificate.
5. Any other relevant documents.

Signature: _____

Date:

Name: _____

Place:

IMPORTANT INSTRUCTIONS FOR FILLING FORM: -

- Read the Instruction carefully before filling the form. Specification regarding Applicants Education, Qualification, Experience & Age etc. needs to be as per the norms.
- Application should be typed clearly in English or Hindi.
- If no documentary proof is attached or incomplete/unreadable then such applications will not be considered as valid.
- All communications will be sent by email and on the postal address for communication. Therefore, applicants should carefully note that correct email address and complete postal address are given and they are expected to regularly check the website for updates.
- The candidate shall mark the name of the position he/she is applying for in **bold letters** on the top of the envelop clearly mentioning the name of the position. The candidate shall submit separate envelops if applied for more than one position.
- Interested candidate should apply on the prescribed application form only a passport size latest photograph with self-attested copies of all the certificates and testimonials.
- Envelope containing filled application format, with documentary proof should be properly sealed. Write clearly “Application for _____” on the outer side of the envelop.
- Typed and filled application format, with documentary proof should be sent by Register/speed post/courier reach the office of the **Chairman, Uttarakhand Forest Resource Management (JICA) Self-Reliant Cooperative Ltd., 49, IT Park, Sahastradhara Road, Dehradun – 248001** latest by **July 02nd 2024 by 5:00 P.M**, application received after due date and time will not be entertained.

Secretary
UFRM (JICA) SRC Ltd.