

No. F. 22-3 (9)/For- JICA/I&P/IGA/10/Vol- III  
**Government of Tripura**  
**Department of Forests**  
**Project Management Unit**  
**Tripura JICA Project**  
**Hatipara, Gandhigram- 799012, West Tripura**

Dated: Agartala, the 7<sup>th</sup> July' 2011

### **Notification for appointment on contract in the Tripura JICA Project**

The Project Management Unit, Tripura JICA Project has decided to appoint on contract at fixed pay for a period of three years, 11 (eleven) Livelihood Coordinators (LC) and 48 (forty eight) Community Organizers (CO) as members of IGA Support Team for assisting the Forest Officers in the DMU and RMU in community organizing, SHG formation and identification as well as promotion of Income Generation Activities. The place of posting of the LCs and COs shall be in any of the 40 Forests Ranges (RMUs) / (R D Block) of 07 Forest Divisions of North, West and South Tripura Districts under the Project.

2. Application in prescribed format affixing recent passport size attested photograph enclosing attested copies / testimonials / certificates of mark sheets / qualifications / citizenship etc. are hereby invited from the bonafide Indian nationals (Male/Female) having the requisite qualification for such appointment. The last date of receipt of application is the 25<sup>th</sup> July' 2011 after which no application shall be received. The eligible and selected candidates are liable to be posted in any part of the project area and shall have to be physically fit to move about / undertake tours extensively. For further details on the project, the project website, <http://www.tripurajica.com> may be visited. The selected candidates shall be imparted training of three months after appointment.

### **3. Job description**

#### **A) Livelihood Coordinator – 11 Posts (2- UR, 1-SC, 8-ST)**

The job of a Livelihood Coordinator shall be to lead the IGA Support Team consisting of Community Organizers and Field Facilitators and selected candidate shall be responsible for achievement of project objectives in the area of livelihood improvement through IGAs. It shall be the duty of the Livelihood Coordinator to plan and undertake appropriate studies for market resource and skill assessment. In collaboration with the Community Organizers and Field Facilitators, the Livelihood Coordinator shall assist in formation and federation of SHGs. The selected candidate shall also liaise with concerned Line Departments and training institutions as per the requirements of the job and facilitate market linkages with private agencies for growth of the enterprise. The Livelihood Coordinator shall work in collaboration with the Range Management Unit (RMU), receive assistance from the PMU and report to the Chief Project Officer (DFO) who shall be the Controlling and Disciplinary Authority of the Livelihood Coordinator and Community Organizer.

## **B) Community Organizer – 48 posts (23- UR, 07- SC, 18- ST)**

The Community Organizer along with Field Facilitators shall have to work under the guidance of the Livelihood Coordinator and it shall be the duty of the Community Organizer to facilitate formation and strengthening of SHGs and JFMCs to provide training and assist in participatory assessment, micro planning etc. The Community Organizer shall be imparted training in business planning and development and is expected to provide support to SHGs in forming the same. S/he will also identify other training needs of SHGs and JFMCs and assist in organizing training at the village and RMU level.

### **4. Qualifications**

**Essential:** - At least a Bachelors Degree in one of the following disciplines - **Rural Development / Agriculture / Fishery / Sociology and Botany or allied subjects.** Applicants should be fluent in Bengali / Kokborak and shall have to possess working knowledge of English.

**Desirable:** - Candidates shall have to be computer literate and shall be required to show skill in computer application in the interview. Besides they shall have to be prepared to live and work with communities in rural areas where the project is being implemented.

### **5. Experience**

**Livelihood Coordinator:** - Previous experiences of more than three years in working in the sector of rural development, forestry or allied subjects including SHG and Livelihood promotion shall be considered additional qualification and due weightage shall be given on this count.

**Community Organizer:** - More than two years' of experiences in rural development or related sector , with at least one year in Community Organizing / SHG formation etc shall be given due weightage.

### **6. Age**

Candidates having age less than 40 years on the 1<sup>st</sup> January' 2011 shall be eligible for the jobs.

### **7. Salary**

**Livelihood Coordinator:** - Selected candidates shall be paid salary @ Rs. 8,500/- per month (fixed) and additional up to Rs. 2,500/- per month for meeting the movement, logistics and accommodation costs.

**Community Organizer:** - Selected candidates shall be paid salary @ Rs. 7,500/- per month (fixed) and additional up to Rs. 2,500/- per month or meeting the movement, logistics and accommodation costs.

## **8. Selection Process**

Selection shall be through a process of interview of the short listed candidates at Agartala. The exact date, time and venue of interview shall be informed in time.

## **9. Special Condition**

The applicant has to give and undertaking that he / she will serve in the project at least for 2 (two) years. The applicant has to submit a bond of Rs. 5,000/- (Rupees five thousand) only in the form of bank draft in the name of "CEO & PD, TFIPAP". Any breakage of this condition will lead to forfeiture of the bond amount.

## **10. Submission of Application**

Interested candidates may submit their application in the prescribed format which may be obtained in person from the Office of the DFO or Range Office of the following Forest Divisions: Udaipur / Bagafa / Gumti / Teliamura / Sadar / Kanchanpur / Kailasahar and Trishna Wildlife Sanctuary. Candidates may also download the application form from the website <http://www.tripurajica.com>. Interested candidates should submit their applications complete in all respect at the address mentioned below on or before 25<sup>th</sup> July' 2011 beyond which no application shall be received.

The Chairman  
Selection Committee for the IGA Support Team  
O/o the Project Management Unit  
Tripura JICA Project  
1<sup>st</sup> Floor, Room No. 11  
Hatipara, Gandhigram- 799012, West Tripura

**Sd/- [G. S. Raju, IFS]**  
**07/07/2011**  
**Chief Executive Officer & Project Director**  
**Tripura JICA Project**

Serial No. of application: - \_\_\_\_\_  
(To be filled in the office)

**Tripura Forest Environmental Improvement and Poverty Alleviation Society**  
**Tripura JICA Project**  
**Application Form**

Paste one  
recent  
passport size  
photograph  
here

Position applied for: \_\_\_\_\_  
(Specify **Livelihood Coordinator** or **Community Organizer**)

1.	Name of the Applicant (in Block Letter)					
2.	Father's Name					
3.	Place of residence	District:	R. D. Block:	Sub-Div:		
4.	Address for communication					
5.	Tel. Number / Mobile No.					
6.	E-mail (if any)					
7.	Age / Date of Birth	Age: -		Date of Birth: -		
8.	Social Category: (✓) mark	Scheduled Caste		Scheduled Tribe	OBC / General	
9.	Educational Qualifications (Latest First)	Year	Degree / Diploma / Certificate	Institution and Place	Main Subjects	Division/ Grade

**Contd. to P/2**

10.	Experience (Starting from last)	Year(s) From-To	Name of the Organization	Designation & place of posting	Job responsibilities		
11.	Language known and degree of fluency (indicate <b>excellent</b> , <b>good</b> , <b>fair</b> , <b>poor</b> for all language listed)	Language (s)		Read	Write	Speak	
12.	Any other training(s) received	Year	Training institution and place	Duration of training	Training received (brief description)		
13.	Major achievement						
14.	Extracurricular interest						
15.	Whether Computer literate?	Specify any skills available: -					
16.	Marital status & number of dependants	Marital status: -			Number of dependants: -		
17.	Current salary (Rs.)	Monthly salary drawn in the previous job (if any): -					
18.	Do you hold a driving license?	Specify Yes/No: -			If "Yes" mention number: -		
19.	Preferred DMU for posting (refer achievement for DMU locations)*	First preference: - _____ Second preference: - _____ Third preference: - _____					

\*The TFIPS does not guarantee that selected candidates will get postings of their preference.

I hereby certify that information provided above is correct and complete to the best of my knowledge.

Date: -

Place: -

**Signature of the Candidate**