



ADVERTISEMENT REGARDING EMPANELMENT OF PERSONNEL FOR HIRING SERVICES ON CONTRACTUAL BASIS BY THE CHANDRAPUR FOREST ACADEMY, CHANDRAPUR

Desk No. 2/Lekha/ 2415

Date : 16.11.2022

Chandrapur Forest Academy of Administration, Development and Management, Chandrapur plans to hire services of various experts, including retired Ranger Surveyor/Surveyor of forest department, Data entry operator, Hardware & Networking technician, plumber, Electrical supervisor, Electrician, Receptionist, Hostel caretaker, Driver etc. for training & administrative purpose on contractual basis.

Last date to apply : Filled application form with the true copies of testimonials should reach us by 03rd December 2022.

Please visit mahaforest.gov.in OR

<https://drive.google.com/drive/folders/1AhyW4x7QDhHogGwVs4dgpLwJTmAx8oxe> for more information. (Contact No. 8999109401, email id : chandrama.cfa@gmail.com.)


Director

Chandrapur Forest Academy of
Administration, Development &
Management, Chandrapur





Government of Maharashtra

**Director, Chandrapur Forest Academy of
Administration, Development & Management, Chandrapur
Mul Road, Chandrapur - 442401 (MS)**



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Contact No: 07172-255519

**ADVERTISEMENT REGARDING EMPANELMENT OF PERSONNEL FOR HIRING SERVICES ON
CONTRACTUAL BASIS BY THE CHANDRAPUR FOREST ACADEMY, CHANDRAPUR**

Introduction :-

Chandrapur Forest Academy of Administration, Development and Management, Chandrapur has been constituted vide Maharashtra State Government Resolution bearing No. Est-2014/Sr.No. 64/Part-2/F9/Mantralaya Mumbai Dt. 04-12-2014. 'Chandrapur Forest Academy' is registered under Society Act-1860 & Bombay Public Trust Act-1950.

Chandrapur Forest Academy of Administration, Development and Management are in need of the services on contractual basis, hence the applications are invited. Details are as follows:

Sr. No.	Details of the Service	No. of posts	Minimum Qualification & Nature of Work	Honorarium to be paid per month
1.	Data Entry Operator	07	<ul style="list-style-type: none">- H.S.C. pass or above- Hindi, Marathi, English Typing 40 wpm- Drafting Skill- Experienced Candidates will be preferred.	18000/-
2.	Hardware and Networking Technician.	01	<ul style="list-style-type: none">- H.S.C. pass or above- Should have completed Networking & Hardware Course from a recognized Institute (Ex: Cisco Certified Networking Associate course or similar course for computer hardware)- should be conversant in repair of computer, routers, network switches, projectors etc.- Experience Candidates will be preferred.	18000/-
3	Plumber	01	<ul style="list-style-type: none">- S.S.C. pass or above- Should have I.T.I. Diploma in Plumbing trade.- Work experience should be greater than 2 years in institution like college, hospitals etc.	15000/-
4	Electrical Supervisor	01	<ul style="list-style-type: none">- Should have completed Diploma in Electrical or related trade. Should have experience in repair and maintenance of ACs, DG sets, Solar panel, Water pumps, UPS, batteries etc.	20000/-
5	Electrician	01	<ul style="list-style-type: none">- S.S.C. pass or above- Should have I.T.I. Diploma in Electrical trade.- Should have experience in operation, repair and maintenance of ACs, DG sets, Solar panel, Water pumps, UPS, batteries etc.	18000/-
6	Receptionist	01	<ul style="list-style-type: none">- Should have completed Bachelor Degree.- Good Communication Skill in English, Hindi and Marathi required.	15000/-
7	Hostel Caretaker	02	<ul style="list-style-type: none">- S.S.C. pass or above- Candidates having hospitality training and relevant experience will be preferred.	15000/-

8	Driver	02	<ul style="list-style-type: none"> - Should have license for HMV + PSVBUS and experience of driving large vehicles like Bus, Trucks etc.. 	15000/-
9	Retired Ranger Surveyor	01	<ul style="list-style-type: none"> - should have knowledge to upload online forest clearance proposal and online wildlife clearance proposal on Parivesh Portal. - should have knowledge of complete procedure of forest land Diversion proposal and wildlife clearance proposal with respect to both office work as well as field work. - should have knowledge of survey, demarcation, preparation of Geo digital map, prepare KML file, verification of area and maps, GPS survey. 	It will be as per provision of GAD Govt. Resolution No.Misc-2715/CR100/13, dt. 17/12/2016.
10	Gym Trainer	01	<ul style="list-style-type: none"> - Should have completed Bachelor Degree. - Should have Certificate of fitness trainer. - Should have experience as Gym trainer/ personal fitness trainer. 	15000/-
11	Office Assistant	01	<ul style="list-style-type: none"> - Graduate in any subject/ HSC Board. - work experience as clerk in government offices will be preferred. - English, Marathi typing compulsory along with knowledge of computers. 	12000/-
12	Lifeguard cum Swimming trainer	01	<ul style="list-style-type: none"> - H.S.C. pass or above - should have experience of at least 2 years working as trainer/lifeguard in a swimming pool. (Certificate to that effect to be furnished with application) 	12000/-

The services of following person are required on course to course basis :

Sr. No.	Details of the Service	No. of posts	Minimum Qualification & Nature of Work	Honorarium to be paid
1	Classroom attendant	01	<ul style="list-style-type: none"> - Need to know about handling computer, operating MS office, making short videos and ppts, taking good photographs and operating social media handles. 	450/- per day

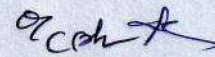
Terms & Conditions: -

- All the rights regarding the appointment are vested with the selection committee of the Chandrapur Forest Academy. Decision of the committee, Chandrapur Forest Academy is final and binding.
- Legal agreement between the Chandrapur Forest Academy and the selected candidate will be executed on the successful selection.
- *Recruitment whether part time or full time is purely temporary in nature and contractual in nature under the Chandrapur Forest Academy.*
- Empanelment will be valid for next Two years starting from date of formation of the panel in each category.
- Empanelled personnel will be called for engagement of their services as and when required by the academy.
- *No. of posts shown above is tentative and it may vary based on the requirement of the academy.*

How to Apply: - Filled application form with the true copies of testimonials to be submitted to the office of Chandrapur Forest Academy of Administration, Development and Management at Chandrapur on or before 18.15 Hrs, 03-12-2022 or can be mailed chandrama.cfa@gmail.com.

Selection Procedure: -Candidates shall access <https://drive.google.com/drive/folders/1AhyW4x7QDhHogGwVs4dgpLwJTmAx8oxe> for the selection criteria & submit the duly filled application form. After the scrutiny of the applications, eligible candidates may be called for interview. Eligible candidates will be intimated over phone/E-Mail regarding the selection. Original certificates will be verified and returned back if called for interview. For more details access <https://drive.google.com/drive/folders/1AhyW4x7QDhHogGwVs4dgpLwJTmAx8oxe> For any queries contact Shri. Manish Kawde, Chief Accountant, (Contact No. 8999109401) Chandrapur Forest Academy, Chandrapur.


Director
Chandrapur Forest Academy of
Administration, Development &
Management, Chandrapur



**Selection Criteria for hiring the services on contractual basis by
Chandrapur Forest Academy**

1. The selection will be done through the selection committee of the Chandrapur Forest Academy.
2. Tentative Schedule for the selection process.

Sr. No.	Process	Final Date	Venue
1.	Advertisement	19-11-2022	---
2.	Submission of filled Application form, Curriculum Vitae and True Copies/Self Attested Certificates and Documents in person or over e-mail.	03-12-2022	Chandrapur
3.	Scrutiny of Applications and Documents, Certificates	07-12-2022	Chandrapur
4.	Publishing of merit list	07-12-2022	---
5.	Scrutiny of the Original Documents Interview	14-12-2022	Chandrapur Forest Academy
6.	Final empanelment	18-12-2022	---

3. Application along with CV shall be scrutinized by the Selection Committee or the Officer(s) authorized by the Selection Committee. True Copies (Self attested) of Documents/Certificates needed for Scrutiny to check the minimum qualifications respective to particular post.

Note*: Hard copies of True copies (Self-attested) certificates as necessary are compulsory. Candidature will be rejected if the candidate failed to submit the true copies (self-attested) of the certificates along with filled application on or before 18:15 hrs on 03-12-2022 to the O/o. Director, Chandrapur Forest Academy of Administration, Development and Management, Mul Road, Chandrapur-442401 physically or sent over e-mail id (chandrama.cfa@gmail.com). Candidates submitting incomplete application forms will be rejected and will not be called for further process of selection.

4. After scrutiny, only eligible candidate(s) may be called for an interview. Eligible candidate(s) will be intimated through Phone/ E-Mail. Original certificates and documents shall be scrutinized by the selection committee or officer(s) appointed by the selection committee a day before the Interview. Original certificates will be verified and returned back on the same day. Candidates may be asked to produce the original certificates to any of the members of the selection committee during the selection process. Interview will be conducted at Chandrapur by the selection committee.
5. Merit list of a Panel of candidates shall be finalized.
6. Decision of the selection committee is final and binding.
7. Selected candidates will be intimated as & when their services are required along with the emoluments. They should sign a legal agreement valid for maximum 11 months to that effect within 7 days of such intimation failing which the selection will lapse.
8. In case of lapse of the first merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the concerned within 7 days of time from the date of E-Mail/Phone call failing which the selection will lapse.

9. In case of lapse of the second merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the third merit candidate within 7 days of time failing which the selection will lapse and the process will continue till last member of the panel subsequently.
10. No Travel Allowance or lodging/boarding facilities shall be provided by Chandrapur Forest Academy for the interview and skill test purpose if conducted.
11. Original certificates of the candidates shall be kept with Chandrapur Forest Academy during the contract period.
12. 2 months prior notice shall be given to the Chandrapur Forest Academy in case of resignation.
13. Services of candidate whose performance is found to be unsatisfactory by Chandrapur Forest Academy can be terminated summarily without giving any notice period.
14. There will be no over-time allowances and HRA etc. Candidates shall not claim for job/privileges under the state government or the society based on this selection.

All the precautions to prevent Covid-19 as per the guidelines of central and state governments shall be followed by the candidates without fail.


Director
Chandrapur Forest Academy of
Administration, Development &
Management, Chandrapur



Application Form

Paste latest
Passport size
photograph

(Note: - To be filled in CAPITAL LETTERS)

1. Full Name of the Applicant: - _____
[As per 10th Marksheet]

2. Date of Birth: -

D	D	M	M	Y	Y	Y	Y

3. Gender: - Female/Male/Transgender

4. Mobile No. _____

5. Email I.D: - _____

6. Address for Communication: - _____

7. Post applied for : - _____ (If the applicant seeks to apply for multiple post, then the name of these posts can be filled after inserting commas)

8. Educational Qualification: -

Sr. No.	Examination Passed	Subject	Name of Board/University	Year of passed	Total Marks	Marks obtained

9. Curriculum Vitae: Enclose the C.V. It shall not exceed 2 pages. C.V shall contain the information related to point no.3&4 mentioned in the selection criteria. Access <https://drive.google.com/drive/folders/1AhyW4x7QDhHogGwVs4dgpLwJTmAx8oxe> for more details.

10. Enclose the true copies/self-attested of following certificates/documents, related to the criteria mentioned.

Declaration

I _____, do hereby declare that the information given above is true to the best of any knowledge and belief. I do hereby agree for any legal action if the above information provided by me is found wrong/false.

I _____, do hereby agree and accept the terms and conditions, selection criteria published along with the advertisement.

Place:

Date:

Signature of Applicant