

**M/s. L.K.ASSOCIATES,KORAPUT**  
**BRANCH OFFICE: SHIVA SHAKTI NAGAR, WARD NO.7, GOTMA, KHARIAR ROAD,**  
**DIST.-NUAPADA, ODISHA, PIN-766104**

**ENGAGEMENT OF MANPOWER FOR 'FOREST RIGHT CELL' UNDER DA-JGUA NEWLY  
CONSTITUTED FR CELL AT THE OFFICE OF SUB-COLLECTOR, NUAPADA THROUGH  
OUTSOURCING.**

**No. 215 /MSLK/06/2025**

**Date: 23.06.2025**

Applications are invited with complete Bio-data in the relevant field from intending eligible persons of Nuapada District for engagement of **Cell Co-ordinator and MIS Assistant** for setting up FRA Cell (Dharti Aaba Units) under DA-JGUA (Forest Right Cells) on "outsourcing" basis in the Sub- Collector Office, Nuapada by **04.07.2025**. Applicants can log on [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) for details of vacancy, eligibility criteria, age, remuneration, application forms & other terms and conditions. **The application will be received through Speed Post / Regd. Post /Courier Service in the above Khariar Road Branch Office address.** The engagement is co-terminus with the scheme. The applications received after the schedule date shall be rejected.

Sl.No.	Position	Remuneration	No of vacancy	Educational Qualification	Experience
1	Cell Co-ordinator (Sub-Collector Office, Nuapada)	Rs.35,000/- per month (inclusive of all taxes)	01	Graduate. Master degree will be preferred.	Minimum 2-3 years of experience in NGO/Social Sector Projects & with Govt project will be preferred for the position under the scheme.
2	MIS Assistant (Sub-Collector Office, Nuapada)	Rs.25,000/- per month (inclusive of all taxes)	01	Graduate with PGDCA. Master degree will be preferred	2 years of experience in data entry and large scale database management in any reputed Govt/Private agency & MS Office, Excel & Interment.

**NB: Language and competency:**

**\*Fluency in oral and written communication in Odia and English is a mandatory requirement**

**Nature of Engagement:**

**\*Mode of engagement will be completely contractual and on temporary basis. The contract agreement will be for a period of one year & can be terminated by either of the party with one month prior notice or remuneration in lieu. Initial agreement will be for 06 months. .**

**\*Selection will be made on merit basis & computer test.**

**\*Candidates are required to bring all original Certificates/ documents for verification on 05.07.2025 at 10.00 AM**

**Date of interview: 05.07.2025 at 11.00 AM in the office of the District Welfare Officer, Nuapada.**

**For details contact Mobile No.7328882121/7894384569**

**Sd/- Director,  
M/s.L.K.Associates,Koraput.**

## APPLICATION FORM

Post Applied For					Paste one Colour Photograph	
1.First Name		Middle Name		Last Name		
2.Date of Birth		3.Sex		4.District of Domicile		
5.Please mention if SC/ST/SEBC/GEN:						
6. Present Contact Address with Telephone No.				7.Permanent Contact Address		
8.Email Address:				9.Mobile No.		
10.Language (Spoken/Written):		A. B. C.				
11.Age as on 04.07.2025						
12.Education: High School onwards, please list all your qualification						
Degree (starting from 10 <sup>th</sup> onwards)	Institution/Board & Location	Year of passing	Marks			Full/Part Time/Distance Learning
			Full Mark	Marks Secured	%	

**13.Experience Details:**

Sl.No	Name of the Organisation	From	To	Year

**NB: 1. Candidates applied for both the post shall be rejected.**

**2. Enclose Xerox copy of Aadhar Card.**

**3. All documents as instructed should be self attested failing which, the application will be rejected.**

**4. If space is insufficient, attach separate sheet & filled up properly as instructed.**

**Declaration:**

I do hereby declare that, the information furnished above are true to the best of my knowledge and belief and that at any stage if it is found that any of the above information is false/incorrect/fabricated or suppressed by me, my candidature/engagement under Office of the Sub-Collector, Nuapada shall be terminated.

Date:

Full Signature of the Applicant

Place:

913  
5509

(1)

**GOVERNMENT OF ODISHA**  
**ST & SC DEVELOPMENT, M & BCW DEPARTMENT**

\*\*\*\*\*

No. STSCD-TD-PLAN1-0005-2024/ 12204 SSD, Bhubaneswar, Dtd. \_\_\_\_\_

From,

Dr. Poma Tudu, IAS  
Director, ST

To,

PA, ITDAs, Paralakhemundi/ Phulbani/ Keonjhar/ Koraput/ Malkangiri/ Baripada/  
Nabarangpur/ Rayagada/ Sundargarh

DWOs, Angul/ Balangir/ Balasore/ Baragarh/ Bhadrak/ Boudh/ Cuttack/ Deogarh/  
Dhenkanal/ Ganjam/ Jagatsinghpur/ Jajpur/ Jharsuguda/ Kalahandi/ Kendrapara/  
Khorda/ Nayagarh/ Nuapada/ Puri/ Sambalpur/ Subarnpur

**Sub:- Guidelines for setting up of FRA Cells (Dharti Aaba Units) at Sub Division Level under DA-JGUA.**

**Ref:- This Deptt. Lt.No. 10206 Dt.30.04.2025**

Madam/Sir,

With reference to the subject cited above, I am directed to inform you that the Ministry of Tribal Affairs, Govt. of India, has approved to setting up of 58 Forest Rights Cells (Dharti Aaba Units) at the Sub-Divisional level as per the guidelines of the Dharti Aaba Janjatiya Gram Utkarsh Abhiyan (DA-JGUA). An amount of ₹502.86 lakhs (i.e., ₹8.67 lakhs per FRA cell) has been allocated to the respective districts for the setting up of FRA Cells at Sub-Divisional Level. The guidelines for setting up of FRA Cells (Dharti Aaba Units) at Sub Division Level under DA-JGUA are enclosed at Annexure-I.

You are, therefore, requested to set up the FRA cells at the Sub-Division level as per the guidelines and ensure that the cells are operational by 30th May 2025.

Yours faithfully,

*[Signature]*  
Director, ST

Memo No. 12205 / SSD, Bhubaneswar. Date 23/05/2025

Copy forwarded to OSD to Principal Secretary to Govt., ST & SC Development, M & BCW Department for kind information of the Principal Secretary to Govt.

*[Signature]*  
Joint Secretary to Govt

Memo No. 12206 / SSD, Bhubaneswar. Date 23/05/2025

Copy forwarded to the Collector & DM concerned for information and necessary action.

*[Signature]*  
Joint Secretary to Govt

Memo No. 12207 / SSD, Bhubaneswar. Date 23/05/2025

Copy forwarded to Deputy Director, SCSTRTI/ State PMU Coordinator, UNDP for information and necessary action.

*[Signature]*  
Joint Secretary to Govt



## GUIDELINES FOR

# SETTING UP OF FOREST RIGHTS CELL (DHARTI AABA UNITS) AT SUB DIVISIONAL LEVEL UNDER DHARTI AABA JANJATIYA GRAM UTKARSH ABHIYAN (DA-JGUA)

---

## Background

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 recognizes and vests rights of the forest dwelling communities for use, protect, conserve and manage the forests within their customary boundary.

The law has special significance for Odisha where as much as 39.31% of land area is classified as legally recorded forests. The state is home to as many as 64 Scheduled Tribes who constitute over 22.8% of its population. Both Scheduled Tribes (STs) and other traditional forest dwellers (OTFDs) in Odisha are critically dependent on forest lands for their livelihoods and survival.

As per the FRA Atlas of Odisha, it is estimated that there are around 32,562 potential FRA villages wherein Forest Rights (IFR, CR and CFR) can be recognized under Forest Rights Act (FRA). The estimated potential forest area over which forest rights can be recognized in Odisha is approx. 35,739 Sq Kms of which CFR rights can be recognized in 27,8183 Sq km and Individual Forest Rights in 79214 Sq Kms approximately.

## Setting Up of FRA Cells (Dharti Aaba Units)

In Odisha, FRA Cells have been constituted at District and Tehsil level (30 District-level and 217 Tehsil-level Forest Right Cells constituted) and are operational. The cells are constituted on basis of the FRA potentiality at district and block/tehsil level as mapped in the FRA Atlas developed by SCSTRTI, ST & SC Development Department, Govt. of Odisha.

The cells are actively engaged in claim filling, facilitating joint verification, conducting SDLC / DLC meetings, title preparation etc.. It has been witnessed that post constitution of FRA cells, the rights recognition process has been expedited and streamlined.

But it is observed that there are a number of claims pending at SDLC level which needs to be addressed properly for early disposal. It is realized that since the FRA Cells in Odisha have no human resource deployed at SDLC level which is leading to delay in addressal of pending claims at SDLC level. Further, SDLC also needs to take pro-active steps for ensuring coverage of title holders under different schemes of government.

In order to address the issues of pending claims, ensure completion of digitization of FRA case records in a time bound manner, convergence of FRA title holders with different govt. programmes/schemes and to undertake comprehensive implementation of the FRA, **58 numbers of new FR Cells will be set up at Sub Division Level (@1 at each Sub Division across the State) under Dharti Aaba Janjatiya Gram Utkarsh Abhiyan (DA-JGUA), newly approved scheme of Ministry of Tribal Affairs, Govt. of India.**

The FRA cells at Sub Division level will have a dedicated team and will work in close coordination with the FRA cell personnel already existing at district and tehsil level The FRA Cell or Dharti Aaba Units will be responsible for undertaking several activities proposed under DA-JGUA scheme and will also play a crucial role in coordinating convergence process and constitution of CFRMC and development of CFR Management Plans.

## Functions of FRA Cells (Dharti Aaba Units)

### Completing Process of recognition of rights

- Facilitating the process of claim generation (all IFR, CR & CFRR) at Gram Sabha level by assisting claimants and Gram Sabhas in obtaining necessary documents and evidence, including Gram Sabha resolutions, verification notices, and certificates.
- Facilitate in applying for community forest rights (CFRs) through the Forest Rights Committee.
- Establish coordination between Government Departments and Civil Societies for proper facilitation of the Forest Rights Act & Rules so that all the eligible STs & OTFDs can file their claims in proper Forms and those are placed before the Gram Sabha/FRCs for appropriate decision.
- Ensure availability of all case records (including rejected claims) with desired

documents at appropriate level.

- Help in Quick disposal of the pending claims under FRA with particular emphasis on the claims approved by the DLCs.
- Ensure that the reason of rejection of the claims made at the Gram Sabha and SDLC levels are communicated to the claimant, to enable the claimants to prefer petitions to the SDLC/DLC within the timeline stipulated in the rules.
- Distribution of FRA titles to the rightful claimants & ensure RoR corrections & its incorporation in the relevant Govt. records
- Promote public awareness regarding the implementation of the Forest Rights Act and its associated rules.
- Undertake and facilitate special capacity-building programs for the FRA and

provide a detailed report on these initiatives.

### II. Digitization of Records

- Facilitate the process of completion of demarcation of the forest land vested with the claimants.
- Facilitate digitization of records of lands already vested
- Uploading of details of all the claimants in the dedicated portal

### III. Preparation of plans for IFR and CFR beneficiaries

- Ensure that all the FRA title holders are covered under Govt. schemes all relevant schemes for individual benefits, such as those from the PM Kisan Scheme and DAJGUA including those related to land improvement, land productivity, basic amenities & other livelihood measures.
- Ensure that the claims for Community Rights (CR), Community Forest Resources Rights (CFR) are filed in the prescribed formats by the Gramsabha concerned as per its potential.
- Facilitate Constitution of the CFR Management Committee in accordance with the guidelines set by the Ministry of Tribal Affairs (MoTA).
- Coordinate with the Gram Sabha, CFR Management Committee, and technical

agencies for the preparation and execution of the CFR management plan.

#### **IV. Conversion of Forest villages to revenue villages**

- Ensure that the process of conversion of the forest, un-surveyed villages, habitation etc. into revenue villages is initiated & completed smoothly in a time bound manner by the Gram sabha concerned.

#### **V. Convergence**

- Collaborate with district administrations and the District Level Convergence Committee to facilitate access to benefits and enhance convergence.
- Address all matters related to the implementation of the FRA as directed by the State Tribal Welfare Department and the District Administration.

#### **Location of the FR Cell:**

The FR Cells or Dharti Aaba Units will be constituted at Sub Division level. The Cell will be constituted in each Sub Division Office and will be headed by the Sub Collector.

#### **Composition of FRA Cells**

Each FR Cell will be supported with 2 numbers of human resources as mentioned below:

- Coordinator – 1 No.
- MIS Assistant – 1 No.

#### **Qualifications and Experience of personnel to be engaged in the FR Cell**

##### **Co-ordinator.**

##### **Education:**

- Candidate should have completed graduation. Individuals with Master's degree will be preferred.

##### **Work Experience:**

- Minimum 2-3 years of experience in NGO / Social Sector projects.
- Candidates from the concerned district should be preferred for all the positions under the scheme.
- Experience of working with government projects will be an added advantage.
- Fair understanding of Central / State Govt Schemes & community mobilization skills
- Experience in delivery of training & capacity building programmes / initiatives.
- Experience of networking with Line Departments of Government.

##### **Language and competency:**

- Fluency in oral and written communication in English and Odia.



**Computer Skills:**

- Proficiency in computer skills like the use of MS Office and conversant with internet / emails.

**Remuneration:**

- Consolidated remuneration of Rs. 35,000 /- per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub Collector/Nodal Officer by 5th of each succeeding month.

**MIS Assistant****Education:**

- Candidate should have completed graduation and PGDCA course. Individuals with Master's degree will be preferred.

**Work Experience:**

- 02 years of experience in data entry and large-scale database management in any reputed govt. / private agency.
- Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet / use of online platforms is a mandatory requirement.

**Language and competency:**

- Fluency in oral and written communication in Odia and English is a mandatory requirement.

**Remuneration:**

- Consolidated remuneration of Rs.25,000 /- per month (inclusive of all taxes) subject to submission of signed absentee statement and performance report by the concerned Sub Collector/Nodal Officer by 5th of each succeeding month.

**Nature of Engagement:**

Mode of engagement will be completely contractual and on temporary basis. The contract agreement will be for a period of 1 year. The contract can be terminated by either of the party with one-month prior notice or remuneration in lieu.

The engagement of manpower through third party/service provider should strictly be done following the guidelines of Finance Department & GA & PG Department issued in this concern.

**Selection Procedure:**

All the hiring will be done through the third party/service provider at the district level. The selection of candidates should be done through open advertisement and walk in interview process. The interview panel constituted by each district may consist of the following members.

1. ADM (Revenue)
2. Sub Collector
3. PA, ITDA / DWO (Nodal Officer on FRA)



#### **4. Representative of facilitating NGOs for the district/ Representative from State**

District level Nodal Officer on FRA would process the file and obtain approval of the Collector in this regard. Concerned agency will share the resumes of interested candidates prior to the date of the interview which needs to be scrutinised by the scrutiny team. Preliminary scrutiny of documents for proof of age, requisite qualifications and work experience should be done by scrutiny team for accessing the eligibility criteria of the candidates for attending the walk-in interview.

The interview panel members will interview the candidates based on the subject matter knowledge, field experiences and any other relevant questionnaires. Proportionate division of marking should be given by each of the panel members for each of the candidate, which would be totaled as the marks obtained by that specific candidate. The final compiled tabulation sheet of all the candidates should be prepared and kept along with the documentation (Biocdata, photocopies of the requisite documents) of all the candidates for future reference and approvals, along with signatures of all the panel members.

The list of selected candidates along with the Minutes of meeting should be communicated to the ST & SC Dev. Dept. for necessary information and a copy marked to the Service Provider / facilitating NGOs for the district for necessary action.

#### **Infrastructure:**

The FR cell shall be well equipped with a Desktop, Printer, internet facilities with sitting arrangement for the personnel engaged and Almarah for keeping village-wise records. For the newly constituted FR Cells at Sub Division level, fund for the above-mentioned purpose has been placed with the district level Nodal Officer on FRA.

#### **Facilities / documents to be made available at the FR Cell level:**

- Claim Forms
- Process Facilitation Notes
- Posters and Leaflets
- Digital copies of RoRs
- List & details of Government Programs and Schemes
- Templates of various Resolutions to be adopted by the Gram Sabha
- Copy of Act and Rules (English/ Odia version)
- Government Circulars and Orders
- Village wise case Records
- Resolution copies of Gram-sabhas, SDLC and DLC meeting
- Village wise list of FRC members and CFRMC members
- Voter lists of all the villages located within the Tahasil.
- Block level Potential Maps with list of Potential Villages
- Cadastral Maps of all potential villages with Khatiyans
- Forest Maps of RFs, PRFs etc along with Forest Block