

**OFFICE OF THE CHIEF EXECUTIVE, STATE MEDICINAL PLANTS BOARD (SMPB)
ODISHA**

Regd. Office: Mayur Bhawan, Sahid Nagar, Bhubaneswar, Odisha-751007

Notice No. 01/nmpb/2020-21

Dated:26/03/2021

Sub: Application from individuals /consultants for Hiring of Manpower for deployment in State Medicinal Plants Board (SMPB), Odisha.

The Chief Executive, SMPB, Department of Forest & Environment, Government of Odisha, invites application from eligible professionals for various positions in SMPB, Mayur Bhawan, Sahid Nagar, Bhubaneswar under the funds received from Nucleus Centre Grant-in-Aid by National Medicinal Plants Board (NMPB), New Delhi. It may be noted that these positions will remain only till the Grant is received from NMPB. No claim, whatsoever any, will be entertained for any continuance of these positions for any period.

Interested persons are requested to submit the details to the undersigned as per schedule indicated in the Fact sheet, to smpbnucleuscentre@gmail.com

Application in hard copy will not be entertained. The application and other documents must be submitted in pdf only.

Based on the eligibility criteria as mentioned in this document, the applicant will be selected. SMPB reserves its right to cancel/modify this process at any stage without assigning any reason.

For any clarification, please write to the Chief Executive, SMPB, Odisha, Bhubaneswar on Email at smpbnucleuscentre@gmail.com

It may be noted that office of SMPB will be shifted from Mayur Bhawan, Sahid Nagar, Bhubaneswar, Odisha-751007 to Aranya Bhawan, Chandrasekharapur, Bhubaneswar - 751 023 very shortly.

Sd/-
Chief Executive, SMPB, Odisha
Bhubaneswar

Fact Sheet

Sl.No	Particular	Details
1	Name of the client	CE, State Medicinal Plants Board, Odisha, Bhubaneswar
2	Method of selection	Interview
3	Application publication date	26.03.2021
4	Last date of CV submission	06.04.2021 by 5 PM to smpbnucleuscentre@gmail.com
5	Date of interview	08.04.2021 (11.00 AM) Extendable to 09.04.2021, if necessary

Note:

1. Chief Executive, SMPB, Odisha reserves the right to cancel or amend the tender/scope & other terms and condition of this tender document. Please visit the Website mentioned in the tender documents regularly for the same.
2. Resumes must be submitted online before the date, time and venue mentioned in the Fact sheet. Resumes that are received after the deadline will not be considered.
3. Eligible candidates must bring a hard copy of the application at the time of attending the interview.
- 4. Interview or small written test if required will be held on 08-04-2021 at 11.00 AM at**

**Conference Hall, 2nd Floor, CAMPA WING,
Office of Principal Chief Conservator of Forests & HoFF Odisha
Aranya Bhawan,
Chandrasekharpur,
Bhubaneswar - 751 023**

Documents to be submitted along with the RESUME:

The interested applicant shall furnished the following documents duly signed in along with Resume:

- Covering letter requesting to participate in selection process.
- Copy of Experience certificates
- Copy of PAN/ ADHAR Card

FORMAT FOR Curriculum Vitae is placed at Annexure-I.

NB:

Applicant should submit the required supporting documents as mentioned above. Applications not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the application. Submission of forged documents will also result in rejection of the applications. Applicants are advised to study all instructions, forms & conditions and other information as mentioned in the tender document. Failure to comply with the tender requirements will result in outright rejection of the proposal.

1. Evaluation of Resume:

An Evaluation committee will evaluate all the applications submitted on time.

Preliminary Evaluation: Preliminary evaluation of the resumes will be done to determine whether the resume are in order & complete and the requisite documents have been properly furnished by the applicant or not. Submission of required documents / information will be verified.

2. Evaluation Process

All eligible candidates will be evaluated through the documents submitted and a personal interview.

3. Award of contract:

Successful applicant will be issued an offer letter for placement on contractual basis. The successful applicant will be asked to sign the contract after fulfilling all formalities within 7 days of issuance of the offer letter. After signing of the contract, no verification or modification of the terms of the contract shall be made except by written amendment signed by both the parties, the contract would be valid for 1 year from the date of effectiveness of the contract provided that Nucleus Centre Grant-in-Aid is received for these positions from NMPB and may be renewed for a further similar period based on performance.

4. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

5. Client' right to accept any application and to reject any or all applications

CE, SMPB, Odisha reserves the right to accept or reject any application, and to annul or amend the selection / evaluation process and reject all applications at any time prior to award of contract award, without assigning any reason thereof and thereby incurring any liability to the applicants. Misrepresentation / improper response by the applicant may lead to the disqualification of the application. If such disqualification / rejection occurs after the applications have been opened and the highest ranking applicants gets disqualified / rejected, then the client reserves the right to consider the next best applicant or take any other measure as may deemed fit in the sole discretion of the Client, including annulment of the selection process.

TERMS OF REFERENCE (TOR)

Introduction:

The National Medicinal Plants Board (NMPB) has been providing Grant-in-Aid to SMPBs in various States for Maintenance of Nucleus Centre.

The SMPBs in addition to act as coordinating as well as Implementing Agency for various activities supported under NMPB, Ministry of AYUSH's Schemes, are also expected to synergies various interventions by other State agencies related to medicinal plants and in order to encourage the States to have an separate office set up of SMPB, a provision had been made in year 2015 under "Central Sector Scheme of Conservation, Development and Sustainable Management of Medicinal Plants" of NMPB to provide annual recurring grant. As per Scheme guidelines, this Nucleus Centre Grant-in Aid is provided on annual basis to SMPBs towards meeting expenditure in respect of remuneration of contractual staff and other office expenses viz. purchase of equipment, office maintenance mobility support and miscellaneous expenditure including TA/POL, printing / publicity, meeting/conference etc.

The Nucleus Centre will act as a Resource and functional hub, will be responsible for the following but not limited to the following activities:

1. Provide technical and management support in implementing the NMPB and State funded projects.
2. Designing various tools and formats for monitoring the various project activities
3. Drafting of reports, presentations and various forms of data for onward submission to the funding agency, Government and other places.
4. Undertake various capacity building activities for the beneficiaries to ensure project sustainability in the long run.
5. Documentation of lessons learnt, best practices and impact assessment of projects.
6. Seek synergies and convergence with various line departments to avoid duplication at the field level.
7. Undertake the tours within Odisha as & when required for implementation of various projects
8. Organization of farmers cluster/ SHGs / Herbal Fairs etc for activities related to medicinal plants sector

Term composition

Position	No.of Post
Consultant (Forestry)	1
Consultant (Medicinal Plants/ Agriculture/Horticulture)	1
Consultant (Botany / Extension activities/ Marketing)	1
Accounts Assistants	1
Office Assistants / Secretarial Assistant	2
Peon/Messenger	1
Total Position	7

NB:

- **Indicative job description of proposed Resources is placed at Annexure II.**

Duration of the Contract

Initially, the contract will be a period of one year. Based on requirement of the SMPB, this may be extended for further subject to continuance of Nucleus Centre Grant-in-Aid from NMPB.

Annexures

Annexure I

Format of Curriculum Vites (CV) Key Professional

Proposed Position:

Name of the Applicant:

Date of Birth

Email id (**Applicants will be contacted on the mail id given here.**)

Education

(Indicate college/ university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment)

Other Trainings

Languages:

(For each language indicate : excellent, good, fair or poor in speaking, reading and writing)

Employment Record:

(Starting with present position, list in reverse order every employment held by applicant since graduation, giving for each employment (see format here below): date of employment, name of the employing organization, positions held. For experience in also give types of activities performed and Client references, where appropriate as per the prescribed format given below)

From (Year)	To (Year)
Employers Name:	
Position Held:	
Details of the Assigned (List all tasks to be performed under this Assignment/ job)	

Work Undertaken the Best Illustrates Capacity to Handle the Specific Tasks Assigned

(Among the Assignment / jobs in which the candidates has been involved, indicate the following information for those Assignment/ jobs that best illustrate stall capability to handle the tasks listed.)

Name of the project	
Year	
Name of the Client	
Project Feature	
Position Held	
Activities performed	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief that this CV correctly describes my qualifications and past experiences. I will undertake this assignment for full project duration in terms of roles and responsibilities assigned in the technical proposal or any agreed extension of activities thereof. I understand that any misstatement herein leads to disqualification of CV.

Signature of key professional with Date.....

Proposed Human Resource plan for SMPB with Key responsibilities and monthly remuneration:

Sl.no	Position of the Resource with qualification and experience	Monthly remuneration (in INR)
1	<p>Consultant (Forestry) One number</p> <p>Specific Tasks:</p> <ul style="list-style-type: none"> ● Responsible for overall functioning of the Nucleus Centre ● Provide effective programme management, manage human and financial resources to effectively achieve the objectives of the Nucleus Centre ● Ensure that the deliverables are satisfied in a timely manner ● Associate himself in planning, processing and monitoring all the activities taken up by the by SMPB ● Address all issues of Medicinal Plants sector ● Provide training to field level functionaries, Villagers, SHGs on implementation of projects and provide guidance to them <p>Qualification and Experience:</p> <ul style="list-style-type: none"> ● Maximum age permissible shall be 65 years ● Should be a retired senior Forest Officer in the rank of Assistant Conservator of Forests or Deputy Conservator of Forests ● Should have played a significant role in bio diversity / Medicinal plants sector ● Should have worked in various fields in territorial, wildlife, afforestation and forestry wings of the Forest & Environment department. ● Must have the experience of working with NGO sector in Forest and Wildlife planning or in administration as independent entity. ● Must have undertaken plantation and other activities with community involvement 	Rs.35,000
2	<p>Consultant (Medicinal Plants/Agriculture/Horticulture/ Taxonomy/Medicinal Plants Processing/ Botany / Extension activities/ Marketing) Two number</p> <ul style="list-style-type: none"> ● Management, co-ordination and technical support for implementation of sub-project activities. ● Documentation and dissemination of case studies, success stories and medicinal plants cultivation models. ● Responsible for preparing, implementing and monitoring of medicinal plants cultivation in annual action plan. ● Developing close linkages and network among the different project stakeholder agencies. ● Arranging for training, workshops on effective implementation of the Project activities. ● Planning and design of innovative projects. <p>Qualification and Experience:</p> <ul style="list-style-type: none"> ● BAMS/ Graduate in Agriculture / Horticulture/ Marketing/ Science or any related subjects ● At least 10 years work experience in related sector ● Should have played a significant role in horticultural plants cultivation/ medicinal plants cultivation with involvement of Community ● Must have the experience of working with NGO sector in Medicinal plants sector ● Must have experience in marketing of agricultural products/medicinal plants etc 	Rs.35,000

3	<p>Accounts Assistant One Number</p> <p>Job Description:</p> <ul style="list-style-type: none"> ● Performing day-to-day accounts activities, ensure timely budget/releases and reports on utilization, preparation of UCs and Tax return ● Maintain the accounts in Tally Platform ● Reconciliation of funds ● Facilitate & assist audits and preparation of audit replies ● Monitor and report the expenditure within the cost norms and budget outlay ● Timely preparation of salary bill and claims & recoveries. ● Timely collection and deposits of statutory taxes ● Any other works as may be assigned. <p>Qualification & Experience:</p> <ul style="list-style-type: none"> ● Shall be a graduate of having knowledge of accounting and experience in use of Computers with proficiency in working with MS Word, Excel and TALLY. <p>Experience: At least 5 years of working experience in a Government / Non-government organization.</p> <p>Preferable:</p> <ul style="list-style-type: none"> ● Working experience in Government / Government Undertaking / Society & working in projects of similar nature. Retired Accountants, Office assistants having experience in accounting from Government Offices having computer knowledge may also apply. 	Rs.22,500
5	<p>Office Assistant: Two number</p> <ul style="list-style-type: none"> ● Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the official documents and records and reports. ● Prepares the monthly progress. ● Any other works as may be assigned <p>Qualification and Experience:</p> <ul style="list-style-type: none"> ● Bachelor Degree in stream (Arts, Science, Commerce) from recognized Universality ● Should be three years work experience in similar field. ● Must have working knowledge in computer (PGDCA) and be able to work Independently <p>Preferable:</p> <ul style="list-style-type: none"> ● Working experience in Government / Government Undertaking / Society & working in projects of similar nature. Retired Office assistants from Government Offices having computer knowledge may also apply. 	Rs.20,000
6	<p>Peon/Messenger.: One number</p> <p>Qualification and Experience:</p> <ul style="list-style-type: none"> ● Minimum Qualification HSC pass ● Maximum age permissible shall be 45 years. ● Should have Multitasking abilities 	Rs.12,000