

GOVERNMENT OF ANDHRA PRADESH
Andhra Pradesh Forest Department
(Andhra Pradesh Disaster Recovery Project)
Office of the Conservator of Forests, Vana Vikas Forest Complex,
Near RK Mission. Visakhapatnam – 530003, A.P., India.

Notification No. 1/2017/PIU/APFD/APDRP, Dated: 08.12.2017

Applications are invited from eligible candidates to the positions notified under various entities of PIU, AP Forest Department, APDRP, Visakhapatnam purely on temporary contract basis for period of one year from the date of joining. If their services are satisfactory, they may be continued for a further period of a maximum of 2 years depending on necessity.

Sl. no.	Name of the Post	Educational Qualifications	Monthly Salary (Rs.)	Required Experience	No. of Posts
1	Procurement Specialist	M.B.A (Fin/ Supply Chain Mgt)/ M.M.M/ B.Tec(B.E.) / M.Tec.(M.E.) /Chartered Accountant.	50,000/-	At least 5 Years direct relevant as procurement specialist. Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the state Government. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases; Strong communication skills in presenting, discussing and resolving difficult issues and proficiency in English and Hindi languages; Knowledge and experience in e-procurement and procurement MIS. experience in e-procurement and Procurement MIS & good Communication & presenting skills in English ,Hindi & Telugu languages.	One
2	Zoo Expert	Graduate in Environmental Science/ B.Tec(Civil)/ diploma in Wildlife Management.(or) a Retired Forest Officer with any degree qualification with experience in zoo related projects.	60,000/-	Minimum 10 years of experience in handling the Zoo related issues regarding restoration and reconstruction projects preferably for externally funded projects (or) Retired Forest Officers with at least 10 years of experience in handling zoo related issues/ wildlife projects. Proficiency in computer skills	One

				<p>including experience of MS Word, Excel, Project, and GIS</p> <p>Fluency in both oral and written English ,Hindi and Telugu.</p> <p>Priority will be given to candidates with experience in post-disaster reconstruction projects, and working in Seismic, Cyclone prone areas and Zoo related subject experience</p>	
3	Eco-tourism Expert	Post Graduate in Environmental Science/ Post Graduate degree in Social Sciences with diploma in wildlife management / Post Graduate Diploma in Wildlife management (OR) Eco-tourism.	60000/-	<p>Minimum 5 years of experience in handling the environmental issues regarding restoration and reconstruction projects preferably for externally funded projects (or) Graduate in any group with at least 5 years professional experience in Eco tourism projects like landscaping with Environmental friendly designs (or) Retired Forest Officers with at least 10 years of experience in handling zoo related issues/ wildlife projects.</p> <p>Proficiency in computer skills including experience of MS Word, Excel, Project and GIS</p> <p>Fluency in both oral and written English, Hindi and Telugu.</p>	One
4	MIS Specialist	M.Tec/B.Tec in Computer Science/ B.Tec IT, or MSc in Statistics.	40,000/-	<p>Minimum 5 years of experience in handling the environmental issues regarding restoration and reconstruction projects preferably for externally funded projects (or) Retired Forest Officers with at least 10 years of experience in handling zoo related issues/ wildlife projects.</p> <ul style="list-style-type: none"> • Proficiency in computer skills including experience of MS Word, Excel, Project, and GIS • Fluency in both oral and written English,Hindi and Telugu. • Priority will be given to candidates with experience in post-disaster reconstruction projects, and working in seismic and flood prone areas. 	One
5	GIS Expert	Post Graduate in Environmental Science with GIS trainings ? Post Graduate in Remote Sensing	40,000/-	<ul style="list-style-type: none"> • Minimum 3 years of experience in handling the environmental issues regarding restoration and reconstruction projects preferably 	One

		/ Post Graduate in Geo Spatial technology with GIS trainings.		for externally funded projects <ul style="list-style-type: none"> • Proficiency in computer skills including experience of MS Word, Excel, Project, and GIS • Fluency in both oral and written English and Telugu. • Priority will be given to candidates with experience in post-disaster reconstruction projects, and working in seismic and Flood prone areas. 	
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Important note: The details of scope of works are enclosed in Annexure.

General Instructions:

1. Applications must be in the format available at www.forests.ap.gov.in.
2. Copies of certificates related experience in various institutions should be submitted.
3. Applicants should be willing to visit and work in any part of AP State.
4. Applicants have to bring all original certificates for verification at the time of interview.
5. The last date for submission of application is on or before **02.01.2018 by 5.00 PM.**
6. The date and time of interview for the short-listed candidates shall be intimated.
7. No TA and DA will be paid for attempting the interview.
8. Forest Department reserves the right to recruit or not to recruit against any position advertised.
9. The application envelop to be super scribed with "Application for the post of _____" on the left hand top corner of the envelop and **through speed post only** to be addressed to:

**The Project Manager,
Andhra Pradesh Forest Department,
(Andhra Pradesh Disaster Recovery Project),
O/o the Conservator of Forests,
Vana Vikas Forest Complex, Near RK Mission,
Visakhapatnam – 530003, A.P.**

**Project Manager,
PIU, APFD, APDRP,
Visakhapatnam**

GOVERNMENT OF ANDHRA PRADESH
Andhra Pradesh Forest Department (Andhra Pradesh Disaster Recovery Project),
Visakhapatnam

APPLICATION FORM FOR RECRUITMENT OF ()

Paste here firmly your recent self-attested passport size photograph(2.5cmx3cm) on the front side.(Do not sign on the photo)

Important Instructions

- (a) Written NEATLY in CAPITAL LETTERS ONLY WITH BALL PEN IN THE SQUARES.
- (b) All documents should be self-attested by the candidate.
- (c) Your self attested photographs should be pasted on the space provided in the application form, All photographs should be self-attested on the format side.
- (d) Enclose all relevant certificates and Mark-sheet right from C-X onwards upto Degree level or PG Degree if any.
- (e) In complete Application form shall be rejected without any scrutiny.

1. NAME OF THE APPLICANT (Leave one BOX gap between First/Middle/Surname)

2. FATHER'S / HUSBAND'S NAME

3. POSTAL ADDRESS FOR COMMUNICATION
(With State PIN code)

4. PERMANENT HOME ADDRESS

PIN _____

Tel/Mobile No. _____

Email id: _____

PIN _____

Tel/Mobile No. _____

Email id: _____

5. NATIONALITY _____

6. CASTE :belongs to SC/ST/OBC
(Enclose certificate): _____

7. DATE OF BIRTH

Day	Month	Year

(as per Matriculation or equivalent examination certificate issued from Board/ University)

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8. Details of Educational Qualifications:
(Attach certificates & mark-sheets issued by the Asst. Registrar/Controller of examination /Vice Chancellor of the concerned University)
9. OTHER QUALIFICATION, IF ANY: _____
10. Details of work experience

Sl. No.	Organization	Period	Speciality /Subject details
1.			
2.			
3.			
4.			
5.			

11. DETAILS OF EXPERIENCE AND DEPARTMENTS WORKED

- | | |
|-----------|------------|
| (1) _____ | (2) _____ |
| (3) _____ | (4) _____ |
| (5) _____ | (6) _____ |
| (7) _____ | (8) _____ |
| (9) _____ | (10) _____ |

DECLARATION

I hereby declare that, the information furnished by me in this application is complete and correct to the best of my knowledge and belief. I have carefully gone through the advertisement and conditions laid down there of and also hereby undertake to abide by them. In the event of any information being found false or incorrect before, during and after this the recruiting authority can take action leading to cancellation of my candidate at any stage.

Place:

Date:

Signature of the Candidate

Annexure

1. Procurement Specialist

Objective: The Procurement Specialist will be responsible for the overall coordination of all procurement related project activities to ensure that the related Project objectives are achieved within the time schedule and within the financial plan.

Scope of Work/Tasks:

- To prepare year-wise procurement plan for the project to ensure efficiency and get it approved from PMU and monitor/update the same regularly.
- To provide procurement support during project preparation;
- To assist all implementing agencies and staff in procurement capacity building activities including support during procurement assessment and procurement system development.
- To prepare operational guidelines on concepts, policies and procedures of procurement for all levels;
- To prepare guidelines for negotiating and resolving difficult procurement issues with agencies particularly bidding and award issues;
- To design capacity building modules for procurement professionals in implementing agencies at levels on approach to procurement, as well as on specialized procurement topics.
- To prepare a range of procurement-related documents and reports;
- To develop a strong web- based procurement management system in coordination with the MIS/GIS specialist and to analyse management related information for improving efficiency and effectiveness of service delivery in the project.
- To co-ordinate with all implementing agencies, APFD, and the World Bank in general and with task counterpart in the WB Team.
- To be fully conversant with all aspects of project implementation activities and to be responsible for timely reporting to the Project Manager.
- To ensure publication of the procurement plan on the concerned websites.
- To ensure that procurement under the project is conducted in accordance with the procedures and timetables as approved by the PMU.
- To support the PIU in procurement matters, especially on technical matters, such as preparation of technical specifications, preparing all types of advertisements, bidding documents, letters of invitation, expression of interests, preparing RFP documents, draft contracts, evaluation reports, etc., in the procurement of goods/works/ equipments/consultancies/trainings/services etc.
- To maintain up-to-date and accurate procurement records for each project component.
- To prepare and submit procurement progress reports periodically for the review of the Project Manager.
- To handle procurement related grievances/complaints received by the PIU as per guidelines.
- To be responsible for any other related task/tasks assigned by the Project Manager.

2) Zoo Expert

Objective: Responsible for planning and coordinating for Redevelopment of Environmental services and facilities at Indira Gandhi Zoological Park, Visakhapatnam.

Scope of Work/Tasks:

- To act as the primary person responsible for ensuring that the environmental components of the EMP are properly integrated into the project implementation
- Review and clearance of Environmental sections of DPRs
- Carry out the necessary processes at field level as per the CZA Guidelines.
- Continuously interact with the Deputy Project Manager / ZOO Curator to be involved in the project
- Prepare Environmental due diligence reports as necessary
- Review and approve the contractor's Implementation plan with the Supervision Consultant for the environmental measures, as per the ESMF
- Review the environmental performance of the project through site visits and assessment of the periodic environmental and social reports submitted by contractors
- Provide support and assistance to the Government Implementing Agencies and the World Bank to supervise the implementation of the ESMF during the construction as well as operation stage of the project
- Report to the Project Manager on the Environmental / Ecological / Zoological aspects pertaining to the project
- Prepare periodic (monthly, quarterly, and annual) report and document good practices and lessons learnt for dissemination .
- Prepare Environmental due diligence reports as necessary

The Proposed work to be taken up at Indira Gandhi Zoological Park, Visakhapatnam includes:

- Upgrading night and day houses, moat walls / protection walls, day kraawl / holding area,
- Creation of water pools, saucer pits,
- Construction of veterinary hospital with other supporting features like inpatient ward, incubator with room, postmortem rooms, quarantine centre, tranquilizing equipment,
- Establishment of feed store with cold storage room and kitchen,
- Establishment of zoo management block like Security Room, provision / construction for visitors amenities (Rest Shelters/ Souvenir Shop/ Food Court/ Cloak Room)
- Construction of new enclosures, sewage canals, waste water treatment and recycling plants etc.,.
- Any other works as per DPR.

3) Eco Tourism Expert

Objective: Responsible for planning, designing and coordinating eco-tourism activities at Eco Tourism Park at Kambalakonda WLS, Visakapatnam

Scope of Work/Tasks:

- Assisting in planning and procurement activities in Eco-tourism Park.
- To provide designs and development in landscaping with floral designs and to help in planning of Environmental Educational Centres.
- Continuously interact with the Technical and social support Agency, third party agency and community groups to be involved in the project
- Prepare Environmental due diligence reports as necessary
- Review and approve the contractor's Implementation plan with the Supervision of consultant for the environmental measures, as per the ESMF
- Review the environmental performance of the project through site visits and assessment of the periodic environmental and social reports submitted by contractors
- Provide support and assistance to the AP Forest Department during the period of operation.
- Report to the Project Manager on issues arising that might effect implementation of the project and propose suitable solutions.
- Prepare periodic (monthly, quarterly, and annual) report and document on good practices and lessons learnt for dissemination.
- To oversee the works proposed to be taken up at Eco Tourism Park at Kambalakonda WLS, Visakhapatnam which include creation of Butterfly Park, creation of Arboratum, creation of fire lines, self guided natural trek paths, construction of water harvesting trenches, Peripheral trenches, check-dams, cross drainage structures (Culverts) on streams, eco friendly cottages, Jetty, Restoration of river crossing unit, children park, construction of multi cuisine food court, amphi theatre, Environmental Education Centre (EEC) and providing rest shelters and benches, Fire watch towers etc.,

4) MIS Specialist

Objective: Responsible for the developing and managing the GIS/MIS systems and databases, producing map-based reports for project monitoring and evaluation.

Scope of Work/Tasks:

- To coordinate with M&E specialist, IT consultant for designing and developing web-based MIS system for the project.
- To develop MIS reporting format and link procurement, grievance redress mechanism and other project components
- Manage the GIS based Decision Support System to assist in Monitoring and Evaluation
- Provide GIS maps and related geo location information for DRPs
- Assisting in the creation of maps as necessary for project reports
- To assess effectiveness of data collection and communication as well as undertake appropriate measures to improve the effectiveness
- Update PIU on new/emerging information and communication technology and recommend appropriate system upgradation at all levels
- To design and undertake capacity building activities for MIS using staff at various levels
- To carry out regular checks and maintain accurate, easily accessible and high quality data/information to relevant stakeholders at all times
- To allocate system storage, plan future storage requirements and to control and monitor user access to the database system
- To design and implement processes and systems that ensure data management reports are produced, shared for both internal and external stakeholders
- To further develop the MIS system and its reporting capabilities as a tool for the DRM sector to ensure that data is accurate and triangulated across the MIS
- Any other relevant activity designated by APFD to ensure proper implementation of the project components.

Profile:

- M. Tech/B.Tech. in computer Science/ B. Tech IT, or MSc In Statistics with sound knowledge of computer and IT.
- Minimum 5 years of experience in handling the environmental issues regarding restoration and reconstruction projects preferably for externally funded projects
- Proficiency in computer skills including experience of MS Word, Excel, Project, and GIS
- Fluency in both oral and written English and Telugu.
- Priority will be given to candidates with experience in post-disaster reconstruction projects, and working in seismic and flood prone areas.

5) GIS Expert

Objective: Responsible for planning and coordinating environmental management activities, concerning all the environmental aspects of the sub-projects.

Scope of Work/Tasks:

- To act as the primary person responsible for ensuring that the environmental components of the EMP are properly integrated into the project implementation
- Review and clearance of Environmental sections of DPRs
- Review the preparation of necessary Environmental Assessments and Environmental Management Plans for the project
- Carry out the necessary processes at field level for environmental clearances, including CRZ
- Liaise with the various line departments and agencies on environmental and other regulatory matters
- Continuously interact with the Technical and social support Agency, third party agency and community groups to be involved in the project
- Assist the Supervision consultants in establishing dialogue with the affected communities and ensure that the environmental concerns and suggestions from such interactions are incorporated and implemented in the project
- Prepare Environmental due diligence reports as necessary
- Review and approve the contractor's Implementation plan with the Supervision Consultant for the environmental measures, as per the ESMF
- Review the environmental performance of the project through site visits and assessment of the periodic environmental and social reports submitted by contractors
- Provide support and assistance to the Government Implementing Agencies and the World Bank to supervise the implementation of the ESMF during the construction as well as operation stage of the project
- Report to the Project Manager on the Environmental aspects pertaining to the project
- Prepare periodic (monthly, quarterly, and annual) report and document good practices and lessons learnt for dissemination.
- Prepare Environmental due diligence reports as necessary