

उत्तराखण्ड प्रतिकरात्मक वनरोपण निधि प्रबन्धन और योजना प्राधिकरण  
(उत्तराखण्ड कैम्पा)

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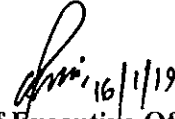
Letter No. 329/1-1(2)/19-20 Dated, Dehradun 16 January, 2019

**Recruitment of positions on contract**

Applications are invited for the following positions to be filled on contract basis in Uttarakhand CAMPA. The positions are initially for a period of three years which may be extendable to another two years subject to conditions. These shall automatically cease on completion of 5 years or the contract period, whichever is earlier.

S.No.	Positions (on contractual basis)	No. of contractual posts required
1	Manager-Natural Resource Management	01
2	Finance Officer	01
3	Assistant Manager- Information Technology	01

- 1- Brief information on CAMPA, detailed ToR of the above positions, Terms and Conditions for application and the application form can be downloaded from [www.ukcampa.org.in](http://www.ukcampa.org.in) and [www.forest.uk.gov.in](http://www.forest.uk.gov.in)
- 2- Desirous candidates with required qualification and experience, fulfilling the terms and conditions for application should send their applications in the prescribed format in a closed cover superscripted "Application for (name of the post)" to the Chief Executive Officer, Uttarakhand CAMPA, Van Bhawan, 85 Rajpur Road, Dehradun 248006 by registered/speed post/courier by 5 pm on 31.01.2019. Incomplete applications or those received late shall not be entertained.
- 3- This office shall not be responsible for delay in receipt of applications for any reason whatsoever.
- 4- This office reserves all rights to reject any or all the applications without assigning any reason thereof and whatsoever. The decision of CEO, CAMPA in this regard shall be final and abiding.
- 5- For any query, applicants may contact Personal Officer at CAMPA office, Dehradun (tel. no 0135-2744077) on any working day during office hours.

  
16/1/19  
Chief Executive Officer,  
Uttarakhand CAMPA

## ToR for required Contractual Staff in Uttarakhand CAMPA

### **Introduction:**

Uttarakhand CAMPA was first established in compliance to the directions issued by Hon. Supreme Court of India in its order dated 10<sup>th</sup> July 2009 in I.A. No. 2143 in W.P. (c) No. 202/1995 and instructions contained in Ministry of Environment and Forest, Government of India letter No. 1-58/09-Mos (I/c)-E and F dated 15<sup>th</sup> July 2009, vide notification number 1922-X-2-2012-7 (6)/2004 T.C. dated 08 November, 2012 in the ad-hoc mode.

The Ministry of Environment Forest & Climate Change has notified 'The Compensatory Afforestation Fund Act, 2016 (38 of 2016)', on 3<sup>rd</sup> August 2016, which has come into force on 30<sup>th</sup> September, 2018.

The Govt. of India has also notified the 'Compensatory Afforestation Fund Rules, 2018' vide notification dated 10 August, 2018 and the creation of State level CAMPA Authority, vide notification dated 13 August, 2018. The Uttarakhand Compensatory Afforestation Fund Management and Planning Authority has come into force on 30<sup>th</sup> September, 2018 under the provisions of the Act. Further, in compliance of section 4 of Compensatory Afforestation Fund Act, 2016, the Government of Uttarakhand has notified the creation of 'Uttarakhand Compensatory Afforestation Fund' vide notification no. 1010/x-4-4-18/3(2)/2018 dated 28 September, 2018.

The main tasks undertaken by UTTARAKHAND CAMPA as per the ACT are as under:

- i. Funding, overseeing and promoting compensatory afforestation done in lieu of diversion forest land for non-forestry use under the Forest (Conservation) Act 1980,
- ii. Overseeing forest and wild life conservation and protection works within forest areas undertaken and financed under the CAMPA programme,
- iii. Maintaining a separate account in respect of the funds received for conservation and protection of Protected Areas
- iv. Creating transparency for the programme, mobilizing citizen support and promote a voluntary movement of youth and students to protect and improve the natural environment including forest, lakes, rivers and wild life of Uttarakhand; and
- v. Ensuring a result based monitoring & evaluation system and efficient performance delivery.

### **2. Required contractual staff in CAMPA**

The Chief Executive Officer, Uttarakhand CAMPA wishes to obtain the services of following staff on contract basis at CAMPA office to discharge different responsibilities, as specified.

The proposed TORs of the contractual staff are given as under:



**(i) Manager- NaturalResourceManagement**

Protection works undertaken and financed under the CAMPA programme through various offices of the Forest Department of Uttarakhand. To promote environmental services, which include provision of goods (wood, NTFP, fuel fodder and water), provision of services (such as forest and wild life protection and life support), regulating services (such as climate regulation, disease control, flood moderation, detoxification, carbon sequestration, and health of soil, air and water regimes) and non-material benefits, supporting other services, research and trainings. Technical support for the watershed treatment and livelihood activities under CAT Plans.

To ensure that various activities supported by CAMPA funds are planned and implemented efficiently and effectively in a time bound manner as per norms.

**A. Tasks/Scope of works**

- i. Initiating action for timely preparation of APOs where required by adopting proper methodology and arranging for its submission to the Steering committee.
- ii. Implementation of afforestation programmes as per conditions imposed by GOI against land transfer cases.
- iii. Releases of funds to the implementing agencies after proper examination.
- iv. Overseeing the quantitative and qualitative aspects of the implementation progress and identifying field level problems if any for corrective action,
- v. Identifying technical resources for improving the quality of afforestation, wild life management and conservation of environment.
- vi. Carrying out concurrent monitoring and evaluation of the progress and ascertaining problems for corrective action.
- vii. Preparation and analysis of details of various works executed and the amount spent, the amount received by CAMPA from various sources and the observations made in the audit report for inclusion in the annual report of CAMPA
- viii. Any other tasks as may be assigned by the CEO and other higher officers.

**B. Minimum Qualification;**

M.Sc. in Forestry /Life Sciences/ Natural Resource Management from a recognized institution/University.

**C. Experience:**

Minimum 10 years' experience in the management of natural resources / Forestry with at least 4 years in PSU/Govt Authority/Govt. body/ Autonomous body. Preference will be given to the candidate having work experience in Uttarakhand State.

**D. Age limit :**

Candidates should not be more than 55 years of age as on 1st January, 2019.

*SP.*

#### **E. PERIOD OF THE ASSIGNMENT**

Period of assignment is three years, further extendable to another two years, subject to the condition that suitability and performance be reviewed annually for extension by CEO Uttarakhand CAMPA. Please note that extension after three years shall not be a matter of right. These assignments are strictly for maximum of 5 years and shall automatically cease on completion of 5 years or the specified contract period, whichever is earlier.

#### **F. AGREEMENT**

The agreements will be signed between concerned contractual employee and Uttarakhand CAMPA Authority.

#### **G. Monthly Emoluments:**

The Manager-Natural Resource Management shall derive a maximum fixed monthly emolument of Rs 70,000/- (inclusive all) subject to negotiations and contract offer, based on the delivery of the services. The Authority will not bear cost of any other expenditure like insurance etc. which will be done by the person concerned himself.

**Note:** This office reserves all rights to reject any or all the applications without assigning any reason thereof and whatsoever. The decision of CEO, CAMPA shall be final and abiding in this regard.

*SP*  
*ET*

## **(ii) Finance Officer**

### **A Tasks/Scope of works**

- i. To prepare statement of accounts and monitoring of CAMPA accounts received from Implementing Agencies.
- ii. Overall management of accounts, other financial records, Audit related works and compliance of the Audit Reports.
- iii. Present regular progress of accounts to CEO, as received from various implementing agencies;
- iv. Maintaining records for all transactions and matters regarding accounts and administration;
- v. Maintaining petty cash and imprest / petty cash balances and related records;
- vi. Routine analysis of monthly classified accounts received from Implementing Agencies and reporting discrepancies / observations to the CEO CAMPA.
- vii. Budget Management and liaisoning with related departments including Forest Department, Treasury, Accountant General, Uttarakhand and Finance Department of Govt. of Uttarakhand to resolve all budget related issues.
- viii. To prepare letters regarding the matters relating to the (finance and administration matters);
- ix. Maintaining proper files for the records of the finance and administration cell and a list of files with the approval of CEO, CAMPA.
- x. Ensure timely Income tax audit and income tax return filing, all issues related to GST and other taxes etc., preparation of balance sheet etc.
- xi. Any other work assigned by the CEO CAMPA and other higher officers.

Overall the role of the Finance Officer is to ensure complete compliance with financial procedures and rules by proper maintenance of the accounts, safe custody of the vouchers and records related to accounts and assist the higher officers in all matters related to accounts and audit.

### **B. Qualifications**

Candidate having a degree of Chartered Accountant from ICAI.

### **C. Experience**

Minimum 5 years' experience in management of accounts (at least 3 years in PSU/Govt Authority/Govt. body/ Autonomous body). Preference will be given to the candidate having work experience in Uttarakhand State.

### **D. Age limit :**

Candidates should not be more than 55 years of age as on 1st January, 2019.

### **E. PERIOD OF THE ASSIGNMENT.**

Period of assignment is three years, further extendable to another two years, subject to the condition that suitability and performance be reviewed annually for extension by CEO Uttarakhand CAMPA. Please note that extension after three years shall not be a matter of right. These assignments are strictly for maximum of 5 years and shall automatically cease on completion of 5 years or the specified contract period, whichever is earlier.

### **F. AGREEMENT**

The agreements will be signed between concerned contractual employee and Uttarakhand CAMPA Authority.

**G. Monthly Emoluments**

The Finance Officer shall derive a maximum fixed monthly emolument of Rs 60,000/- (inclusive all) subject to negotiations and contract offer, based on the delivery of the services. The Authority will not bear cost of any other expenditure like insurance etc. which will be done by the person concerned himself.

**Note:** This office reserves all rights to reject any or all the applications without assigning any reason and whatsoever. The decision of CEO, CAMPA shall be final and abiding in this regard.



### **(iii) Assistant Manager IT**

Purpose: To provide overall guidance, training and hand holding assistance to the CAMPA and Project implementing units in smoothly maintaining data of the Project Implementation in the computerized Management Information System (MIS) and help in generating information, in such form and manner as may be required by the Chief Executive Officer.

#### **A Tasks/Scope of works**

- i. Operate the MIS Software and to ensure their smooth implementation.
- ii. Attending to problems / refinements of MIS software; if any and getting them resolved so that it works smoothly; He/She shall be fully responsible for smooth functioning of the MIS Software.
- iii. Guiding and providing handholding assistance to the implementing units and CAMPA in use of the MIS software;
- iv. Ensure entries on the E-green Watch portal and timely guidance to the concerned staff.
- v. Management and timely updation of CAMPA website and other social media pages and coordination with other departments in relation to IT management.
- vi. Preparation of monthly status of E-green Watch and MIS.
- vii. Providing training to the concerned staff/consultants;
- viii. Assisting in generation of reports related to implementing units, CAMPA;
- ix. Ensuring proper maintenance of the database and software;
- x. Ensuring that reports are periodically generated in hardcopy by the implementing units and CAMPA.
- xi. And other tasks assigned by the CEOCAMPA and other higher officers.

#### **B. Qualifications**

BE/B.Tech in computer science/ IT with min. 65% marks or full time MCA with min 65% marks from a recognized institution/University.

#### **C. Experience**

Minimum 10 years' experience in programming and/or maintaining other online data / data management tools, information, database, web-development and hosting, server administration, website management etc. with at least 4 years in PSU/Govt. Authority/Govt. body/Autonomous body. Preference will be given to the candidate having work experience in Uttarakhand State.

#### **D. Age limit:**

Candidates should not be more than 55 years of age as on 1st January, 2019.

#### **E. PERIOD OF THE ASSIGNMENT**

Period of assignment is three years, further extendable to another two years, subject to the condition that suitability and performance be reviewed annually for extension by CEO Uttarakhand CAMPA. Please note that extension after three years shall not be a matter of right. These assignments are strictly for maximum of 5 years and shall automatically cease on completion of 5 years or the specified contract period, whichever is earlier.

SP.


**F. AGREEMENT**

The agreements will be signed between concerned contractual employee and Uttarakhand CAMPA Authority.

**G. Monthly Emoluments:**

The Assistant Manager-IT shall derive a maximum fixed monthly emoluments of Rs 60,000/- (inclusive all) subject to negotiations and contract offer, based on the delivery of the services. The Authority will not bear cost of any other expenditure like insurance etc. which will be done by the person concerned himself.

**Note:** This office reserves all rights to reject any or all the applications without assigning any reason and whatsoever. The decision of CEO, CAMPA shall be final and abiding in this regard.





**APPLICATION FORM**  
(For contractual employment in Uttarakhand CAMPA)

Paste your  
recent passport  
size photograph

1. Name of the Post Applied for: .....
2. Full Name of the Candidate: .....  
(in Capitals)  
.....
3. Date of Birth:                           
   Day            Month            Year
4. Gender: (Write '1' for Male, '2' for Female)
5. Marital Status: .....
6. Father's/Husband's Name: .....
7. Current Mailing Address (in block letters):  
.....  
..... Pin Code: .....
- Tel. No. : ..... Mobile: .....
- E.mail ID (if any): .....
8. Permanent Address (in block letters):  
.....  
..... Pin Code: .....
8. Nationality: .....
9. Language known (please tick  $\checkmark$ ) Hindi  English  Others
10. Community (please tick  $\checkmark$ )            SC  ST  OBC  GENERAL
11. All Educational/other professional Qualifications (High School on words):

Exam passed/ Degree/ Diploma	Grade/ % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subjects
High School					
Intermediate					
Graduation					
Post Graduation					
<b>Additional Educational Degree/ Diploma (min.1 year)</b>					

12. **Brief professional experience:** Starting with your present or most recent position, list in reverse order positions held.

Name and address of employer	Position held	Period	Last Monthly Pay/Remuneration drawn	Brief description of duties and responsibilities

**Personal Summary:** Please indicate the relevance of your experience and abilities; what have been the most significant factors in your career to date; your most useful achievements and contributions; any long-term plans for your development We would also like you to describe briefly any other significant aspects of your personality such as your activities/hobbies, outside knowledge etc. which have not been sufficiently highlighted so far and finally any circumstances, disabilities, health problems or reservations, which restrict your transferability, mobility or travel. (Attach separate page- Max. 300 words).

13. Any other relevant information: .....

14. **Details of enclosures:** (Self Attested copies of all documents to be enclosed with the application)

1. Photocopies of High School Certificate and marks sheet
2. Photocopies of Inter certificate and marks sheet
3. Photocopies of Graduation, Post graduation, Diploma Degree/Certificate and marks sheet (Kindly enclose each year mark-sheets of different educational qualifications)
4. Previous experience certificates.
5. Domicile/ Sthai Niwas Certificate.
6. Voter ID/ Aadhar Card for permanent address.

I certify that the statement made by me in answer to the foregoing questions and the photocopies of the qualifications and experience certificates are true, complete and correct to the best of my knowledge and best understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of appointment and dismissal of candidature, even if an appointment has been accepted.

Date :.....  
Place :.....

Signature :.....  
Name :.....

**References (02 persons): Along with contact details**

1. ....  
.....
2. ....  
.....