



**OFFICE OF THE DIVISIONAL FOREST OFFICER,
REDHAKHOL FOREST DIVISION**

Email ID: - dfo.redhakhhol@odisha.gov.in

Notice No. **07** of 2026-27, Date. 19th March, 2026

Application Invited for Engagement as Multi-Tasking Staff (Computer/GIS Analyst)

Redhakhhol Forest Division invites applications only from qualified candidates for the post of Multi-Tasking Staff on a purely outsourcing basis to assist in planning, data management, and execution of geospatial and digital operations including GIS mapping, remote sensing analysis, website and portal management, mobile application data management, and capacity building of staff on digitalisation and AI/LLM tools.

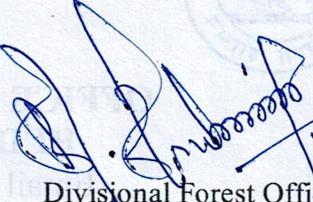
The interview date shall be intimated to the candidate after completion of preliminary scrutiny of the application and shall be notified through mail. Application shall be submitted only through the online mode. The application along with terms and conditions shall be available in www.sambalpur.odisha.gov.in/ www.odishaforest.in/ www.redhakhholforest.com .

Name of the Post	Multi-Tasking Staff (Computer/ GIS Analyst)
Educational Qualification	B.Tech/ B.E in Computer science and Engineering or Post Graduate Computer science and Engineering from a recognized University. (or) Graduation or Post Graduation in GIS/ Remote Sensing /Programming from a recognized University
Desirable Technical Skills	GIS and Remote Sensing – Google Earth, QGIS, ARC GIS etc Programming and Scripting – Python, SQL, Java script etc. AI/ML, LLM, and Data tools etc. Computer and Office Skills – MS Office, Map design and layout etc.
Emoluments	Rs. 36,000(Thirty-six thousand rupees only) per month
Age	Upper age limit 35 years as on 01.01.2026, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.
Last Date and Time for Submission	10 th April 2026 and 05.00 PM

The candidate should submit **online form** by visiting the website www.redhakhholforest.com or through scanning the QR code/ link

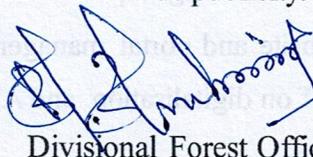
(<https://forms.gle/t6nBVL1D5SDvGXzq6>). For any query, candidates can mail to helpdesk@redhakholforest.com.




19/3/26
Divisional Forest Officer,
Redhakhol Forest Division.

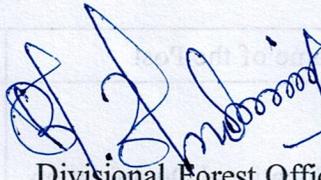
Memo No. 1582 Dt. 19.03.2026

Copy along with its enclosures forwarded to the Chief Conservator of Forests (IT & GIS), O/o of the PCCF & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the application invited for Engagement as Multi-Tasking Staff Notice in Odisha Forest Department Portal at the earliest for wide publicity.


Divisional Forest Officer,
Redhakhol Forest Division.

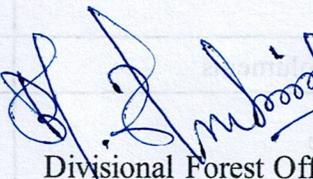
Memo No. 1583 Dt. 19.03.2026

Copy along with its enclosures submitted to the Deputy Director (Advertisement), Information and Public Relation Department, Govt. of Odisha, Bhubaneswar with a request to get the Application invited for Engagement as Multi-Tasking Staff Notice published in their publication of the same at least in two leading Odia Daily News Paper and one English Newspaper of National Presence.


Divisional Forest Officer,
Redhakhol Forest Division.

Memo No. 1584 Dt. 19.03.2026

Copy along with the copy of the abridged notice forwarded to the District e-Governance Manager (DeGM), Collectorate, Sambalpur for information and necessary action. He is requested to upload the Application invited for Engagement as Multi-Tasking Staff Notice in District NIC Portal at the earliest for wide publicity.


Divisional Forest Officer,
Redhakhol Forest Division.

Copy to Notice Board.

TERMS & CONDITIONS FOR THE POST OF CIVIL ENGINEER
(PROJECT ENGINEER / SITE ENGINEER) AT REDHAKHOL FOREST
DIVISION



Applications are invited for engagement of one Multi-Tasking Staff with a monthly fixed remuneration of Rs. 36,000/- at Redhakhol Forest Division. The engagement is purely outsourcing basis and is initially for a period of one year which may likely to continue for next year(s) subject to satisfactory performance.

Essential Qualification:

B.Tech/ B.E in Computer science and Engineering or Postgraduate in Computer science and Engineering from a recognized University.

(or)

Graduation or Post Graduation in GIS/ Remote Sensing /Programming from a recognized University

Desirable Experience:

1. GIS and Remote Sensing – Google Earth, QGIS, ARC GIS etc.
2. Programming and Scripting – Python, SQL, Java script etc.
3. AI/ML, LLM, and Data tools etc.
4. Computer and Office Skills – MS Office, Map design and layout etc.
5. Experience in development of application and website will be an added advantage
6. Knowledge about Drone and ability to Pilot the drone will be an added advantage

Age Limit:

Upper age limit is 32 years as on 01.01.2025, including age relaxation up to 5 years in case of SC/ST/SEBC candidates.

Duties of Multi-Tasking Staff:

- a. Data management in MS Excel, MS Word, and PowerPoint;
- b. Mapping of geospatial data and map design using relevant GIS applications.
- c. Data entry and management across mobile and web applications including KYFL, OFMS, iWLMS, Anukampa, and other Division-specific platforms.
- d. Compilation and management of data from available divisional resources to generate useful reports, returns, and summaries.
- e. Website data management, including maintenance of official divisional web pages and coordination of online events, awareness campaigns, and competitions.

- f. Regular updating of data and records on official portals and websites of this Division.
- g. Capacity building of staff on digitalisation initiatives and popularisation of LLM-based AI tools to enhance productivity and operational efficiency within the Division.

Other Conditions:

1. Duration:

The employment of the Multi-Tasking Expert is for a period up to twelve (12) months. The engagement may be renewed on the basis of performance as decided by Divisional Forest Officer, Redhakhol.

2. Working hours:

The Multi-Tasking Staff will be expected to be on duty in Office Opening to closing hours. The candidate may be required to work on off days and beyond duty hours on the direction of the Divisional Forest Officer, Redhakhol Forest Division with mutual agreement.

3. Leave:

The candidate is allowed for 12 days casual leave per year with prior permission of Divisional Forest Officer, Redhakhol Forest Division.

4. Remuneration:

Total remuneration per month will be Rs. 36,000/- (Thirty-six thousand only).

5. The Office is under no obligation to continue the engagement and may discontinue the engagement with one (1) month prior notice, assigning any reason thereof.
6. The Multi-Tasking Staff will not use or share any data related to Redhakhol Forest Division to outside the organization without prior permission from the authority. All documents, reports and scientific papers will be owned by Redhakhol Forest Division. Any data in any form recorded in personal mobile phone/ camera should be immediately and as soon as possible transferred to a hard disk or computer of Redhakhol Forest Division and no data related to the Division and the Project should be kept in personal mobile phones and cameras.

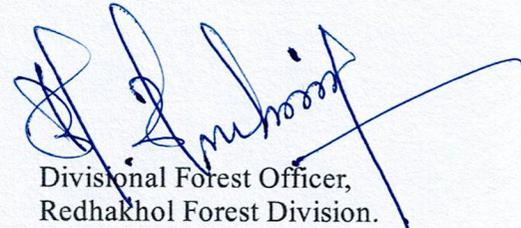
Selection Procedure:

- a. Selection will be based on the academic qualifications with preference to experience and performance in the interview.
- b. Candidate having similar work experience/ knowledge of working in Forest Department will be given preference.
- c. Candidates should bring true copies of testimonials of educational qualifications, certification, work experience, proof for date of birth, etc., along with copies of mark sheets of all examinations along with the original documents for verification to

Divisional Forest Office, Redhakhol Forest Division, Redhakhol on the date of interview.

- d. Original and self-attested photocopy of the Community Certificate in case person claiming age relaxation.
- e. A brief write upon previous experience should also be submitted along with the resume.
- f. After scrutiny of the application, the eligible candidates shall be called for the interview. The date and venue shall be notified to the shortlisted candidates separately through email.

The Divisional Forest Officer, Redhakhol Forest Division reserves the right to accept or reject any candidature including cancellation of the advertisement without assigning any reason thereof.



Divisional Forest Officer,
Redhakhol Forest Division.

For online submission of Application. Kindly use this link
(<https://forms.gle/t6nBVL1D5SDvGXzq6>) or scan the QR Code.

