



**OFFICE OF THE
PROJECT MANAGEMENT UNIT
NAGALAND FOREST MANAGEMENT PROJECT
NAGALAND, KOHIMA**

(A non-profit society under Department of Environment, Forest and Climate Change)



No. NFMP/ROJB/2019/43/6203

Dated Kohima, the 15th September, 2025

Advertisement for Contractual Engagement

Nagaland Forest Management Project Society (NFMPs)- JICA assisted Project intends to engage one personnel for Resource Organization on Jhum and Biodiversity (ROJB) Office Dimapur, Nagaland on contractual basis for the following position.

Applications in prescribed format should be submitted to this office via email at pd.hrd@nfmpjica.org and om@nfmpjica.org on or before the 20th September, 2025.

A. Support Staffs, Headquarter: Dimapur, SEFTI Campus.

SL. No.	Position	No. of vacancies	Code No.
1.	Office Assistant	1	ROJB 2

Application proforma, General guidelines and Terms of Reference are enclosed for reference.

**(M SENTHIL KUMAR) IFS
Project Director (HRD, Research & Extension)
Nagaland Forest Management Project
Nagaland: Kohima.**



**OFFICE OF THE
PROJECT MANAGEMENT UNIT
NAGALAND FOREST MANAGEMENT PROJECT
NAGALAND, KOHIMA**

(A non-profit society under Department of Environment, Forest and Climate Change)



General Instructions and Guidelines for the Applicants

1. Applications must be in prescribed format only. Write clearly the Code Number of the position applied for in the format. Application form may be downloaded from the Website.
2. Only one application shall be entertained from one person.
3. Applications with required document may be submitted to this office at pd.hrd@nfmnpjica.org and om@nfmnpjica.org and alternatively to:

Office of the PMU,

Nagaland Forest Management Project Society,

Ground Floor, Forest Office Complex,

Near Ministers Hill Higher Sec. School

Agri Farm Colony

Nagaland: Kohima

4. Candidates already under employment in any Government department/Organization/PSUs should apply through proper channel/under intimation to the concerned controlling officer.
5. Applications will be shortlisted according to criteria decided by the society.
6. The shortlisted candidates will be called for personal interview on a date to be informed to them personally.
7. The candidates shall bring original documents at the time of interview.
8. Last date for submission of application is 20th September, 2025.
9. Office letters will be sent to selected candidates through e-mail subjected to general health check-up and verification of antecedents.
10. The selected candidates will initially be appointed for a period of one year, which may be extended depending on their performance.

**Terms of Reference (ToR) for Support Staffs
at Nagaland Resource Organization on Jhum and Biodiversity (NROJB)**

1. Office Assistant

CODE: ROJB 2

No of posts: 1

Period of contract: 5 years.

Qualification: Graduate in any field and computer literate.

Experience:

- Minimum 2 years experience in similar position in Govt/private/project.
- Excellent knowledge of word processing tools, spreadsheets.
- Good command of English.
- Fast typing skills.

Age Limit: Below 45 years of age as on 15/09/2025

Remuneration: 18,000/PM

Job description:

- Perform regular backup to ensure data preservation.
- Sort, organize and store paperwork.
- Verify data by comparing it to source documents.
- Update existing data and produce reports.
- Maintain files, records and compile all periodical report of ROJB.
- Assist in preparing various reports such as monthly, quarterly, half-yearly, annual report etc.
- Any other task assigned by the ROJB CEO.

NAGALAND FOREST MANAGEMENT PROJECT

Application Format

Resource Organisation on Jhum and Biodiversity

1. Full name (in capital letters) _____
2. Date of birth (dd-mm-yy) _____
3. Sex _____
4. Marital Status _____
5. Father's/ Husband name _____
6. Nationality _____
7. Domicile State _____
8. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl.No	Examination passed (starting from Matric onwards)	Board/University/Institute	Year of Passing	Percentage of Marks obtained

9. Professional Qualification (Attach Self-attested photocopy of all the certificates):

Sl.No	Examination passed	Board/University/Institute	Year of Passing	Percentage of Marks obtained

10. Work Experience.

Sl.No	Name & Address of Employer	Post & Nature of Duties	Period of Service (Mention with Date, Month, Year)		Total Period of Service (Years, Month and Days)
			From	To	

11. List of documents enclosed:

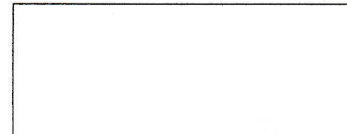
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

12. Other Information (If Any):**13. Contact Details:**

Mob. No:	e-mail id:
Residential Address:	Permanent Address:

Declaration:

I do hereby certify that all aforesaid information/ details are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, my candidature/ appointment shall be cancelled without any assigned reason.

A rectangular box with a thin black border, intended for a signature and date.

(Signature & Date)

Name: _____

Place: _____