

APPOINTMENT

1. Coordinator 2. MIS Assistant

To be engaged at Forest Right Cell of Angul & Deogarh on outsourcing basis. For qualification and other details please refer our website www.saralasecurity.com. Interested candidates may email / speed post / courier their Biodata to reach us by **26/06/2025** mentioning post & place applied for.

Om Sarala Security Services Pvt. Ltd.

Website : www.saralasecurity.com

H.O.-Ganesh Market, STI Chowk, Rourkela-769012

B.O-486(P), Bomikhal, Rasulgarh, Bhubaneswar-751010

B.O.- At-Fatak, Budharaja, Sambalpur- 768004

Mobile:7008663132 email: saralasecurity@gmail.com



16/06/2025

Qualifications and Experience of personnel to be engaged in the FR Cell, Angul & Deogarh

Coordinator

Education: Candidate should have completed graduation. Individuals with Master's degree will be preferred.

Work Experience: Minimum 2-3 years of experience in NGO / Social Sector projects. Candidates from the concerned district should be preferred for all the positions under the scheme. Experience of working with government projects will be an added advantage. Fair understanding of Central / State Govt Schemes & community mobilization skills. Experience in delivery of training & capacity building programmes / initiatives. Experience of networking with Line Departments of Government.

Language and competency: Fluency in oral and written communication in English and Odia.

Computer Skills: Proficiency in computer skills like the use of MS Office and conversant with internet / emails.

MIS Assistant

Education: Candidate should have completed graduation and PGDCA course. Individuals with Master's degree will be preferred.

Work Experience: 02 years of experience in data entry and large-scale database management in any reputed govt. / private agency. Proficiency in the use of MS Office specifically MS Office, MS Excel and conversant with internet / use of online platforms is a mandatory requirement.

Language and competency: Fluency in oral and written communication in Odia and English is a mandatory requirement.

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Note: Please mention post & place applied for on Biodata / Envelope/ email.

 16/06/2025