



Government of Maharashtra



Chandrapur Forest Academy of Administration, Development & Management, Chandrapur  
Mul Road, Chandrapur – 442401 (MS)



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No. Desk-6/Steno/CFA/2023-24/358/

Date: 06/12/2024

**ADVERTISEMENT REGARDING EMPANELMENT OF PERSONNEL FOR HIRING SERVICES ON CONTRACTUAL BASIS BY THE CHANDRAPUR FOREST ACADEMY, CHANDRAPUR**

Chandrapur Forest Academy of Administration, Development and Management, Chandrapur has been constituted vide Maharashtra State Government Resolution Bearing No. Est-2014/Sr.No. 64/Part-2/F9/Mantralaya Mumbai Dt. 04-12-2014. 'Chandrapur Forest Academy' is registered under Society Act-1860 & Bombay Public Trust Act-1950.

Chandrapur Forest Academy of Administration, Development and Management is in need of the services on contractual basis, hence the applications are invited. Details are as follows: -

Sr. No.	Details of the Service	No. of Positions	Minimum Qualification & Experience	Work Profiles	Salary to be paid per month
1	2	3	4	5	6
1	Engineer (Civil)	02	<ul style="list-style-type: none"> <li>Bachelor's Degree in Civil Engineering or equivalent qualification from a recognized University/Institute.</li> <li>Minimum 3 years' experience in Civil Construction works.</li> <li>Local candidates will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Work includes preparation of technical estimates, tender documents, monitoring of ongoing civil work in Chandrapur Forest Academy.</li> </ul>	Rs. 20,000/- (Lump sum)
1	Engineer (Electrical)	01	<ul style="list-style-type: none"> <li>Bachelor's Degree in Electrical Engineering or equivalent qualification from a recognized University/Institute.</li> <li>At least 3 years' experience in similar post on troubleshooting in electrical system.</li> <li>Local candidates will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Identifying and correcting power system problems</li> <li>Communicating with engineers, and other stakeholders on engineering projects.</li> <li>Ensuring compliance with safety standards and codes</li> <li>Preparing specifications for maintenance, testing, and other electrical related work in Chandrapur Forest Academy.</li> </ul>	Rs. 20,000/- (Lump sum)

**Terms & Conditions: -**

- All the rights regarding the appointment are vested with the selection committee of the Chandrapur Forest Academy. Decision of the committee, Chandrapur Forest Academy is final and binding.
- Legal agreement between the Chandrapur Forest Academy and the selected candidate will be executed on the successful selection.
- Recruitment whether part time or full time is purely temporary in nature and contractual in nature.

- Empanelment will be valid for next Two years starting from date of formation of the panel in each category which will be extended later based on the requirement of the services and based on the work output of the person selected.

**How to Apply:** - Filled application form with the true copies of testimonials to be submitted to the office of Director, Chandrapur Forest Academy of Administration, Development and Management at Chandrapur **on or before 18:15 Hrs. 23-12-2024** or can be mailed [chandrama.cfa@gmail.com](mailto:chandrama.cfa@gmail.com).

**Selection Procedure:** - Candidates shall access <https://drive.google.com/drive/folders/13watw20cFApMfzlycn1kgekFEV4MS-V?usp=sharing> for the selection criteria & submit the duly filled application form. After the scrutiny of the applications, eligible candidates may be called for interview and skill test if necessary. Eligible candidates will be intimated over phone/E-Mail regarding the selection. Original certificates will be verified and returned back if called for appointment. For more details access <https://drive.google.com/drive/folders/13watw20cFApMfzlycn1kgekFEV4MS-V?usp=sharing> for any queries, contact Shri. Manish Kawade, Chief Accountant (Contact No. 8999109401) Chandrapur Forest Academy, Chandrapur.



**Director**  
**Chandrapur Forest Academy of**  
**Administration, Development &**  
**Management, Chandrapur**

## Application Form

Name of post for which application is made \_\_\_\_\_

Paste latest  
Passport size  
photograph

(Note: - To be filled in CAPITAL LETTERS)

1. Full Name of the Applicant: - \_\_\_\_\_  
[ As per 10<sup>th</sup> Marksheet]

2. Date of Birth: -

D	D	M	M	Y	Y	Y	Y

3. Gender: - Female/Male/Transgender

4. Mobile No. \_\_\_\_\_

5. Email I.D: - \_\_\_\_\_

6. Address for Communication: - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Educational Qualification: -

Sr. No.	Examination Passed	Subject	Name of Board/University	Year of passed	Total Marks	Marks obtained

8. Curriculum Vitae: Enclose the C.V. It shall not exceed 2 pages. Access [https://drive.google.com/drive/folders/13wat\\_w20cFApMfzlycn1kgekFEV4MS-V?usp=sharing](https://drive.google.com/drive/folders/13wat_w20cFApMfzlycn1kgekFEV4MS-V?usp=sharing) for more details.

9. Enclose the true copies/self-attested of following certificates/documents, related to the criteria mentioned.

### Declaration

I \_\_\_\_\_, do hereby declare that the information given above is true to the best of any knowledge and belief. I do hereby agree for any legal action if the above information provided by me is found wrong/false.

I \_\_\_\_\_, do hereby agree and accept the terms and conditions, selection criteria published along with the advertisement.

Place:

Date:

**Signature of Applicant**



**Selection Criteria for hiring the services on contractual basis by  
Chandrapur Forest Academy**

1. The selection will be done through the selection committee of the Chandrapur Forest Academy.
2. Tentative Schedule for the selection process.

Sr. No.	Process	Final Date	Venue
1.	Advertisement	10-12-2024	---
2.	Submission of filled Application form, Curriculum Vitae and True Copies/Self Attested Certificates and Documents in person or over-e-mail.	23-12-2024	Chandrapur

3. Application along with CV shall be scrutinized by the Selection Committee or the Officer(s) authorized by the Selection Committee. True Copies (Self attested) of Documents/Certificates needed for Scrutiny to check the minimum qualifications respective to particular post.

**Note : Hard copies of True copies (Self-attested) certificates as necessary are compulsory. Candidature will be rejected if the candidate failed to submit the true copies (self-attested) of the certificates along with filled application on or before 18 :15 hrs on 23-12-2024 to the O/o. Director, Chandrapur Forest Academy of Administration, Development and Management, Mul Road, Chandrapur – 442401 physically or sent over e-mail id. Candidates submitting incomplete application forms will be rejected and will not be called for further process of selection.**

4. After scrutiny, only eligible candidate(s) may be called for an interview and skill test if needed Eligible candidate(s) will be intimated through Phone/ E-Mail. Original certificates and documents shall be scrutinized by the selection committee or officer(s) appointed by the selection committee a day before the Interview. Original certificates will be verified and returned back on the same day. Candidates may be asked to produce the original certificates to any of the members of the selection committee during the selection process. Interview and skill test will be conducted at Chandrapur by the selection committee.
5. Merit list of the Panel of candidates with maximum ten candidates shall be finalized based on the aggregates obtained.
6. Decision of the selection committee is final and binding.
7. Selected candidates will be intimated as & when their services are required along with the emoluments. They should sign a legal agreement to that effect within 7 days of such intimation failing which the selection will lapse.
8. In case of lapse of the first merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the concerned within 7 days of time from the date of E-Mail/Phone call failing which the selection will lapse.
9. In case of lapse of the second merit candidate, the next candidate in the list will be directly given opportunity and legal agreement and original certificates will be submitted by the third merit candidate within 7 days of time failing which the selection will lapse and the process will continue this till last member of the panel subsequently.

10. No Travel Allowance or lodging/boarding facilities shall be provided by Chandrapur Forest Academy for the interview and skill test purpose if conducted.
11. Original certificates of the candidates shall be kept with Chandrapur Forest Academy during the contract period.
12. 2 months prior notice shall be given to the Chandrapur Forest Academy in case of resignation.
13. There will be no over-time allowances and HRA etc. Candidates shall not claim for job/privileges under the state government or the society based on this selection.

All the precautions to prevent Covid-19 as per the guidelines of central and state governments shall be followed by the candidates without fail.

  
**Director**  
**Chandrapur Forest Academy of**  
**Administration, Development &**  
**Management, Chandrapur**