



**OFFICE OF THE DIVISIONAL FOREST OFFICER
SUNDARGADA FOREST DIVISION**

ବନଖଣ୍ଡ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼ ବନଖଣ୍ଡ

(Phone No-06622-272243, POST BAG NO.25, E-Mail- dfo.sundargarh@odisha.gov.in)

WALK IN INTERVIEW NOTICE

Office Order No. **146**..... Date **22-07-26**

The Divisional Forest Officer, Sundaragada Forest Division invites applications from eligible and interested candidates for engagement of **one (01) Legal Expert** on a purely contractual basis through manpower service provider to provide legal assistance in matters relating to Govt. Service, Forest, Wildlife, Environmental and allied laws in the Office of the Divisional Forest Officer, Sundaragada Forest Division. Interested candidates fulfilling the prescribed eligibility criteria may apply and appear for the Walk-in Interview as per the schedule given below.

Particulars	Details
Name of Post	Legal Expert
No. of Post	01 (One)
Consolidated Remuneration	Rs. 50,000/- per month (<i>inclusive of EPF, Service Charges and GST, as applicable</i>).
Essential Qualification	LL.B. Degree from a recognized University.
Desirable Qualification	Experience in dealing with matters relating to Government Service, Forest, Wildlife, Environmental and allied laws.
Place of Posting	Office of the Divisional Forest Officer, Sundaragada Forest Division.
Tenure	Till 31 st March 2027
Date & Time of Walk-in Interview	29.07.2026 at 11.00 A.M.
Venue	Conference Hall, Office of the Divisional Forest Officer, Sundaragada Forest Division.

Candidates are required to submit their duly filled-in application along with their Curriculum Vitae (CV), self-attested copies of educational and professional qualification certificates, and experience certificates in a **single PDF file**, duly named as "**Name_Surname.pdf**", either through e-mail to dfo.sundargarh@odisha.gov.in or by **Speed Post** addressed to the Divisional Forest Officer, Sundaragada Forest Division. The application must reach this office on or before date **15.08.2026 – 05.30 PM**. Applications received after the due date and time shall not be entertained under any circumstances.

The application along with details terms and conditions shall be available on the website www.odishaforest.in and District Portal of Sundaragada District from dated 24.07.2026.

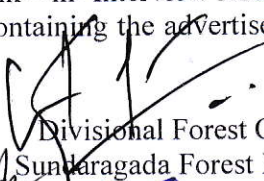

Divisional Forest Officer
Sundaragada Forest Division

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Memo No. 5732 / dt. 22.07.2026

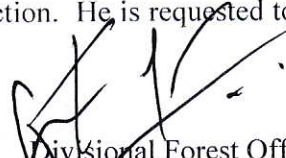
Copy submitted to the Deputy Director (Advertisement) and Deputy Secretary to Government of Odisha, I & P.R. Department, Odisha, Bhubaneswar with a request to get it published in two leading Odia Daily and one no of Local English Daily News Paper on or before 31.07.2026 for wide circulation of the Walk – in- Interview Notice.

Complimentary copy of newspaper copy containing the advertisement may kindly be sent to this office for reference and record.


Divisional Forest Officer
Sundaragada Forest Division

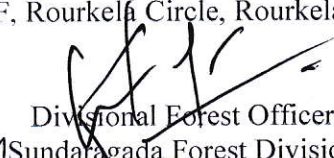
Memo No. 5733 / dt. 22.07.2026

Copy along with its enclosure submitted to the Chief Conservator of Forests, (IT & GIS), O/o the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar for favour of kind information and necessary action. He is requested to upload the notice in the website of PCCF, Odisha at an early date.


Divisional Forest Officer
Sundaragada Forest Division

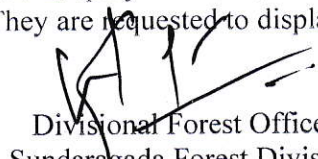
Memo No. 5734 / dt. 22.07.2026

Copy along with its enclosure submitted to the Principal Chief Conservator of Forests & HoFF, Odisha, Bhubaneswar/ Principal Chief Conservator of Forests (WL) & Chief Wildlife Warden, Odisha, Bhubaneswar / Regional CCF, Rourkela Circle, Rourkela for favour of kind information and necessary action.


Divisional Forest Officer
Sundaragada Forest Division

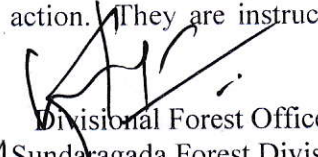
Memo No. 5735 / dt. 22.07.2026

Copy along with its enclosure forwarded to all Divisional Forest Officers (T/WL) / Deputy Director, Similipal (North) WL Division / Deputy Director, Similipal (North) WL Division for information and necessary action. They are requested to display the Notice on their Notice Board.


Divisional Forest Officer
Sundaragada Forest Division

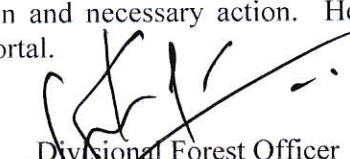
Memo No. 5736 / dt. 22.07.2026

Copy along with its enclosure forwarded to the all Range Officers, Sundaragada Forest Division for information and necessary action. They are instructed to display on their Notice Board.


Divisional Forest Officer
Sundaragada Forest Division

Memo No. 5737 / dt. 22.07.2026

Copy along with its enclosure forwarded to the District e-Governance Manager (DeGM), Collectorate, Sundargada for information and necessary action. He is requested to upload the Notice in the website of the district portal.


Divisional Forest Officer
Sundaragada Forest Division



**OFFICE OF THE DIVISIONAL FOREST OFFICER
SUNDARGADA FOREST DIVISION**

ବନଖଣ୍ଡ ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼ ବନଖଣ୍ଡ

(Phone No-06622-272243, POST BAG NO.25, E-Mail- dfo.sundargarh@odisha.gov.in)

**DETAILED ADVERTISEMENT INVITING APPLICATION FOR THE POST OF
LEGAL EXPERT IN SUNDARAGADA FOREST DIVISION**

The Divisional Forest Officer, Sundaragada Forest Division invites applications from eligible and interested candidates for engagement of **one (01) Legal Expert** on a purely contractual basis through manpower service provider to provide legal assistance in matters relating to Govt. Service, Forest, Wildlife, Environmental and allied laws in the Office of the Divisional Forest Officer, Sundaragada Forest Division. Interested candidates fulfilling the prescribed eligibility criteria may apply and appear for the Walk-in Interview as per the schedule given below.

Particulars	Details
Name of Post	Legal Expert
No. of Post	01 (One)
Consolidated Remuneration	Rs. 50,000/- per month (inclusive of EPF, Service Charges and GST, as applicable).
Essential Qualification	LL.B. Degree from a recognized University.
Desirable Qualification	Experience in dealing with matters relating to Govt. Service, Forest, Wildlife, Environmental and allied laws.
Place of Posting	Office of the Divisional Forest Officer, Sundaragada Forest Division.
Tenure	Till 31 st March 2027.
Date & Time of Walk-in Interview	29.07.2026 at 11.00 A.M.
Venue	Conference Hall, Office of the Divisional Forest Officer, Sundaragada Forest Division.

A. Scope of Work

The Legal Expert shall assist the Divisional Forest Officer in all legal matters of the Division and shall, inter alia, perform the following duties:

1. Assist in preparation, scrutiny and vetting of Forest Offence Reports (OR Cases), Un-detected (UD) cases, Prosecution Reports (PR), confiscation case records and other statutory proceedings under the Forest and Wildlife Acts.

2. Draft complaints, affidavits, counter affidavits, rejoinders, written statements, replies, legal opinions, notes, departmental communications and all other legal documents required by the Division.
3. Coordinate with the Office of the Advocate General, Government Counsels, Additional Standing Counsels, Public Prosecutors and Panel Advocates for timely preparation and filing of pleadings before various Courts.
4. Assist the Division in litigation before the Hon'ble High Court of Orissa, Hon'ble Supreme Court of India, National Green Tribunal, District Courts, SDJM Courts and other judicial or quasi-judicial forums.
5. Assist the Authorized Officer in confiscation proceedings and other statutory proceedings under different Acts and applicable laws.
6. Assist in preparation of departmental proceeding records, enquiry reports, investigation reports, legal notices and disciplinary case records.
7. Monitor court cases, litigation matters, case records and digital databases relating to legal matters of the Division.
8. Visit Range Offices, Circle Office, District Courts, High Court, Forest Headquarters, Government offices and any other place in connection with official legal work whenever directed by the Divisional Forest Officer.
9. Render legal opinion on issues concerning administration, establishment matters, disciplinary proceedings and other matters referred by the Divisional Forest Officer.
10. Perform any other legal assignment entrusted by the Divisional Forest Officer in the interest of Government work.

B. Terms & Conditions

1. The engagement is purely contractual and temporary and shall not confer any claim for regular appointment under the Government. The tenure of the appointment would be valid only till March 31st 2027 & may be extended purely basis on performance.
2. The Legal Expert shall work under the direct supervision and control of the Divisional Forest Officer, Sundaragada Forest Division.
3. The candidate shall attend office during normal working hours and may be required to work beyond office hours during emergencies.
4. The selected candidate shall be physically fit and willing to undertake official tours within or outside the Division whenever required.

5. The candidate shall maintain absolute confidentiality of official records, litigation files, Government documents and information handled during the course of engagement.
6. All pleadings, legal opinions, reports, drafts and documents prepared during the period of engagement shall remain the exclusive property of the Divisional Forest Officer, Sundaragada Forest Division.
7. The candidate shall maintain high standards of integrity, professional ethics and discipline while discharging official duties.
8. The candidate shall submit reports on the work entrusted by the Divisional Forest Officer as & when required.
9. No TA/DA shall be admissible for attending the Walk-in Interview. TA/DA for official tours after engagement shall be regulated as per orders of the competent authority.
10. The Legal Expert will be entitled for 15 (fifteen) days casual leave per year with prior permission of Divisional Forest Officer, Sundaragada Forest Division. For any unauthorized absence, proportionate remuneration will be deducted from consolidated monthly remuneration.
11. The engagement may be terminated by either side by giving one month's notice. However, the Divisional Forest Officer reserves the right to terminate the engagement at any time for unsatisfactory performance, misconduct, breach of confidentiality or violation of any terms and conditions.
12. The Divisional Forest Officer reserves the right to cancel, modify or withdraw the advertisement or reject any or all applications without assigning any reason.

C. Documents to be Produced

Candidates shall report at least **one hour before** the scheduled interview with:

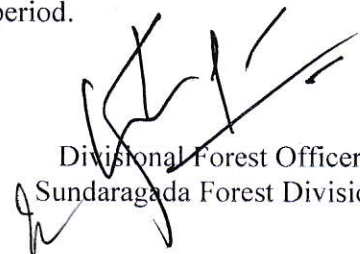
- Duly filled application in the prescribed format.
- Two recent passport size colour photographs.
- Self-attested copies of all educational qualification certificates.
- Experience certificates (if any).
- Proof of age.
- Identity proof (Aadhaar/Voter ID/PAN).
- Original certificates for verification.

The candidate shall drop his application form along with self-attested photocopies of the above documents on the date of interview in a drop box kept at O/o the Divisional Forest Officer, Sundaragada Forest Division and produce the original documents for verification at the time of interview.

The candidate shall produce all original certificates and testimonials at the time of the interview for verification, failing which the candidature shall be liable to rejection. If any information furnished or document submitted by the candidate is found to be false, forged or fabricated at any stage, his/her candidature/engagement shall be cancelled forthwith, and appropriate legal action shall be initiated as per law.

D. Selection Procedure

1. Selection shall be based on document verification and personal interview. The decision of the Selection Committee shall be final and binding.
2. The selected candidate shall join duty in the Office of the Divisional Forest Officer, Sundaragada Forest Division within the time stipulated in the Offer of Engagement issued by the Divisional Forest Officer.
3. Failure to join within the stipulated period shall ordinarily result in cancellation of the offer of engagement. However, the Divisional Forest Officer, Sundaragada Forest Division reserves the right, at his sole discretion, to extend the joining period in deserving cases upon receipt of a written request from the selected candidate, if satisfied with the reasons for such extension.
4. In the event of cancellation of the offer due to failure to join within the stipulated period or the extended period, as the case may be, the Divisional Forest Officer reserves the right to offer engagement to the next candidate in the order of merit based on the result of the Walk-in Interview, without conducting any fresh interview. No claim, representation or right to appointment by the originally selected candidate shall be entertained after expiry of the stipulated or extended joining period.


Divisional Forest Officer
Sundaragada Forest Division

APPLICATION FORM FOR THE POST OF LEGAL EXPERT

1. Name of the Applicant (IN :
CAPITAL LETTERS)
2. Father's/Husband's Name :
3. Date of Birth :
4. Sex :
5. Aadhar Card No. :
6. Category (SC/ST/SEBC/GEN) :
7. Permanent Address :
8. Correspondence Address :
(if different from Permanent
Address)
9. Contact No. :
10. E-mail ID :
11. Educational Qualification Details :

Recent Colour
Passport Size
Photograph

Examination	Board / University	College	Division	% of Marks
H.S.C or Equivalent				
+2 or Equivalent				
Graduation or Equivalent				
LL. B				
Others				

12. Professional Experience :
13. Present Occupation :
14. Languages known :
15. Knowledge in Computer :

Full Signature of the candidate

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if any information furnished by me is found to be false or any document submitted by me is found to be forged or fabricated, my candidature/engagement shall be liable to cancellation and appropriate legal action may be taken against me. I further undertake to abide by all the terms and conditions governing the engagement of Legal Expert under the Office of the Divisional Forest Officer, Sundaragada Forest Division.

Place :
Date :

Full Signature of the candidate