



ଗ୍ରାମ ପଞ୍ଚାୟତ ସ୍ତରୀୟ ମହାସଂଘ, ଭ୍ରାମରବାଡ଼ି

Bhramarabadi Gram Panchayat Level Federation, Bhramarabadi

ଓଡ଼ିଶା ଲାଇଭଲିହୁଡ ମିଶନ, ଗ୍ରା.ପ. ଭ୍ରାମରବାଡ଼ି
ଦାରିଙ୍ଗବାଡ଼ି, କନ୍ଧମାଳ



ସଭା ନେତ୍ରୀ

ଚିଠି ନଂ... ୨୨.....

ତାରିଖ: 10-06-2022

ADVERTISEMENT

Bhramarabadi GPLF, Bhramarabadi, Daringbadi, Block invites application from the eligible candidates for the contractual engagement for the following post for Centre of Excellence(CoE)
Position – Programme Manager, No. of Post- 01, Qualification- Post Graduation, Age Limit-40 years, Experience- 5 years, Salary(Rs. Per Month)- 15,000/-

ସଂପାଦିକା

GENERAL TERMS & CONDITIONS:

1. Details of Application form, eligibility criteria, Roles and Responsibility for each post are available for downloading the Kandhamal District Official Website i.e www.kandhamal.nic.in w.e.f Dt. 12/08/2022

2. The last date for receipt of application is 26/08/2022. Application in the prescribed format duly filled in along with all relevant documents (Self attested) are to be submitted in the sealed cover super scribed “ APPLICATION FOR THE POST OF PROGRAMMEE MANAGER” in the address of the President Bhramarabadi GPLF, Bhramarabadi, Daringbadi, Kandhamal, Pin- 762104 through Registered Post/ Speed Post only.

N.B.: Previous Letter No:- 01, Dated 01.02.2020 of this GPLF for contractual engagement for CoE are hereby cancelled.

ଉପ-ସଭା ନେତ୍ରୀ

Sd/- GPLF President, Bhramarabadi GPLF

Bhramarabadi, Daringbadi

Menaka Pradhan

President
Bhramarabadi GPLF
Daringbadi, Kandhamal

Rushmi Devi Nayak

Secretary
Bhramarabadi GPLF
Daringbadi, Kandhamal

ସହ-ସଂପାଦିକା

କୋଷାଧ୍ୟକ୍ଷ

Application for the Post of Programme Manager

A Personal Information

1	Full Name of the Applicant :		<i>Recent Passport Size Photograph</i>
2	Sex (M / F / TG) :		
3	Full Name of Father :		
4	Full Name of Mother :		
5	Birth Date (DD/MM/YYYY) :		
6	Age as on 11/08/2022 (in Completed Years) :		
7	Current Address with name of Village / Block / District/ State :		
8	Permanent Address with name of Village / Block / District/ State :		
9	Mobile Number (Mandatory) :		
10	Alternate Mobile Number (Optional) :		
11	Email ID :		

B Educational Qualification *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*

	Degree/Diploma/ Certificate Course/ Any other	Institution/ College / School	University / Board	Year of Passing	Marks Secured / CGPA	Total Marks / CGPA
1	10th					
2	12th					
3	Graduation (Specify)					
4	PG (Specify)					

C Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below

1						
2						
3						
4						

D Computer/Accounting/Any Other Courses *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*

	Name of the Course	Name of Institution	Government/ Private	Period of course	Grades/ Class/ Marks if any
1					
2					
3					

E	Professional Experience - Start with the MOST RECENT JOB (Bring Original Experience Certificate along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)							
	Name of the Organization	Name of the Project	Period of Work	Position Held			Years of Experience	Main Responsibilities
				Name	From (MM/YYYY)	To (MM/YYYY)		
1								
2								
3								
4								
5								
6								

F	Language Proficiency (Write the name of Language and Put Tick Mark (✓) in columns)			
	Language	Speak	Read	Write
1	Odia			
2	Hindi			
3	English			
4	Any Other			

G	Any other relevant information

I hereby, declare that information written by me is true to best of my knowledge. I understand that, in case of false information my candidature will be rejected at given point of time and I am also liable for appropriate action.

Date
Place

Signature of Candidate

- ✓ **Domicile:** The Candidate should be resident of Odisha; But the preference will be given to the local candidates.
- ✓ **Job Location:** The candidates job location will be Bhramarabadi GPLF, Bhramarabadi GP, Block: Daringbadi, Dist: Kandhamal, Pin: 762104.
- ✓ Above post is contractual in nature and engagement id initially for a period of one year, which can be extended to further period(s) depending upon the requirement and satisfactory performance by the candidates.
- ✓ Bhramarabadi GPLF is the Disciplinary Authority of the above post and is competent to terminate the contract and disengage the Programme Manager, Accountant and MIS Assistant on the Grounds of incompetency poor performance, negligence in duty, MISCONDUCT, violation of orders of higher authorities and violating the terms and conditions of the engagement.
- ✓ If any fraudulent testimonial is detected in future that he/ she has been criminally prosecuted, the engagement shall be cancelled without notice and legal action as deemed proper shall be initiated against him/ her as per the provision of Law.
- ✓ The selected applicants will execute an agreement with the Bhramarabadi GPLF within Non- Judicial Stamp paper and Bhramarabadi GPLF will issue engagement order after execution of agreement.

Procedure for Short listing applicants

The following guideline should be followed for short listing of application for post of Programme Manager.

1. Committee should enter the respective details of all the candidates who apply for the post of Programme Manager in short listing format.
2. If applicant fails to satisfy any one out of three eligibility criteria, He/ She should be marked as 'not eligible' and should not be considered for further short listing criteria. Details of non- eligibility should be written in remarks column.
3. For marking for Career in short listing Criteria, 70 should be multiplied by average percentage secured by applicant in academics. Average percentage can be derived by dividing the aggregate of marks secured by applicant in Matriculation, 10+2 level, Graduation and Post Graduation by aggregate of total marks in Matriculation, 10+2 level, Graduation and Post Graduation.
4. In Case of CGPA marking system , the CGPA score should be multiplied by 10 to derive equivalent marks.
5. For marking for Experience in short listing criteria, 1 mark should be given for each year of experience in areas, as specified in short listing format. In case the experience is less than one year, 1 mark should be given for experience for more than 6 months.
6. First 5 candidates with highest marks would be shortlisted for personal interview.

Duties and Responsibilities: (Programme Manager)

1. S/he will be responsible for achievement as per Plan, Budgetary spending, Managing data, Preparing reports, liaisoning and reporting to BMMU, Govt. Departments, Managing staff and overall administrative management for smooth functioning of organization.
2. S/he will prepare monthly progress reports.
3. S/he will be an ex-office member of the board hence have to support OB and EC as and when required.
4. S/he will work as trainers on various thematic areas of the program.
5. S/he will support in the identification, training and development of community cadre.
6. S/he will assist the project staff in various other activities.
7. S/he will prepare strategies and directions for strengthening the CoE.
8. S/he will perform vision building exercise for CoE.
9. S/he will co-ordinate with BMMU and other partners.
10. S/he will prepare Detail Project Reports.
11. S/he will prepare Annual action Plan.
12. S/he will prepare Business Develop Plan.
13. S/he will prepare Capacity Building plans for staff of CoE, Community Cadres and Leaders.
14. S/he will facilitate convergence with Line Departments and Partners.
15. S/he will facilitate grievance readressal.
16. S/he will plan for and execute revenue generation activities.
17. S/he will develop implementation strategy to meet all the criteria of CoE within pre-defined time period.
18. S/he will facilitate monitoring and evaluation of all activities related to CoE.
19. S/he will be responsible for overall management of day to day CoE activities.
20. S/he will be responsible for proper coordination with all the stakeholders for effective implementation.
21. S/he will be responsible for timely disbursement of remunerations to staffs and cadres.
22. S/he will perform any other task assigned by EC, GPLF (CoE).

Documents submitted (Self attested photo copy):

1. Matriculation/ HSC Certificate and Mark sheet.
2. +2 Certificate and Mark sheet (CHSE & Its equivalent)
3. Graduation Certificate and Mark sheet.
4. Post Graduation Certificate and Mark sheet.
5. Work experience Certificate
6. Computer Proficiency Certificate (PGDCA, DAC etc.)
7. Residential Certificate.
8. Caste Certificate.
9. 1 Photo Graph (to be pasted in the application form).

