



Odisha Livelihoods Mission

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Date: 21.10.2022

From

Mansi Nimbhal, IAS
State Mission Director

To

All Collectors


Sub: Revised Guidelines for Selection of Community Support Staff under Odisha Livelihoods Mission

Ref: This office Letter no. 574/19, Date: 25.02.2019, Letter No .1121/OLM Date: 13.08.2020,
Letter No. 661/2022, Date: 24.05.2022

Madam/Sir,

In inviting reference to the letters and subject cited above, I am to inform you that the guidelines for the selection of Community Support Staff such as Community Resource Person for Community Mobilization (CRP-CM), Master Book Keeper (MBK), Bank Mitra, Community Resource Person – Enterprise Promotion (CRP-EP) and Business Development Support Provider (BDSP) has been revised and enclosed for your ready reference.

Yours faithfully,


State Mission Director

Enclosure: As above

Copy to: (for information and necessary action)

1. Joint Secretary to Government, Department of Mission Shakti, Govt. of Odisha
2. CDO-cum- EO, Zilla Parishad of 30 Districts.
3. DSWOs are requested to communicate one copy of guidelines to concerned BLF of their district for needful action.
4. DPMs, OLM, all 30 Districts.
5. BDOs are requested to communicate one copy of guidelines to concerned GPLF of their district for needful action.
6. All Additional CEOs, JD-MIS, all Dy. CEOs, PMs, PEs and other SMMU Staff for Information.



Revised Guidelines for Selection of Community Support Staff

September, 2022



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha

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1. INTRODUCTION

Odisha Livelihoods Mission (OLM) under the Department of Mission Shakti aims at socio economic and political empowerment of women by organizing them on the Self Help Group (SHG) platform across the state. Federations of women SHGs have been promoted under the aegis of this Department at Cluster, Gram Panchayat and ICDS Project level as an institutional mechanism of SHG network in the State. The Cluster Level Forum (CLF) and the Gram Panchayat Level Federations (GPLFs) play vital roles in formation of new SHGs, capacity building, monitoring & supervision of SHGs, graduating SHGs to the next level, exploring livelihood opportunities for member SHGs and offering several kinds of services during natural disasters and pandemic situations.

The role of Community Cadres henceforth to be known as Community Support Staff is instrumental in supporting these SHG federations through social mobilization, institution & capacity building of stakeholders, handholding for diversified income generating activities and promotion of women-led entrepreneurship. There is need for a revised guideline for selection of different Community Support Staff like Community Resource Persons for Community Mobilization (CRP-CM), Master Book Keeper (MBK), Bank Mitra, Community Resource Person – Enterprise Promotion (CRP-EP) and Business Development Support Provider (BDSP) for smooth delivery of various activities under the Department of Mission Shakti.

Henceforth, the Community Cadres will be known as Community Support Staff and this Guidelines will be known as 'Revised Guidelines for Selection of Community Support Staff.' This Guideline is in supersession to other similar subject concerning with regards to the selection process of Community Cadre/Community support staff issued earlier.

2. ELIGIBILITY CRITERIA FOR SELECTION OF COMMUNITY SUPPORT STAFF

2.1 Community Resource Person for Community Mobilization (CRP-CM)

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum 10th pass
- f. Domicile: Shall be resident of the same village/cluster

2.2 Master Book Keeper (MBK)

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12th /+2 pass
- f. Domicile: shall be resident of the same GP

2.3 Bank Mitra

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12th /+2 pass
- f. Domicile: shall be resident of the GP/GPs coterminous with the service area of the concerned Bank

2.4 Community Resource Person- Enterprise Promotion (CRP-EP)

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum 10th pass
- f. Domicile: shall be resident of the same block

2.5 Business Development Support Provider (BDSP)

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12th /+2 pass
- f. Domicile: shall be resident of the same block

3. SELECTION PROCEDURE

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Following procedures are to be followed for selection of Community Support Staff.

A. Advertisement and Applications

Selection of all Community Support Staff will be conducted by respective Block Level Federation (BLF) basing on the resolution of the concerned GPLF.

Step-I

Resolution will be passed in the GPLF meeting for carrying out the selection process of CRP-CM, MBK and Bank Mitra within one month of formation of GPLF. For the rest of the Community Support Staff, selection process will be initiated as per requirement by OLM. In case of vacancy of any of the Community Support Staff, GPLF will pass resolution within 7 days towards carrying out the selection process. The GPLF will communicate a copy of the resolution to the BLF, indicating the positions to be selected for initiating the selection process. A copy of the said resolution shall be communicated to **concerned BDO, CDPO and Chief Development Officer-Cum- Executive Officer (CDO-cum-EO), Zilla Parishad.**

Step-II

Basing on GPLF resolution, BLF shall issue notice for inviting applications for different positions along with Application Form to be notified at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi Centres of GP for other positions, and Chief Development Officer-Cum-Executive Officer website for wider circulation and access. A sample notice is attached at **Annexure-I**. Fifteen days' time (inclusive of Sunday and Government holidays) shall be given for submission of application by a candidate at BLF office.

Step-III

Candidate can download the Application Form along with checklist of documents and timeline of selection process from the Chief Development Officer-Cum- Executive Officer website and can use photo copy of specified application form.

Candidate can get a hard copy of application form, checklist of documents required to be submitted in support of age, social category, educational qualification, experience etc. of each positions and timeline of selection process at respective GPLF/BLF office.

Application Form- **Annexure-II**

Handwritten signature

Checklist of documents - *Annexure-III*

Timeline of selection process- *Annexure-IV*

Step-IV

Candidates shall submit duly filled in application form along with self-attested supporting documents as per the checklist (*Annexure-III*) in **BLF Office** within the notified period of **Fifteen days'** time as per timeline (*Annexure-IV*).

Step-V

One register shall be maintained at BLF Office for receipt of application with proper acknowledgement to candidates indicating the Application number. The Application number shall also be noted on the respective application received from the candidates for reference. That number shall be entered in the register against concerned position and application. Application of different positions shall be maintained separately in the said register. Sample format is enclosed at *Annexure-V*.

B. Selection Committee

- i. The following selection committees will be formed with representation from BLF, respective GPLF and respective CLF for screening & scrutiny of applications and conducting selection of Community Support Staff.

Selection Committees:

a. Committee for selection of CRP-CM

- i. 02 office bearers (President and Secretary) of the concerned BLF
- ii. 02 office bearers (President and Secretary) of concerned GPLF.
- iii. 02 office bearers (President and Secretary) of concerned CLF

b. Committee for selection of MBK and CRP-EP

- i. 02 office bearers (President and Secretary) of the concerned BLF
- ii. 02 office bearers (President and Secretary) of concerned GPLF.

c. Committee for selection of Bank Mitra and BDSF

- i. 02 office bearers (President and Secretary) of the concerned BLF
 - ii. 02 office bearers (President and Secretary) each from the concerned GPLF.
- ii. In case, if either the President or/ and the Secretary of the CLF/GPLF/BLF is/are not in position, equal number of EC members will be nominated as member of the selection

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- committee, by virtue of a resolution by the EC of concerned CLF/GPLF/BLF.
- iii. In case, if either the President or/ and the Secretary or nominated EC member of CLF/ GPLF/BLF is an applicant for any of the positions and / or any of their relatives is an applicant, then such office bearer/ nominated EC member shall not be a member in the selection committee. In such case, concerned CLF/GPLF/ BLF shall nominate other EC member to the selection committee, as member of the selection committee, by way of a resolution.
- iv. **BPC and BPM** shall attend the selection committee meeting, will oversee the entire process and shall submit a joint report to BDO and CDPO. They shall ensure that the entire selection process is free and fair. In case, if any prima facie fraudulent activity is noticed during the selection process that shall be brought to the notice of the concerned BDO.

C. Scrutiny of Applications

There shall be two levels of scrutiny of applications.

Level-I: All applications with application number received for different positions and maintained in the register shall be scrutinized by the selection committee. Applications fulfilling the minimum eligibility criteria, **detailed at para- 2** shall be shortlisted for further process.

Level-II: Weightage will be given against educational qualification, socio economic cum special category and experience of each of shortlisted applications, which is detailed out below.

Scrutiny of applications shall be recorded in the format attached as ***Annexure-VI***.

Details of weightage of marks for Community Support Staff of OLM

1. Community Resource Persons for Community Mobilization (CRP-CM)

| Weightage of mark | | | Total Weightage marks |
|--|--|---|-----------------------|
| Educational Qualification | Socio Economic Special Category | Experience | |
| <p>a. <u>In Non-Tribal sub plan blocks</u></p> <p>i. 10th pass: 33% to less than 60% marks-5 marks, 60% and above marks – 10 marks</p> <p>b. <u>In Tribal sub plan blocks & GPs with PVTG population in other blocks</u></p> <p>10th Pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p>c. <u>Additional Qualification and marks</u></p> <p>i. +2 /12th / Intermediate qualification - Additional 2 marks,</p> <p>ii. +3/ Graduation qualification - Additional 2 marks,</p> <p>iii. Post-Graduation qualification - Additional 2 marks.</p> | <p>03 marks - applicant belonging to any one or more or all of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/-) / SC/ST/ Minority/Orphan/ PWD/ PVTG</p> | <p>For CRP-CM Position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds)/ CRP-CM /MBK (for continuous 6 months and above) – 4 marks</p> | <p>23</p> |

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2. Master Book Keeper (MBK)

| Weightage of mark | | | Total Weightage marks |
|---|--|--|-----------------------|
| Educational Qualification | Socio Economic cum Special Category | Experience | |
| <p>a. In Non-Tribal sub plan blocks</p> <p>i. +2 /12th / Intermediate pass: 33% to less than 60% marks -5 marks, 60% and above marks - 10 marks</p> <p>b. In Tribal sub plan blocks & GPs with PVTG population in other blocks</p> <p>+2 /12th / Intermediate pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p>c. Additional Qualification and marks</p> <p>i. +3/ Graduation qualification - Additional 2 marks,</p> <p>ii. Post-Graduation qualification - Additional 2 marks</p> | <p>03 marks - applicant belonging to any one or more or all of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/- / SC/ST/ Minority/Orphan/ PWD/ PVTG</p> | <p>For MBK position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds)/ CRP-CM/ MBK/ Bank Mitra (for continuous 6 months and above) - 4 marks</p> | 21 |

3. Bank Mitra

| Weightage of mark | | | Total Weightage marks |
|--|--|--|-----------------------|
| Educational Qualification | Socio Economic cum Special Category | Experience | |
| <p><u>a. In Non-Tribal sub plan blocks</u></p> <p>i. +2 /12th / Intermediate pass: 33% to less than 60% marks -5 marks, 60% and above marks - 10 marks</p> <p><u>b. In Tribal sub plan blocks & GPs with PVTG population in other blocks</u></p> <p>+2 /12th / Intermediate pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p><u>c. Additional Qualification and marks</u></p> <p>i. +3/ Graduation qualification - Additional 2 marks,</p> <p>ii. Post-Graduation qualification - Additional 2 marks</p> | <p>03 marks - applicant belonging to any one or more or all of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/- / SC /ST / Minority /Orphan / PWD/ PVTG</p> | <p>For Bank Mitra position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds) / CRP-CM/ MBK/ Bank Mitra (for continuous 6 months and above) — 4 marks</p> | <p>21</p> |

4. Community Resource Person – Enterprise Promotion (CRP-EP)

| Weightage of mark | | | Total Weightage marks |
|--|--|--|-----------------------|
| Educational Qualification | Socio Economic cum Special Category | Experience | |
| <p><u>a. In Non-Tribal sub plan blocks</u></p> <p>i. 10th Pass: 33% to less than 60% marks-5 marks, 60% and above marks – 10 marks</p> <p><u>b. In Tribal sub plan blocks & GPs with PVTG population in other blocks</u></p> <p>10th Pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p><u>c. Additional Qualification and marks</u></p> <p>i. +2 /12th / Intermediate qualification - Additional 2 marks,</p> <p>ii. +3/ Graduation qualification - Additional 2 marks,</p> <p>iii. Post-Graduation qualification -Additional 2 marks</p> <p>iv. ITI/ 2 years vocational degree/ Diploma or Degree in any trade from govt. or private recognized institution. - Additional 2 marks</p> | <p>03 marks - applicant belonging to any one or more or all of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/Annual Income less than Rs. 60,000/- / SC /ST / Minority /Orphan/ PWD/ PVTG</p> | <p>For CRP-EP Position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds)/ CRP-CM/MBK/ Bank Mitra/ Udyog Mitra (for continuous 6 months and above) - 4 marks</p> | <p>25</p> |

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5. Business Development Support Provider (BDSP)

| Weightage of mark | | | Total Weightage marks |
|---|---|--|-----------------------|
| Educational Qualification | Socio Economic cum Special Category | Experience | |
| <p><u>a. In Non-Tribal sub plan blocks</u></p> <p>i. +2 /12th / Intermediate pass: 33% to less than 60% marks -5 marks, 60% and above marks - 10 marks</p> <p><u>b. In Tribal sub plan blocks & GPs with PVTG population in other blocks</u></p> <p>+2 /12th / Intermediate pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p><u>c. Additional Qualification and marks</u></p> <p>i. +3/ Graduation qualification - Additional 2 marks,</p> <p>ii. Post-Graduation qualification - Additional 2 marks</p> <p>iii. ITI/ 2 years vocational degree/ Diploma or Degree in any trade from govt. or private recognized institution. - Additional 2 marks</p> | <p>03 marks - applicant belonging to any one or more or all of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/- / SC /ST / Minority /Orphan / PWD / PVTG</p> | <p>For BDSP position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds) / CRP-CM/ MBK/ Bank Mitra (for continuous 6 months and above) - 4 marks</p> | <p>23</p> |

- i. In case of tie in weightage of marks between 2 or more candidates at second level of scrutiny, Candidates shall be prioritized in following order –
 - a. Qualification (Candidate with higher educational qualification)
 - b. Age (whoever is older)
 - c. Higher marks secured in 10th Pass for the position of CRP-CM and Community Resource Person – Enterprise Promotion (CRP-EP) and in 12th/ +2/ Intermediate for the position of Master Book Keeper (MBK), Bank Mitra and Business Development Support Provider (BDSP)
- ii. After second level of scrutiny, a list of all candidates shall be prepared by the Selection Committee, position wise, as per weightage of marks, by the 20th day from the date of notification in inviting application. The list of candidates shall be prepared as per **Annexure-VII**. The said list shall be displayed in the BLF, GPLF and concerned CLF (only for CRP-CM) notice board within two days of preparation of such list.
- iii. Seven days' period will be given for submission of grievances, if any, by candidate/s only, on the list and weightage of marks to the concerned BDO. Grievances received after 7 days of display of list of candidates shall not be considered.
- iv. The grievances received at the block office shall be examined and disposed of by concerned BDO within 5 days. On disposal of grievances by the BDO, the findings on each grievance shall be communicated to concerned BLF. Basing on the communication of the BDO, the selection committee shall make necessary updates in the status of the applicants and weightages. The top six candidates of each position shall be intimated as per the letter format enclosed at **Annexure-VIII**, on **proper acknowledgement**, to attend document verification on a specified date and time by the BLF. Then, the committee shall go for original document verification of the top six candidates of each position within 10 days.
- v. After document verification, the selection committee shall prepare a final merit list of three candidates for each position by the 45th day from the date of notification in inviting application. Format for preparing final merit list is enclosed as **Annexure-IX**. Based on the final merit list, candidate with highest marks in each position shall be selected.
- vi. On the day of preparation of final merit list, the committee shall make a proceedings there of signed by all members indicating final merit list of three candidates of each position and submit the same to the concerned BLF on the same day. The sample format of the proceedings is annexed at **Annexure-X**.
- vii. BLF shall communicate the authenticated copy of the proceedings of the selection committee to concerned GPLF on proper acknowledgement on the same day.

- viii. A resolution shall be made at GPLF, within 5 days on receipt of the proceedings of the selection committee mentioning the position wise selected candidates.
- ix. Final merit list shall be displayed in the BLF, GPLF and concerned CLF (only for CRP-CM) office by 51st day from the date of notification in inviting application for different positions.
- x. On completion of selection process, all applications, supporting documents, proceedings of the selection committee etc. shall be scanned by BPM and soft copy shall be maintained for future reference. All the applications, supporting documents of all applications, list of candidates with weightage of marks, intimation on grievance disposal received from BDO, final merit list, proceedings of the selection committee etc. shall be kept in a Box, provided by concerned GPLF, duly sealed by all the members of selection committee. **GPLF shall receive the sealed Box containing all the relevant records including applications and supporting documents of the candidates on the selection of Community Support Staff from the BLF on proper receipt. Such records, documents shall be kept and maintained at their level for future reference.**
- xi. In case of any subsequent selection for any Community Support Staff, all relevant documents shall be kept in the sealed Box, if used earlier. The Box used earlier for selection process shall be brought to the concerned BLF office by the GPLF (President and Secretary). On completion of subsequent selection process, the sealed Box used earlier shall be opened by the selection committee looking after subsequent selection process. All relevant documents shall be kept in a separate envelope and kept in the said box. The box shall be sealed again by the selection committee and GPLF shall take it for safe custody at their level. This aspect shall be recorded by the selection committee in their proceedings as detailed in the Sample Proceedings at *Annexure-X*.
- xii. Merit list will remain valid for 2 years from the date of publication of merit list and will be considered to fill up future vacancy, if any, due to resignation/ termination/death/permanent migration of selected candidate. In case the candidates in the merit list is exhausted within two years from the date of display or any vacancy arises after 2 years, similar procedure shall be followed to fill up the vacant position.

4. OFFER AND ENGAGEMENT

- a. After resolution in the GPLF EC and display of final merit list, concerned GPLF, represented through President/Secretary, shall issue offer letters to the selected candidates on proper acknowledgement, within 2 days of display of final merit list mentioning to join within 7 days. A sample copy of the offer letter is enclosed at *Annexure-XI*.

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- b. The joining letter of the selected candidates shall be accepted by the concerned GPLF on the day of her submission of joining report.
- c. In case the President/Secretary of the GPLF does not accept the joining report of any community support staff duly selected, she can submit joining report at concerned BLF. BLF shall communicate such joining report to concerned GPLF & intimate the same to concerned BDO.
- d. In case leader of an SHG or office bearer of a CLF/GPLF/BLF is selected as Community Support Staff, she must resign from such position before joining as the Community Support Staff.
- e. In case she is already working as a Community Support Staff, she will resign from that position before taking up the new assignment.
- f. In case selected candidate is working as Business Correspondent (BC) Sakhi, she has to resign from that position before joining in the selected position of Community Support Staff.
- g. If the selected candidate is a full time or part time employee in any Govt. / Non-Govt. organization, she has to resign from that position before joining in the selected position of Community Support Staff.
- h. In case she holds any position in the local self-government or holds any political office, she has to give resignation from either position.

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ANNEXURE-I SAMPLE NOTICE

.....BLF Office,Block

Letter no.

Date.

Name of BLF (Address) invites application/s from candidates for the following positions of Community Support Staff

| Community Support Staff | CLF/GPLF | No. of Vacancy | Minimum Educational Qualification | Performance Incentive (Rs. Per Month) |
|--------------------------|--|----------------|--|--|
| CRP- CM | Name of Cluster Level Forum Name of Village Name of GPLF | | 10 th Pass | Rs.3000/- |
| Master Book Keeper (MBK) | Name of GPLF Name of GP | | 12 th / Intermediate/ +2 Pass | Rs.6000/- |
| Bank Mitra | Name of Bank Service Area GP/GPs | | 12 th /Intermediate/ +2 Pass | Rs.6000/- |
| CRP-EP | Name of Nodal GPLF/BRC Name of Block Name of GP-2 | | 10 th Pass | Rs.1000/- |
| BDSP | Name of Nodal GPLF Name of Block | | 12 th /Intermedia te/+2 Pass | Rs,2000/- fixed pay and up to Rs.1000/- per enterprise as variable pay |

Other Eligibility Criteria:

- Should be a woman and an SHG member
- Should be able to read and write Odia
- Well conversed with local language/dialect
- Age: minimum 18 years
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK; GP/GPs coterminous with the service area of the concerned Bank for Bank Mitra; same block in case of BDSP and CRP-EP.

GENERAL TERMS & CONDITIONS

- 1) Application form and work description for each position are available at GPLF/BLF office. Candidate may download the Application Form and job profile from the website of Chief Development Officer-cum- Executive Officer .
- 2) Self-attested documents in support of identity, qualifications, experience, etc. as per the checklist have to be submitted along with application form at BLF Office within the timeline. Original documents shall be produced as and when required.
- 3) The selection process will consist of short listing of candidates on basis of minimum eligibility criteria, academic qualifications, experience and other socio-economic cum special category.
- 4) The prescribed eligibility conditions viz. age, qualification and experience, etc. should have been acquired as on date of notice. Qualification should be from approved recognized institutions.
- 5) In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be rejected at any stage of the selection process.
- 6) Applicants shall mention the correct and active mobile number and email-id in the application form.
- 7) CLF/ GPLF/ BLF have all the rights to cancel selection process at any level of selection process.
- 8) The candidate has no right to claim for permanent job with concerned CLF/ GPLF/ BLF/Government.
- 9) **The last date of receipt of application is** _____

Sd/-

President/Secretary

Block Level Federation (BLF)

ANNEXURE-II APPLICATION FORM FOR COMMUNITY SUPPORT STAFF

Position applied for –

Name of the CLF: _____ **Name of the GPLF:** _____

Name of the Bank Branch (Bank Mitra): _____ **Name of the Block:** _____

| A Personal Information | |
|-------------------------------|--|
| 1 | Full Name of the Applicant |
| 2 | Sex |
| 3 | Full Name of Father/ Husband |
| 4 | Full Name of Mother |
| 5 | Date of Birth (DD/MM/YYYY) |
| 6 | Age as on date of issue of notice (in Completed Years) |
| 7 | Social Category (Please tick valid option) Gen () / SEBC () / SC () / ST () / Minority () |
| 8 | Economic Category (Please tick valid option) Poor () / EPVG () / Ration Card holder () / BPL () / Annual Income less than Rs.60,000/- () |
| 9 | Special Category (Please tick valid option) PwD () / Orphan () / PVTG () |
| 10 | Current Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin |
| 11 | Permanent Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin |
| 12 | Telephone/mobile Number (Mandatory) |
| 13 | Alternate telephone/mobile Number (Optional) |
| 14 | Email ID (optional) |

Paste recent size colour photograph

B. Educational Qualification (Self attested photocopy of Certificates & Mark sheets to be attached)

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| Sl. No. | Degree/Diploma/ Certificate Course/ Any other | Total Marks | Total Marks secured | % of marks secured | Institution / College/ School | University / Board | Year of Passing |
|---|---|-------------|---------------------|--------------------|----------------------------------|--------------------|-----------------|
| 1 | 10 th Class | | | | | | |
| 2 | 12 th / Intermediate/ +2 | | | | | | |
| 3 | Graduation (Specify)/ +3 | | | | | | |
| 4 | Post Graduate (Specify) | | | | | | |
| Any other qualification, ITI/additional degree, diploma/ degree/ certificate course. If Yes, mention below | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |

| C. Experience (Self attested photocopy of experience certificates and relevant documents to be attached) | | | | | | |
|---|--------------------|---|----------------|--------------|--------------------------|-----------------------|
| Sl. No. | Area of Experience | Name and address of SHG/ CLF/ GPLF/Department/ Organization/ govt. recognized Institution associated with | PERIOD | | Total Period (In Months) | Period Years/ Months) |
| | | | From (MM/YYYY) | To (MM/YYYY) | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

| D. Language Proficiency (Put Tick Mark \checkmark in appropriate column) | |
|--|--|
| | |

| Sl. No. | Language | Read | Write | Speak |
|---------|---------------------|------|-------|-------|
| 1 | Odia | | | |
| 2 | Hindi | | | |
| 3 | English | | | |
| 4 | Any Other (Specify) | | | |

Documents attached (refer to *Annexure-III* to know type of documents to be attached)

| SI No. | Name of Document attached | SI No. | Name of Document attached |
|--------|---------------------------|--------|---------------------------|
| 1 | | 7 | |
| 2 | | 8 | |
| 3 | | 9 | |
| 4 | | 10 | |
| 5 | | 11 | |
| 6 | | 12 | |

Declaration


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

Date

Place

Signature

Handwritten mark

Cut from Here 

Acknowledgement

Application No: _____

**I Ms/Smt..... acknowledge receipt of application of
Ms/Smt..... for the position of for
..... CLF GPLF.....
under.....BLF on date..... at**

Full Name & Signature of receiver

With seal and stamp

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ANNEXURE-III CHECKLIST OF DOCUMENTS TO BE SUBMITTED

| Sl. No. | Parameter | Self-Attested Documents to be submitted |
|---------|--|--|
| a. | b. | c. |
| 1. | Address Proof | Resident Certificate/Aadhaar Card/ Voter ID/ Electricity/ Water Bill/ Ration Card |
| 2. | Identity Proof | Aadhaar Card/Voter ID/PAN Card/ Driving License/ Ration Card with Photo |
| 3. | Age Proof | Birth Certificate/ 10 th class certificate |
| 4. | Educational Qualification | Mark sheet/ Board Certificate/ Diploma/Degree Certificate/ Post graduate certificate/ Any other qualification certificate from approved recognized institution |
| 5. | SHG Member | Letter from President/Secretary of concerned SHG |
| 6. | Social Category (SC/ST/Minority) | Caste Certificate |
| 7. | Economic Category (Poor/EPVG (SECC 2011 Census data) | PIP Under OLM as per SECC-2011 |
| 8. | Ration card holder | Ration card issued by Competent Authority |
| 9. | BPL | BPL card issued by Competent Authority |
| 10. | Annual Income less than Rs. 60,000/ | Income Certificate issued by Tahasildar |
| 11. | Person with Disability | Disability Certificate from concerned government department |
| 12. | Orphan | Orphan certificate from concerned Tahasildar (staying at home)/ DCPO (staying at child care institution) |
| 13. | PVTG | Caste Certificate |
| 14. | Community Cadre in intensive village/ GP under OLM | Letter from concerned CLF President/Secretary (in case of CRP-CM), GPLF President/Secretary in case of MBK, Bank Mitra, CRP-EP mentioning period for which candidate is/was engaged in intensive village/ GP under OLM |
| 15. | CRP for mobilization round/ Senior CRP under OLM | Letter/ Certificate from BMMU/DMMU/SMMU, OLM mentioning the period of engagement |

ANNEXURE-IV TIMELINE FOR SELECTION OF COMMUNITY SUPPORT STAFF

| Sl. No | Activity | Timeline | Date | Responsibility |
|---------------|---|-------------------------|-------------|---|
| a. | b. | c. | d. | e. |
| 1. | Notification at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi centers of GP for concerned Community Support Staff from website of Chief Development Officer-Cum-Executive Officer (CDO-cum-EO) | Day 1 | | BLF/GPLF EC OLM + Chief Development Officer-Cum-Executive Officer for publication in the website |
| 2. | Last date of receipt of Applications | Day 15 | | BLF |
| 3. | Recording of all applications in prescribed register | Day 1 to day 15 | | BLF |
| 4. | Preparation of list of candidates | Day 20 | | BLF |
| 5. | Display of list of candidates at BLF, GPLF and CLF (for CRP-CM) | Day 22 | | Selection Committee (at BLF) |
| 6. | Submission of grievance (at Block Office) | Day 23 to day 29 | | BDO |
| 7. | Hearing of grievances of candidate/s | By the day 30 to day 34 | | BDO |
| 8. | Document Verification by selection committee | By the day 35 to day 44 | | Selection Committee (at BLF) |
| 9. | Preparation of Final merit list (at BLF) | By the day 45 | | Selection Committee (at BLF) |
| 10. | Resolution made at GPLF | By the day 50 | | GPLF |
| 11. | Display of Final merit list at BLF, GPLF and CLF (for CRP-CM only) | By the day 51 | | BLF and GPLF |
| 12. | Issue of Offer letter | By the day 53 | | GPLF |

ANNEXURE- V REGISTER FOR RECEIPT OF APPLICATIONS

Position applied for (Separate pages shall be maintained for each positions)

| Sl. No | Name of the Applicant | Address (Village, GP, PO, PS Block, District) | Mobile Number | Application Number | Date of issue of notice | Date of receipt of application form | Documents Submitted (Yes/No) | | | | Signature of recipient |
|--------|-----------------------|---|---------------|--------------------|-------------------------|-------------------------------------|------------------------------|-----------|---------------------------|------------------------|------------------------|
| | | | | | | | Identity proof | Age proof | Educational qualification | Experience certificate | |
| | a. | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |
| 7. | | | | | | | | | | | |
| 8. | | | | | | | | | | | |
| 9. | | | | | | | | | | | |
| 10. | | | | | | | | | | | |

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ANNEXURE- VI SCRUTINY OF APPLICATIONS AND WEIGHTAGE OF MARKS

Name of the Position _____

Name of CLF: _____ Name of GPLF _____ Name of BLF _____

A. First level of scrutiny based on eligibility criteria:

| Sl. No. | Name of Applicant | Address with Mobile number | Applica tion no. | Fulfillment of Eligibility Criteria | | | | | Meeting of Eligibility Criteria (Yes/No) |
|---------|-------------------|----------------------------|------------------|-------------------------------------|---------------------|-----|--|---------------------------|--|
| | | | | Sex | SHG Member (Yes/No) | Age | Residence of same Village/ GP/Service area of Bank branch/Block(Yes/ No) | Educational Qualification | |
| a. | b. | c. | d. | e. | f. | g. | h. | i. | j. |
| | | | | | | | | | |
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| | | | | | | | | | |

N.B: Applicants who meet all eligibility criteria will be shortlisted for 2nd level of Scrutiny

B. Second level of scrutiny based on Weightage of marks:

i. For CRP-CM

| Sl. No. | Name of Applicant | Applicati on number | Educational Qualification and weightage of marks | | | | | | | Socio Economic cum Special Category (Weightage Marks-3) | | Experience (Weightage Marks-4) | | Total Weightage Marks |
|---------|-------------------|---------------------|---|----|-------|-----------------------|------------|-----------|-------------|---|-------|--------------------------------|-------|-----------------------|
| | | | a. In Non-Tribal sub plan blocks 10 th Pass: 33% < *60% = 5 marks > *60%=10 marks | | | 12 th Pass | +3 Pass | PG Pass | Total Marks | Category | Marks | Experience as | Marks | |
| | | | b. In Tribal sub plan blocks & GPs in exclusive PVTG Blocks 10 th Pass : 33% < 50% = 5 marks > 50%=10 marks | | | (Mar ks-2) | (Mar ks-2) | (Marks-2) | | | | | | |
| | | | Total Marks | % | Marks | | | | | | | | | |
| a. | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. | l. | m. | n. | o. |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

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ii. For Community Resource Person – Enterprise Promotion (CRP-EP)

| Sl. No. | Name of Applicant | Applicati on num ber | Educational Qualification and weightage of marks | | | | | | | | Socio Economic cum Special Category (Weightage Marks-3) | | Experience (Weightage Marks-4) | | Total Weightage Marks |
|---------|-------------------|----------------------|---|---|---------------------------|--------------------------|---|-------------|----------|-------|---|-------|--------------------------------|----|-----------------------|
| | | | a. In Non-Tribal sub plan blocks 10 th Pass: 33% < *60% = 5 marks > *60%=10 marks b. In Tribal sub plan blocks & GPs in exclusive PVTG Blocks 10 th Pass: 33% < 50% = 5 marks > 50%=10 marks | 12 th Pass (Mar ks-2) | +3 Pass (Mar ks-2) | PG Pass (Marks-2) | ITI/ 2 years vocational degree/ Diploma or Degree in any trade from govt. or private recognized institution (Marks-2) | Total Marks | Category | Marks | Experien ce as | Marks | | | |
| | | | | | | | | | | | | | Total Marks | % | |
| a. | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. | l. | m. | n. | o. | p. |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
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iii. For Master Book Keeper (MBK)

| Sl. No. | Name of Applicant | Applicati on number | Educational Qualification & Weightage Marks | | | Socio Economic cum Special Category (Weightage Marks-3) | | Experience (Weightage Marks-4) | | Total Weightage Marks | | | |
|---------|-------------------|---------------------|---|-----------|-----------|--|----------|-----------------------------------|----------------|-----------------------|-------|----|----|
| | | | a. In Non-Tribal sub plan blocks 12 th Pass: 33% < *60% = 5 marks > *60%=10 marks | +3 Pass | PG Pass | Total Marks | Category | Marks | Experien ce as | | Marks | | |
| | | | b. In Tribal sub plan blocks & GPs in exclusive PVTG Blocks 12 th Pass: 33% < 50% = 5 marks > 50%=10 marks | (Marks-2) | (Marks-2) | | | | | | | | |
| | | | Total Marks | % | Marks | | | | | | | | |
| a. | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. | l. | m. | n. |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

iv. For Bank Mitra

| Sl. No. | Name of Applicant | Applicati on num ber | Educational Qualification & Weightage Marks | | | | | Socio Economic cum Special Category (Weightage Marks-3) | | Experience (Weightage Marks-4) | | Total Weightage Marks | |
|---------|-------------------|----------------------|--|----|-------|-----------|-----------|--|----------|-----------------------------------|----------------|-----------------------|-------|
| | | | a. In Non-Tribal sub plan blocks 12 th Pass: 33% < *60% = 5 marks > *60%=10 marks | | | +3 Pass | PG Pass | Total Marks | Category | Marks | Experien ce as | | Marks |
| | | | b. In Tribal sub plan blocks & GPs in exclusive PVTG Blocks 12 th Pass: 33% < 50% = 5 marks > 50%=10 marks | | | (Marks-2) | (Marks-2) | | | | | | |
| | | | Total Marks | % | Marks | | | | | | | | |
| o. | p. | q. | r. | s. | t. | u. | v. | w. | x. | y. | z. | aa. | bb. |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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v. For Business Development Support Provider (BDSP)

| Sl. No. | Name of Applicant | Applicati on num ber | Educational Qualification & Weightage Marks | | | | | | | Socio Economic cum Special Category | | Experience | | Total Weightage Marks |
|---------|-------------------|----------------------|---|---------|---------|---|-------------|---------------------|-------|-------------------------------------|-------|------------|----|-----------------------|
| | | | a. In Non-Tribal sub plan blocks 12 th Pass: 33% < *60% = 5 marks > *60%=10 marks b. In Tribal sub plan blocks & GPs in exclusive PVTG Blocks 12 th Pass: 33% < 50% = 5 marks > 50%=10 marks | +3 Pass | PG Pass | ITI/ 2 years vocational degree/ Diploma or Degree in any trade from govt. or private recognized institution (Marks-2) | Total Marks | (Weightage Marks-3) | | (Weightage Marks-4) | | | | |
| | | | | | | | | Category | Marks | Experien ce as | Marks | | | |
| a. | b. | c. | d. | e. | f. | g. | h. | i. | j. | k. | l. | m. | n. | o. |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
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N.B: 1. In case of Socio Economic cum Special Category- 03 marks - applicant belonging to **any one or more or all** of the following categories.

Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/-) / SC/ST/ Minority/Orphan/ PWD/ PVTG

2. In case of experience- Applicant having work experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds) and/ or CRP-CM/MBK/ Bank Mitra / /Udyog Mitra/CRP-EP (for continuous 6 months and above) will get 4 marks.

3. In case of experience- In case of tie in marks between 2 or more candidates at second level of scrutiny, Candidates shall be prioritized in following order –

- i. Qualification (Candidate with higher educational qualification) ;
- ii. Age (whoever is older)
- iii. Higher marks secured in 10th Pass for the position of CRP-CM and Community Resource Person – Enterprise Promotion (CRP-EP and in 12th/ +2/ Intermediate for the position of Master Book Keeper (MBK), Bank Mitra and Business Development Support Provider (BDSP)

Name and designation of the Selection Committee Member

Signature of Members

1. _____, President/Nominated EC Member, BLF
2. _____, Secretary/ Nominated EC Member, BLF
3. _____, President/ Nominated EC Member, GPLF
4. _____, Secretary / Nominated EC Member, GPLF
5. _____, President/ Nominated EC Member, CLF (only for CRP-CM)
6. _____, Secretary / Nominated EC Member, CLF (only for CRP-CM)

Counter signature, BPM

Counter signature, BPC

Subit

ANNEXURE-VII LIST OF CANDIDATES FOR DIFFERENT POSITIONS

.....BLF Office,Block

Letter no.

Date.

Name of the Position: CPM-CM, MBK, Bank Mitra, CRP-EP & BDSP (Separate sheet shall be prepared for each position)

| Sl. No. | Name of the Applicant | Address | Application No. | Total Weightage Marks | Weightage Marks secured |
|---------|-----------------------|---------|-----------------|-----------------------|-------------------------|
| a. | b. | c. | d. | e. | f. |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |

The above list of candidate is prepared basing on the documents as enclosed by the candidates in their application forms in support of educational qualifications, experience, social category and age etc. Only candidate/s having any objection in the list may submit their grievance at Block Office by Dt.

_____.

Full name, designation and signature of the Selection Committee Members

1. _____, President/Nominated EC Member, BLF
2. _____, Secretary/ Nominated EC Member, BLF
3. _____, President/ Nominated EC Member, GPLF
4. _____, Secretary / Nominated EC Member, GPLF
5. _____, President/ Nominated EC Member, CLF (only for CRP-CM)
6. _____, Secretary / Nominated EC Member, CLF (only for CRP-CM)

ANNEXURE- VIII SAMPLE LETTER FOR INTIMATION FOR DOCUMENT VERIFICATION

.....BLF Office,Block

Letter No: /...../20

Date

To,
Ms.
(Detailed Address)

Sub: Regarding intimation for original document verification

Madam,

I am pleased to inform you that you have been shortlisted in top six list of candidates for selection as _____ for the _____ CLF _____ Village _____ GP _____ Block _____ District.

You are, hereby, requested to come to the BLF office on dated _____ at _____ AM/PM in the below mentioned address with all required original documents in support of age, social category, educational qualification, experience etc. for verification, as submitted by you along with the application form.

Name & Address of BLF

Yours faithfully,

Name of the President/ Secretary

_____ **BLF**

(With Seal/ Stamp)

Cut from Here



Acknowledgement (In case intimation given physically)

Received the intimation for original document verification of top six candidates for the position....., application number.....

Signature of Candidate

Full Name

Date

Amish

ANNEXURE-IX FINAL MERIT LIST OF CANDIDATES FOR DIFFERENT POSITIONS

.....BLF Office.....Block

Letter No.

Date.

| Sl. No. | Name of the Applicant | Address | Application Number | Weightage Marks | Merit List |
|---------|-----------------------|---------|--------------------|-----------------|-----------------|
| a. | b. | c. | d. | e. | f. |
| 1. | | | | | 1 st |
| 2. | | | | | 2 nd |
| 3. | | | | | 3 rd |

Full name, designation and signature of the Selection Committee Members

1. _____, President/Nominated EC Member, BLF
2. _____, Secretary/ Nominated EC Member, BLF
3. _____, President/ Nominated EC Member, GPLF
4. _____, Secretary / Nominated EC Member, GPLF
5. _____, President/ Nominated EC Member, CLF (only for CRP-CM)
6. _____, Secretary / Nominated EC Member, CLF (only for CRP-CM)

Handwritten mark

ANNEXURE- X SAMPLE FORMAT OF PROCEEDINGS OF THE SELECTION COMMITTEE

BLF Office -----

Date:

Today, a meeting of the Selection Committee for the selection of Community Support Staff under the _____ BLF in _____ block of _____ district was held at (venue) _____ to finalize the merit list of the candidates for the positions notified. Based on the resolution received from -----GPLF/s, notification was/were published on dt. _____ at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi Centres of GP for other positions, Website of Chief Development Officer-cum- Executive Officer for selection of Community Support Staff for different positions.

A total of _____ applications received; out of which _____ for CRP-CM, _____ for MBK, _____ for Bank Mitra, _____ for CRP-EP and _____ for BDSP.

After second level of scrutiny, a list of all candidates was prepared and the list of candidates along with their weightage marks was displayed at the BLF and concerned CLF (only for CRP-CM), GPLF notice board on dt. _____.

In total ----- number of grievances were received & disposed of by the BDO, _____. Basing on the intimation of the BDO on the grievances, a list of the top six candidates for each positions was prepared.

The selection committee has given intimation to top six candidates for each positions for document verification & carried out document verification from dt. _____ to dt. _____. Based on document verification, final merit lists of 3 candidates with higher weightage marks in each position are prepared. A total of _____ candidates kept in the final merit list; out of which _____ for CRP-CM, _____ for MBK, _____ for Bank Mitra, _____ for CRP-EP and _____ for BDSP.

Full name, designation and signature of the Selection Committee Members

1. _____, President/Nominated EC Member, BLF
2. _____, Secretary/ Nominated EC Member, BLF
3. _____, President/ Nominated EC Member, GPLF
4. _____, Secretary / Nominated EC Member, GPLF
5. _____, President/ Nominated EC Member, CLF (only for CRP-CM)
6. _____, Secretary / Nominated EC Member, CLF (only for CRP-CM)

ANNEXURE- XI SAMPLE OFFER LETTER FOR ENGAGEMENT OF COMMUNITY SUPPORT STAFF

.....**GPLF office,****GP**

Letter No: /...../20 Date

To,
Ms.
(Detailed Address)

Sub: Engagement as _____

Madam,

I am pleased to inform you that you have been selected as _____ for the _____ CLF _____ Village _____ GPLF _____ GP _____ Block _____ District. Your engagement is on incentive basis and valid for a period of 12 months. Further engagement in the position is subject to your satisfactory performance. You will be entitled for a consolidated performance incentive of Rs _____ /- per month.

You are hereby requested to sign and return one copy of this letter as your acceptance to this offer.

You are required to join in _____ CLF/GPLF Office on or before _____.

Yours faithfully

Name of the President/ Secretary

GPLF

(With Seal/ Stamp)