



TO,

Bhramarabadi GPLF

Daringbadi, Kandhamal

Sub: Application for Making an Advertisement for COE for the following posts –reg.

Sir,

In inviting reference to the subject cited above , As per the Guideline on Center of Excellence (COE) for implementation;GPLF Bhramarabadi of Daringbadi Block 15 New posts under COE have to be fill up soon. The following post are:

Name of the post	Educational qualification	Age limit	Work Experience	No. of posts
Programme Manager	Post Graduate or MBA in any discipline	40 Years	5 Year in Devloping sector	1
Accountant	Graduate in Commerce	30 Years	3 Year in Accounting	1
MIS assistant	Graduation in any discipline with PGDCA/DCA	30 Years	2 Year in Data entry	1
Master Trainer	10th pass	18 and Above	2 Year in SHGs	12

For the Above Posts applicant must send their details of Qualilication, Work experience and details to Address :**At-Daringbadi, Post-Daringbadi, Odisha Livelihood Mission, Block Office Daringbadi, Dist-Kandhamal, Pin:762104** by Registered post/ Speedpost. For Details regarding application form, eligibility criteria, remuneration, selection procedure, documents etc,are available in Kandhamal district official website. i.e "www.kandhamal.nic.in" w.e.f Dt. **03.02.2020**, which may be referred to last date of submission of application is Dt. by Date : **18.02.2020** (05:00PM).

Encl: 1. Advertisement details from GPLF Bhramarabadi.

2. Application form.

Memo no:- 357 Date: 01.02.2020
Copy to: PD,DRDA, Kandhamal for Kind Information.

Memo no:- 356 Date: 01.02.2020

Copy to: District Informatics Officer, N.I.C., Collectorate, Kandhamal for information and necessary action. He is requested to web-host the above quotation call notice in the district Website . i.e; "www.kandhamal.nic.in" from 4th feb, 2020 to 18th feb, 2020.

Block Development Officer,
Daringbadi Block.

Block Development Officer
Daringbadi

Application for the Post of Programme Manager / MIS Assistant / Accountant

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 31/08/2019 (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	Main

				Name	From (MM/YYYY)	To (MM/YYYY)	Experience	Responsibilities
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

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-officio 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 programme
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 Development 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 redressal
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.
20. S/he will facilitate monitoring and evaluation of all activities related to CoE
21. S/he will be responsible for overall management of day to day CoE activities
22. S/he will be responsible for proper coordination with all the stakeholders for effective implementation
23. S/he will be responsible for timely disbursement of remunerations to staff and cadres
24. S/he will perform any other task assigned by EC, GPLF (CoE)

Duties and Responsibilities: (Accountant)

1. S/he will actively indulge Preparation of Annual Budget.
2. S/he will Process any disbursement/payment.
3. S/he will maintain books of records like Cash book, Ledger, Vouchers, Stock book etc
4. S/he will be responsible for Procurement of Goods, Works & Services if any by following community procurement guidelines
5. S/he will prepare of Monthly/Quarterly/Annual financial report
6. S/he will be responsible for initiating & conducting Financial Audits
6. S/he will carry out any other task as assigned by Executive committee members/
Programme Manager

Duties and Responsibilities: (MIS assistant)

1. S/he will be responsible for data entry and uploading in various portals.
2. S/he will be responsible for Implementation of transaction-based MIS.
3. S/he will be responsible for collection of data and its validation.
4. S/he will Prepare weekly and monthly reports.
5. S/he will do the analysis of data collected.
6. S/he will be responsible for data management and data entry training to SHGs, Cadres and Leaders.
7. S/he will be responsible for doing Monitoring and Evaluation aspect of CoE.
8. S/he will be Giving assistance in preparation of Annual Action Plan and DPR
9. S/he will be responsible to perform any other task assigned by EC/Programme Manager.

d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks

e) 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 of more than 6 months

f) First 5 candidates with highest marks would be shortlisted for personal interview

MIS Assistant

a) Committee should enter the respective details of all the candidates who apply for post of MIS Assistant in short listing format

b) 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.

c) 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 PGDCA/GDCA by aggregate of total marks in Matriculation, 10 +2 Level, Graduation and PGDCA/GDCA.

d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks

e) 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 of more than 6 months

f) First 5 candidates with highest marks would be shortlisted for personal interview

Procedure for Short listing Applicants

The following guidelines should be followed for short listing of applicants for post of Programme Manager, MIS Assistant and Accountant.

Programme Manager

- a) Committee should enter the respective details of all the candidates who apply for post of Programme Manager in short listing format
- b) 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.
- c) 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.
- d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks
- e) 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 of more than 6 months
- f) First 5 candidates with highest marks would be shortlisted for personal interview

Accountant

- a) Committee should enter the respective details of all the candidates who apply for post of Accountant in short listing format
- b) 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.
- c) 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 and Graduation by aggregate of total marks in Matriculation, 10 +2 Level and Graduation.