

**BHRAMARABADI PANCHAYAT LEVEL FEDERATION, BHRAMARABADI
ODISHA LIVELIHOODS MISSION, DARINGBADI, KANDHAMAL.**



Letter No: 01

Date: 01.02.2020

ADVERTISEMENT

Applications are invited from the eligible candidates to fill up 1 no of post of Program Manager, 1 no of post of Accountant and 1 no of post of MIS Assistant in Bhramarabadi GPLF of Daringbadi Block in Kandhamal District on contractual basis for Centre of Excellence (COE) project under Odisha Livelihoods Mission (OLM) of Panchayat Raj and Drinking Water Dept, Govt of Odisha. For details regarding Application form, eligible criteria, remuneration, selection procedure, documents etc. are available in the Kandhamal district official website www.Kandhamal.nic.in.

Applications in prescribed format dully filled in along with all relevant documents (self attested) are to be submitted in a sealed cover super scribed "APPLICATION FOR THE POST OF PROGRAMME MANAGER/ACCOUNTANT/MIS ASSISTANT" in the address of : Odisha Livelihoods Mission, Block Office, At: Daringbadi, Po: Daringbadi, Dist:Kandhamal, PIN:762104 through Registered Post/Speed Post (Indian Post) only and in no other means latest by Dt.18.02.2020 (5:00 PM) on behalf of Bhramarabadi GPLF. The Applications to be received by other means instead of Registered post/Speed post and beyond the date line will not be taken into consideration for the same. The Authority shall not be responsible for any postal or other delay in receiving of Applications.

Incomplete Applications, Applications without Signature, non-submission of require documents shall be rejected without any information. Further, legal action will be initiated against the candidates who will submit false documents and information for the same.

GPLF, Bhramarabadi reserves the rights to reject or accept any or all applications without assigning any reason thereof.

Menaka Paradhan

President

Bhramarabadi GPLF

Block : Daringbadi, Dist: Kandhamal.

Daringbadi, Kandhamal

Memo No: 02

Date: 01.02.2020

Copy to DIO, NIC, Kandhamal with a request to upload this Advertisement Notice in the Kandhamal District Official Website www.kandhamal.nic.in by Date-04.02.2020.

Menaka Paradhan

President

Bhramarabadi GPLF

Block : Daringbadi, Dist: Kandhamal.

Daringbadi, Kandhamal

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

A Personal Information

1	Full Name of the Applicant :		Recent Passport Size Photograph
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 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

VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMITS:

Sl. No.	Name of the post	Total no of posts	Qualification, Experience and Age limit	Remuneration
1	Programme Manager	01	<p>a. Post Graduate or MBA in any discipline.</p> <p>b. At least 5 years experience in development sector.</p> <p>C. Preference will give to those candidates who have work experience in enterprise promotion as well as working experience on different community level institutions.</p> <p>d. Maximum age 40 year as on 31.12.2019.</p> <p>f. Preference will be given to candidate previously associated with NRLM.</p> <p>e. Proficiency in local language.</p>	Rs 20,000/- PM
2	Accountant	01	<p>a. Graduate in commerce.</p> <p>b. At least 3 years of experience in accounting (work experience with community based Organizations will be an added advantages).</p> <p>c. Preference will give to those candidates who have work experience in NGOs & Management of different base organization like SHGs, PG, CLF, GPLF and PG.</p>	Rs 12,000/- PM

			<p>d. The candidates having the certificate course and training on accounting software are most preferable.</p> <p>e. Having good knowledge in accounts & finance.</p> <p>f. Possess strong inter-personal communication skill.</p> <p>g. Preference will be given to candidate previously associated with NRLM or any other livelihoods related projects/ schemes.</p> <p>h. Maximum age 30 years as on 31.12.2019.</p> <p>i. Proficiency in local language.</p>	
3	MIS Assistant	01	<p>a. Graduate in any discipline with PGDCA/DCA.</p> <p>b. At least 2 year of experience in Data entry, uploading, collection & validation.</p> <p>c. Should have good knowledge of MS, Word, Excell, PPT & Email.</p> <p>d. Preference will give to those candidates who have work experience in development projects and community level institutions.</p> <p>e. Possess data interpretation skill.</p> <p>d. Preference will be given to candidate previously associated with NRLM.</p> <p>f. Maximum age 30 years as on 31.12.2019.</p>	Rs 10,000/- PM

- **Domicile:** The Candidate should be a 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.
- All the posts are contractual in nature and the engagement is 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 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.

DOCUMENTS SUBMITTED (SELF ATTESTED PHOTO COPY):

- Matriculation/HSC Certificate and Mark Sheet.
- +2 Certificate and Mark Sheet (CHSC & its equivalent).
- Graduation Certificate and Mark Sheet.
- Post Graduation Certificate and Mark Sheet.
- Work Experience Certificate.
- Computer Proficiency Certificate (PGDCA, DCA etc).
- Residential Certificate.
- Caste Certificate.
- 1 Photograph (to be pasted in the Application Form)

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.

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

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 responsible for initiating & conducting Financial Audits
6. S/he will 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.