

ଶଙ୍କରାଖୋଲ ପଞ୍ଚାୟତ ସ୍ତରୀୟ ମହାସଭା

ଗ୍ରା.ପ.- ଶଙ୍କରାଖୋଲ, ବ୍ଲକ୍-ଚକାପାଦ, ଜି-କନ୍ଧମାଳ

ଠି ନଂ ୭୫/୨୦୧୯-୨୦


ତାରିଖ 12/02/2020

ADVERTISEMENT

Application are invited from the eligible candidates to fill up 1 no of post of Programme Manager, 1 no of post of Accountant and 1 no of post of MIS assistant in Sankarakhol GPLF of Chakapad block in Kandhamal district on Contractual basis for Centre of excellence (CoE) Project under Odisha livelihood mission (OLM) of Panchayati Raj and Drinking water Dept, Govt of Odisha. For detail regarding Application form, Eligible criteria, Remuneration, Selection procedure, documents etc. are available in Kandhamal district official website www.kandhamal.nic.in.

Application in the prescribed format dully filled in along with all the relevant document (self attested) are to be submitted in a sealed cover super scribed "APPLICATION FOR THE POST OF PROGRAMME MANAGER/ACCOUNTANT/ MIS ASSITANT" in the address of President, Sankarakhol GPLF, At/Po-Sankrakhol, Block-Chakapad, PS-Chakapad, District-Kandhamal, Odisha, PIN- 762019 through Registered post / speed post (Indian post) only and in no other means latest by 29.02.2020 5.00 P.M. The application to be received by other means instead of Registered post /Speed post and beyond the date line will not be taken into consideration for selection.

Incomplete application, Application without signature, non-submission of required document shall be rejected without any information. Further legal action will be taken against the candidates who will submit false document and information for the same.


President
ଶଙ୍କରାଖୋଲ ପଞ୍ଚାୟତ ସ୍ତରୀୟ ମହାସଭା
Sankarakhol GPLF
ଚକାପାଦ, କନ୍ଧମାଳ

Memo no 76

Date 12/02/2020

Copy to DIC, NIC, Kandhamal with a request to upload the advertisement notice in the Kandhamal district official website by date 15.02.2020 for wide publication.


President
ଶଙ୍କରାଖୋଲ ପଞ୍ଚାୟତ ସ୍ତରୀୟ ମହାସଭା
Sankarakhol GPLF
ଚକାପାଦ, କନ୍ଧମାଳ

Memo no 77 Date 12/02/2020

Copy to all President of GPLF under BMMU, Chakapad for information.

Gatam Li Dama
President
Sankarakhol GPLF

Memo no 78 Date 12/02/2020

Copy to the Block Development Officer, Chakapad for information.

Gatam Li Dama
President
Sankarakhol GPLF

Memo no 79 Date 12/02/2020

Copy to the CDPO, Chakapad for information.

Gatam Li Dama
President
Sankarakhol GPLF

Memo no 80 Date 12/02/2020

Copy to the Project Director-cum-District Mission Coordinator, DRDA, Kandhamal for information.

Gatam Li Dama
President
Sankarakhol GPLF

Memo no 81 Date 12/02/2020

Copy to the Collector, Kandhamal, Kandhamal for information and necessary action

Gatam Li Dama
President
Sankarakhol GPLF

N: B-This is for kind information and with a request to display this notice in their respective office notice board for information of all concerned.

Name of GPLF with full address invites applications from candidates for contractual engagement for the following posts under Centre of Excellence (CoE) Project.

VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT

Positions	Total Nos.	Qualification	Age Limi	Experience	Salary (Rs. Per Month)
Programme Manager	01	Post Graduation in any discipline	40 years	At least 5 years experience in Development Sector. Preference will be given to those candidates who have work experience in promotion as well as community level institution.	20,000
Accountant	01	Graduation in Comm	30 years	At least 3 years of Experience in accounting. Preference will be given to those candidates who have work experience in NGOs and other organizations	12,000
MIS Assistant	01	Graduation with PGDCA/GDCA	30 years	At least 2 years of experience in data entry.	10,000

Domicile: The candidate should be a resident of Odisha. But the preference will be given to local candidates.

HOW TO APPLY

Candidates must go through the advertisement available in the Kandhamal district official website i.e, www.kandhamal.nic.in.

The candidates should send their application through Registered post/ speed post only in the address of President, Sankarakhol GPLF, At/Po-Sankrakhol, Block-Chakapad, PS-Chakapad, District-Kandhamal, Odisha, PIN- 762019. The cover (envelop) containing the Application form and the other relevant document as called for , must be super scribing with "APPLICATION FOR THE POST OF PROGRAMME MANAGER/ACCOUNTANT/ MIS ASSITANT" which must reach to the Sankarakhol GPLF, Sanakrakhol, Kandhamal before the date line fixed above. The candidates are advised to go through the details of terms & conditions and eligibility criteria for engagement before applying for the post.

GENERAL TERMS & CONDITIONS

1) Details of role, responsibilities, qualification and other eligibility criteria for each position and application forms are available at district (Kandhamal) and block (Chakapad) office of Odisha Livelihoods Mission as well as at GPLF office.

- 2) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 3) The selection process will consist of short listing of candidates on basis of academic qualifications, and experience & skills, followed by personal interview.
- 4) The prescribed eligibility conditions viz. age, qualification and experience, etc. should have been acquired as on application closing date. 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) Only shortlisted candidates will be informed about further selection process through text message and email. Applicants should ensure that the mobile number and email-id given in the application form is active.
- 7) The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
- 8) The selected applicant will execute an agreement with the Sankarakhol GPLF within Non-Judicial stamp paper and Sankarakhol GPLF will issue engagement order after execution of agreement.
- 9) Sankarakhol GPLF is the Disciplinary Authority of the above post and is competent to terminate the contract and disengaged the Programme Manager, Accountant, and MIS Assistant on the ground of incompetency, poor performance, negligence in duty, misconduct, violation of orders of higher authorities and violating the terms and condition of engagement.
- 10) 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.
- 11) **The last date of receipt of application is 29.02.2020 by 5.00 P.M**

Sd/-
GPLF President
କେଶବଚନ୍ଦ୍ର ମହାପାତ୍ର
କେଶବଚନ୍ଦ୍ର ମହାପାତ୍ର

Guidelines 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.

DOCUMENT SUBMITTED (SELF ATTESTED PHOTO COPY)

- Matriculation /HSC Certificate and Mark sheet
- +2 Certificate and Mark sheet (CHSC and Equivalent)
- Graduation Certificate and Mark Sheet
- Post Graduation Certificate and Mark Sheet
- Work Experience Certificate and Mark Sheet
- Computer Proficiency Certificate (PGDCA, DCA etc.)
- Residential Certificate
- Caste Certificate
- 1 Photograph (To be pasted in the application form)

6.1 Programme Manager (PM) :

For day to day administration and management, the CoE will have one Programme Manager. S/he will be recruited through an open selection process by the respective GPLF, meeting required eligibility. Preferably, during the first year of the CoE one YP having good track record of programme management and opting to take responsibility of the CoE may play the role of the PM and gradually, it may be taken over by the Programme Manager.

a. Eligibility Criteria

- Post Graduate or MBA in any discipline
- At least 5 years of experience in Development sector
- Proficiency in Local Language.
- Age limit: 40 Years

b. Desired Criteria

- Exposure of working with enterprise promotion will be an added advantage
- Working experience on different community level institutions
- Basic Knowledge in Computer
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM

c. Role and Responsibilities

- Setting strategy and directions of strengthening the CoE
- Vision building of CoE
- Preparation of Perspective Plans
- Preparation of Detail Project Report
- Preparation of Annual Action Plan
- Preparation of Business Development Plan
- Capacity Building Plan for Staff of CoE, Community Cadres and Leaders
- Convergence with Line Departments and Partners
- Grievance redressal
- Identification of resources in the GP, Skill building of SHG members
- Planning and execution for Revenue Generation
- Report returns as and when required
- Developing implementation strategy to meet all the criteria of CoE within pre defined time period.

- Monitoring and Evaluation of all activities related to CoE
- Overall management of day to day CoE activities
- Proper coordination with all the stakeholders for effective implementation
- Timely disbursement of remunerations to staff and cadres
- Coordination with BMMU and Partners
- Any other task assigned by EC, GPLF (CoE)

d. Whom to Report:

Reporting and Reviewing Authority is EC of GPLF.

6.2 Accountant

a. Eligibility Criteria

- Graduate in Commerce
- Knowledge & operational efficiency in MS Office & accounting software
- At least 3 years of experience in Accounting (Work experience with Community Based Organizations will be an added advantages)
- Proficiency in Local language
- Age limit : 30 Years

b. Desired Criteria

- Work experience in NGOs & management of different Community Based Organizations like SHGs, CLF, GPLF, PG & PC etc.
- Having good knowledge in accounts & finance
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM or any other livelihoods related project/scheme

c. Role and Responsibilities

- Preparation of Annual Budget
- Process for any disbursement/payment
- Maintenance of books of records like Cash book, Ledger, Vouchers, Stock book etc
- Procurement of Goods ,Works & Services if any by following community procurement guidelines
- Preparation of Monthly/Quarterly/Annual financial report
- Responsible for initiating & conducting Financial Audits
- Any other task as assigned by Executive committee members/Programme Manager

d. Whom to report

S/he will report to the Programme Manager

6.3 MIS assistant

a. Eligibility Criteria

- Graduation in any discipline with PGDCA/DCA
- At least 2 years of working experience in Data entry, uploading, collection & validation.
- Should have good knowledge of Ms. Word, Excel, PPT & Email
- Age limit : 30 Years

b. Desired Criteria

- Working experience in development projects and community level institutions
- Possess data interpretation skill
- Preference will be given to the candidates previously associated with NRLM

c. Role and Responsibilities:

- a. Data entry and uploading in various portals,
- b. Implementation of transaction based MIS,
- c. Data collection and validation
- d. Preparation of weekly and monthly reports
- e. Analysis of Data
- f. Data management and Data entry training to SHGs, Cadres and Leaders
- g. Monitoring and Evaluation aspect of CoE
- h. Giving assistance in preparation of Annual Action Plan and Detail Project Report
- i. Any other task assigned by EC/Programme Manager

d. Whom to report

S/he will report directly to the Programme Manager

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

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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						
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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	Position Held	Period of Work		Years of Experience	Main Responsibilities
				From (MM/YYYY Y)	To (MM/YYYY Y)		
1							
2							
3							
4							
5							
6							

F Language Proficiency (Write the name of Language and Put Tick Mark (ü) in columns)

	Language	Speak	Read	Write
1	Odia			
2	Hindi			
3	English			
4	Any Other			

G Any other relevant information

<p><i>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.</i></p>

Date

Place

Signature of the Candidate