



ପଞ୍ଚାୟତ ସମିତି କାର୍ଯ୍ୟାଳୟ, ବାଲିଗୁଡ଼ା: କନ୍ଧମାଳ
OFFICE OF THE PANCHAYAT SAMITI,
BALLIGUDA, KANDHAMAL
(OLM Section)

Letter No. 466...../ Dated 20.2.2020

E-mail-olm-balliguda@nsls.in
Phone/Fax-06846-243-251

To

The District Informatics Officer
Phulbani, Kandhamal

Sub: Publication of Advertisement for CoE

Sir,

With reference to the subject Cited above, I request you to publish the Advertisement for Centre of Excellence(CoE), Battaguda GPLF regarding post of Programme Manager, Accountant, MIS Assistant at Battaguda GP of Balliguda Block. Details of the Advertisement are enclosed.

This is for your kind information and necessary action.

Yours Faithfully,


Block Development Officer
Balliguda

Memo No: 467 / Date 20.2.2020

- Copy forwarded to the Project Director-cum District Mission Coordinator, DRDA, Kandhamal.
- Copy forwarded to the Collector, Kandhamal.


Block Development Officer
Balliguda

BATTAGUDA GRAM PANCHAYAT LEVEL FEDERATION,BATTAGUDA
ODISHA LIVELIHOODS MISSION,BALLIGUDA,KANDHAMAL

ADVERTISEMENT

Applications 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 Battaguda GPLF of Balliguda Block in Kandhamal district on contractual basis for Centre of Excellence (CoE) under Odisha Livelihoods Mission (OLM) of Panchayati Raj & Drinking Water Dept. Govt. of Odisha. For details regarding Application form, eligibility criteria, remuneration, selection procedure, documents etc. are available in the Kandhamal district official website. i.e www.kandhamal.nic.in w.e.f Dt20.2.2020 which may be referred to last date of submission of application is Dt.20.3.2020 (05:00 PM) through registered/speed post only.

Sd/-President Battaguda G.P.L.F

Battaguda. Block-Balliguda,

Dist.-Kandhamal



**BATTAGUDA GRAM PANCHAYAT LEVEL FEDERATION, BATTAGUDA
ODISHA LIVELIHOODS MISSION, BALLIGUDA, KANDHAMAL**

Letter No 01

Date 18.2.2020

ADVERTISEMENT

Applications 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 Battaguda GPLF of Balliguda Block in Kandhamal district on contractual basis for (Centre of Excellence) project under Odisha Livelihood Mission (OLM) of Panchayati 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 the prescribed format dully filled in along with all relevant documents (self attested) are to be submitted in a sealed cover superscribed "APPLICATION FOR THE POST OF PROGRAMME MANAGER /ACCOUNTANT/MIS ASSISTANT" in the address of President Battaguda GPLF, At/po- Battaguda, Block-Balliguda, Dist-Kandhamal, Pin-762109 through Registered post/Speed post (India Post) only and in no other means latest by Dt.20.3.2020 (5.00 PM). The Applications to be received by other means instead of Registered post/Speed post and beyond the date line will not be taken in to consideration for selection.

Incomplete Applications, Applications without signature, non-submission of required 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, Battaguda reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

ମାଳାସି ଦିଶାଳ

President

Battaguda GPLF

ବାଗାବୁଡ଼ା ଗ୍ରାମ ପଞ୍ଚାୟତ ସଭାପତି ସଂଗଠନ

Memo No 02

Date 18.2.2020

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-20.2.2020 for wide publication.

ମାଳାସି ଦିଶାଳ

President

Battaguda GPLF

ବାଗାବୁଡ଼ା ଗ୍ରାମ ପଞ୍ଚାୟତ ସଭାପତି ସଂଗଠନ

Memo No 03

Date 18.2.2020

1. Copy to the President, All GPLFs under BMMU, Balliguda.
2. Copy to the Block Development Officer, Balliguda.
3. Copy to CDPO, Balliguda.
4. Copy to the Project Director-cum District Mission Coordinator, DRDA, Kandhamal.
5. Copy to the Collector, Kandhamal.

This is for your kind information and with a request to display this notice in their respective office Notice Board for information of all concerned.

ମାଳାସିନ ଦିତାଜି

President

Battaguda GPLF

କାନ୍ଧାମାଲ ଜିଲ୍ଲା
ଗାଁ ପଞ୍ଚାୟତ ସମିତି

VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT:

| SL.NO | NAME OF THE POST | TOTAL NO POSTS | QUALIFICATION,EXPERIENCE&AGE LIMIT | REMUNERATION |
|-------|-------------------|----------------|--|----------------------|
| 1 | Programme Manager | 01 | <ol style="list-style-type: none">1. Post Graduate or MBA in any Discipline.2. At least 5 Years of experience in Development Sector.3. Preference will give to those Candidates who have work experience in enterprise promotion as well as working experience on different community level institutions.4. Preference will be given to candidates previously associated with NRLM.5. Maximum Age Limit-40 years as on 31.12.20196. Basic Knowledge in Computer7. Proficiency in local language. | Rs 20,000/-PM |
| 2 | Accountant | 01 | <ol style="list-style-type: none">1. Graduate in commerce.2. At least 3 years of experience in accounting (Work experience with community based organizations will be an added advantages)3. Preference will give to those candidates who have work experience in NGOs & Management of different base organization like SHGs, PG, CLF, GPLF and PG.4. The candidates having the certificate course and training on accounting software are most preferable.5. Having good knowledge in accounts & finance.6. Possess strong inter-personal communication skill.7. Preference will be given to candidates previously associated with NRLM or any other livelihoods related projects/schemes.8. Maximum age 30 years as on 31.12.20199. Proficiency in local language. | Rs 12,000/-PM |

| | | | | |
|---|---------------|----|---|---------------|
| 3 | MIS Assistant | 01 | <ol style="list-style-type: none"> 1. Graduate in any discipline with PGDCA/DCA. 2. At least 2 years of experience in Data entry, uploading, collection & validation. 3. Should have good knowledge of MS WORD, Excel, and PPT & Email. 4. Preference will give to those candidates who have work experience in development projects and community level institutions. 5. Possess data interpretation skill. 6. Preference will be given to candidate previously associated with NRLM. 7. Maximum age 30 years as on 31.12.2019. | 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 Battaguda GPLF, Battaguda GP,Block-Balliguda,Dist-Kandhamal,Pin-762109

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 applications through Registered Post/Speed Post only in the address of President, Battaguda GPLF, At/Po-Battaguda,Dist - Kandhamal,Pin-762109.The cover(envelop) containing the Application form and other relevant documents as called for, must be super scribing with "APPLICATION FOR THE POST OF PROGRAMME MANAGER /ACCOUNTANT/ MIS ASSISTANT" which must reach to Battaguda GPLF, Battaguda, kandhamal before the date line fixed above. The candidates are advised to go through the details of term & condition and eligibility criteria for engagement before applying for the post.

TERMS & CONDITIONS:

- The Applications received other than prescribed format, incomplete Application, without proper documents as invited and other means except Registered Post/Speed Post shall be out -rightly rejected without any intimation. The Authority shall not be responsible for any postal or other delay in receiving of Application form.

- 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.
- The selection of candidates shall be strictly on the basis of marks obtained in the academics, the work experience and interview.
- For the Programme Manager, 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.
- For the Accountant, 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.
- For the MIS Assistant, 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 marks secured by applicant in Matriculation, 10+2 level, Graduation and PGDCA/DCA by aggregate of total marks in Matriculation, 10+2 level, Graduation, PGDCA/DCA.
- In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks.
- 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 1 year, 1 mark should be given for experience of more than 6 months.
- First 5 candidates with highest marks would be shortlisted for personal interview.
- The selected applicant will execute an agreement with the Battaguda GPLF with in Non-Judicial stamp paper and Battaguda GPLF will issue engagement order after execution of agreement.
- Battaguda GPLF is the Disciplinary Authority of the above post and is competent to terminate the contract and disengage the Programme Manager, Accountant, 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.
- 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 list of applications rejected with reason of rejection shall be web-hosted in Kandhamal District Official website www.kandhamal.nic.in. The last date for filing of objection if any about their rejection, should be submitted to Battaguda GPLF through Speed Post/Registered post only, about which the details will be mentioned in that publication.

- The list of provisionally selected candidates shall be prepared in the ratio of 1:3 based on merit as per vacancy and shall be published in Kandhamal District official Website www.kandhamal.nic.in .Similarly ,the final merit list of selected candidates shall also be published in the same Kandhamal District Official Website www.kandhamal.nic.in .

DOCUMENTS 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)

GENERAL:

The last date of receipt of filled in Application through Speed Post/Registered Post is Dt 20.3.2020 (05.00 PM).

ମାଳାଶ୍ରୀ ଦିଶାଳ

President

Battaguda GPLF,Battaguda

Balliguda,Kandhamal

ବିଶାଳ ଚନ୍ଦ୍ର ପଣ୍ଡା

| 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 | Position Held | Period of Work | | Years of Experience |
| | | | | From (MM/YYYY Y) | To (MM/YYYY Y) | Main Responsibilities |
| 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 | | | | | |

| |
|--|
| |
| <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> |

Date

Place

Signature of the Candidate