

OFFICE OF THE SATYAJYOTI BLOCK MISSION SHAKTI FEDERATION, TIKABALI,  
DIST-KANDHAMAL

Regd. No. PBN/3677/2009-2010  
Letter No-10 // Date- 10/07/2023

To,

The BDO Tikabali, CDPO, ICDS Tikabali, GPLF Pikaradi , GPLF Gardingia, GPLF Kainjhar, GPLF Katimaha, GPLF Tikabali, GPLF Gutingia, GPLF Paburia, BPMU OLM and BPMU Mission Shakti.

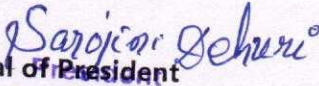
Sub: - Regarding Display of Advertisement of Community Support staff at Your office Display Board.

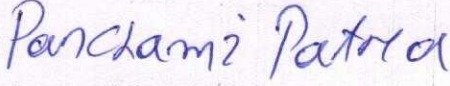
Ref:- Letter No. 1343/2022/ OLM/IBCB/CG/01/2018 and Letter No. 574/19,Dtd-25.02.2019, Letter No. 11218OLM Dtd-13.08.2020, Letter No. 661/2022 Dtd-24.05.2022 of Odisha Livelihoods Mission, Department of Mission Shakti, Odisha.

Sir,

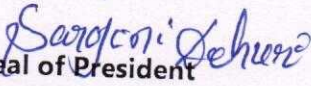
With reference to the subject cited above, I am to request you to kindly be Display of Advertisement No. 09/ BLF2023 of Satyajyoti Block Mission Shakti Federation, Tikabali in your office Display Board which is inviting applications from the intend Female candidates from respective CLFs and GPLFs of Tikabali Block of Kandhamal District for engagement of Community Support staffs (CRP-CM and MBK) accordingly.

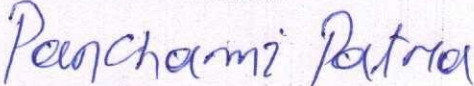
This is for your kind information and necessary action.

  
Signature and Seal of President  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali  
Memo No. 11 / Date- 10-07-2023.

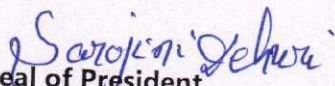
  
Signature and Seal of Secretary  
Secretary  
- Satya Jyoti Block  
Missionshakti Federation  
Tikabali

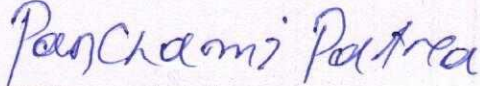
Copy Submitted to CDO-Cum- EO, Zilla Parishad for your kind information and action.

  
Signature and Seal of President  
Memo No- 12 / Date- 10-07-2023

  
Signature and Seal of Secretary

Copy Submitted to the DPM, Odisha Livelihoods Mission, Kandhamal/ DPC, Mission Shakti, Kandhamal for your Kind Information and necessary action and requested to kindly publish this advertisement at District web Portal.

  
Signature and Seal of President

  
Signature and Seal of Secretary

# SATYAJYOTI BLOCK MISSION SHAKTI FEDERATION, TIKABALI

Block-Tikabali, Dist-Kandhamal, Odisha-762010

Regd. No. PBN/3677/2009-2010

Advertisement No. 09 // Date. 10-07-2023

Satyajyoti Block Mission Shakti Federation, Tikabali, Kandhamal invites application from the Female candidates for the following positions from 11-07-2023 to 25-07-2023 of Community Support Staff (CRP-CM/ MBK).

## 1) Pikaradi GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP-CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Rudabidingia	Rudabidingia CLF	01	10 <sup>th</sup> Pass	3000/-
2	Makabidingia and Pangabidingia	Makabidingia CLF	01	10 <sup>th</sup> Pass	3000/-
3	Pikaradi	Pikaradi CLF	01	10 <sup>th</sup> Pass	3000/-
4	Kambanaju and Gasaguda	Kambanaju CLF	01	10 <sup>th</sup> Pass	3000/-
5	Breka	Breka CLF	01	10 <sup>th</sup> Pass	3000/-
6	Raibhanja	Raibhanja CLF	01	10 <sup>th</sup> Pass	3000/-
Total No. of CRP-CM Vacancy			06		

## 2) Gardingia GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP-CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Sardamaha and Tilabangi	Sartaguda CLF	01	10 <sup>th</sup> Pass	3000/-
2	Ranjabradi and Baligada	Ranjabradi CLF	01	10 <sup>th</sup> Pass	3000/-
3	Gardingia	Gardingia CLF	01	10 <sup>th</sup> Pass	3000/-
4	Giruti and Katadi	Giruti CLF	01	10 <sup>th</sup> Pass	3000/-
5	Gandanaju and Mandaguda	Gandanaju CLF	01	10 <sup>th</sup> Pass	3000/-
6	Panganaju and Lubrumaha	Panganaju CLF	01	10 <sup>th</sup> Pass	3000/-
Total No. of CRP-CM Vacancy			06		

## 3) Kainjhar GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP-CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Pipudidei	Pipudidei CLF	01	10 <sup>th</sup> Pass	3000/-
Total No. of CRP-CM Vacancy			01		

Contd.p/2

4) Katimaha GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP- CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Bajakhol, Batabhuin and Pilikanaju	Bajakhol CLF	01	10 <sup>th</sup> Pass	3000/-
<b>Total No. of CRP-CM Vacancy</b>			<b>01</b>		

5) Tikabali GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP- CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Pathansahi	Pathansahi CLF	01	10 <sup>th</sup> Pass	3000/-
<b>Total No. of CRP-CM Vacancy</b>			<b>01</b>		

6) Gutingia GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP- CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Argadi	Argadi CLF	01	10 <sup>th</sup> Pass	3000/-
2	Mallickpada-2	Mallickpada-2 CLF	01	10 <sup>th</sup> Pass	3000/-
3	Darapida	Darapida CLF	01	10 <sup>th</sup> Pass	3000/-
4	Balumaha and Tlausuga	Tlausuga CLF	01	10 <sup>th</sup> Pass	3000/-
5	Damiguda and Bilabadi	Damiguda CLF	01	10 <sup>th</sup> Pass	3000/-
6	Dasharapada and Nuasahi	Dasharapada CLF	01	10 <sup>th</sup> Pass	3000/-
7	Sanagumagada	Sanagumagada CLF	01	10 <sup>th</sup> Pass	3000/-
<b>Total No. of CRP-CM Vacancy</b>			<b>07</b>		

P/2

7) Paburia GPLF:

Sl no	Name of the village	Name of the CLF	Nos. of vacancy CRP- CM	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Pakari	Pakari CLF	01	10 <sup>th</sup> Pass	3000/-
2	Paburia	Paburia-3 CLF	01	10 <sup>th</sup> Pass	3000/-
3	Malerimaha and Sindurigada	Malerimaha CLF	01	10 <sup>th</sup> Pass	3000/-
4	Sapaganda and Pipalajahi	Narishakti CLF	01	10 <sup>th</sup> Pass	3000/-
<b>Total No. of CRP-CM Vacancy</b>			<b>04</b>		

Requirement of position of MBKs (Female) for following Gram Panchayats.

Sl no	Name of the Gram Panchyat	Name of the GPLF	Nos. of vacancy (MBK)	Minimum Educational Qualification	Performance Incentive In (Rs)/ Per Month
1	Pikaradi	Pikaradi GPLF	01	12 <sup>th</sup> Pass	6000/-
2	Gardingia	Gardingia GPLF	01	12 <sup>th</sup> Pass	6000/-

NB:- During the Period/ time of original certificate verification, if any Natural calamities occurs or the any emergency task given by the higher authority then the fixed Date and time of above said verification may change accordingly.

*Bardhaman Dehru*  
President  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

*Panchami Patra*  
Secretary  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

**TIMELINE FOR SELECTION OF CUMMUNITY 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 AWC of concerned village for CRP-CM position and all AWC centers of GP for concerned community staff from website of chief Development officer cum Executive officer (CDO-cum-EO)	Day -1	11-07-2023 to 25-07-2023	BLF/GPLF EC  OIm + Chief Development officer-cum- Executive officer for publication in the website
2	Las date of Receipt of applications	Day -15	25-07-2023	BLF
3	Recording of all applications in prescribed register	Dat -1 to Day- 15	11-07-2023 to 25-07-2023	BLF
4	Preparation of list of candidates	Day -20	26-07-2023 to 29-07-2023	BLF
5	Display of list candidates at BLF, GPLF and CLF (for CRP-CM)	Day-22	31-07-2023	Selection committee (at BLF)
6	Submission of Grievance (at Block office)	Day-23 to Day -29	01-08-2023 to 07-08-2023	BDO
7	Hearing of Grievance of Candidates	By the Day -30 to Day -34	08-08-2023 to 12-08-2023	BDO
8	Document Verification by Selection committee	By the Day- 35 to Day- 44	13-08-2023 to 22-08-2023	Selection committee (at BLF)
9	Preparation of final Merit List (at BLF)	By the Day- 45	23-08-2023	Selection committee (at BLF)
10	Resolution made at GPLF	By the Day -50	28-08-2023	GPLF
11	Display of Final merit list at BLF, GPLF and CLF (for CRP-CM only)	By the- 51	29-08-2023	BLF and GPLF
12	Issue of Offer letter	By the Day -53	31-08-2023	GPLF

*Sarojen Dehuan*  
President

Satyajyoti Block Mission Shakti Federation  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

*Panchami Patra*  
Secretary

Satyajyoti Block Mission Shakti Federation  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

### Other Eligibility Criteria:

- Should be a woman and SHG member
- Should be able to read and write Odiya
- Well conversed with local language/dialect
- Age: Minimum 18 years
- Domicile: Residence of the same village/cluster for CRP-CM
- Domicile: Residence of the Same Gram Panchayat for MBK

### 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 Portal of The District Administration, Kandhamal ([www.Kandhamal.nic.in](http://www.Kandhamal.nic.in))
- 2) Self-attested documents in support of identity, qualification, 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.
- 4) In case of false or insufficient information/lack of proof to ascertain the eligibility of the application, their candidature will be rejected at any stage of the selection process.
- 5) 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

*Sarojini Dehru*  
President

Satyajyoti Block Mission Shakti Federation  
Tikabali  
Satyajyoti Block  
Mission Shakti Federation  
Tikabali

*Panchami Patra*

Secretary

Satyajyoti Block Mission Shakti Federation  
Tikabali  
Satyajyoti Block  
Mission Shakti Federation  
Tikabali

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Sl No.	Parameter	Self-Attested Documents to be submitted
A	B	C
1	Address Proof	Resident Certificate/Aadhar Card/Voter ID/Electricity/Water Bill/Ration card
2	Identity Proof	Aadhar Card/Voter ID/PAN Card/Driving License/Ration Card with Photo
3	Age Proof	Birth Certificate/10 <sup>th</sup> 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. 60000/-	Income Certificate issued by Tahasildar
11	Person with Disability	Disability Certificate from concerned government department
12	Orphan	Orphan certificate from consent Tahasildar (staying at home)/BCPO (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, 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

*Sarojini Gehru*  
President

Satyajyoti Block Mission Shakti Federation  
Tikabali  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

*Panchami Patra*  
Secretary

Satyajyoti Block Mission Shakti Federation  
Tikabali  
Satya Jyoti Block  
Missionshakti Federation  
Tikabali

# APPLICATION FORM FOR COMMUNITY SUPPORT STAFF

Position applied for- \_\_\_\_\_

Name of the CLF: \_\_\_\_\_

Name of the GPLF: \_\_\_\_\_

Name of the Block: \_\_\_\_\_

A	Personal Information	
1	Full Name of the Applicant	Affix recent passport size colour photograph
2	Sex	
3	Ful Name of the 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 tik valid option)	Gen (    )/SEBC(    )/Sc(    )/ ST(    )/ Minority(    )
8	Economic Category (Please tik valid option)	Poor (    )/ EPVG(    )/ Ration Card holder(    ) BPL(    )/ Annual Income less than Rs. 60000/- (    )
9	Special Category (Please tik valid option)	PwD (    )/ Orphan(    )/ PVTG(    )
10	Current address with name of Village, GP, Post, Police station, Block, District, State, Pin	
11	Permanent Address with name of Village, GP, Post, Police station, Block, District, State, Pin	
12	Telephone/ Mobile Number (Mandatory)	
13	Alternate Telephone/ Mobile Number (Optional)	
14	Email ID (Optional)	



**B Educational Qualification (Self Attested Photo copy of certificates and Mark sheets to be attached)**

Sl No.	Degree/ Diploma / Certificate course/ Any other	Total Marks	Total Marks Secured	% of Mark Secured	Institution/ College/ School/	University/ Board	Year of Passing
1	10 <sup>th</sup> Class						
2	12 <sup>th</sup> /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 Years/ Months)
			From (MM/YYYY)	To (MM/YYYY)	

**D Language Proficiency(Put Tick mark in appropriate column)**

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

**Documents to be attached**

Sl. No.	Name of Document Attached	Sl. 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 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

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