



**MAA KALAPAT GRAM PANCHAYAT LEVEL FEDERATION
ABHIMANAPUR ODISHA LIVELIHOODS MISSION, BADAMBA, CUTTACK**

Letter No. 48/2019-20

Date 02 / 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 Maa Kalapat GPLF of Abhimanapur, Badamba Block in Cuttack district on Contractual basis for Center of Excellence (CoE) 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 Cuttack district official Website www.cuttack.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 super scribe :APPLICATION FOR THE POST OF PROGRAMME MANAGER/ ACCOUNTANT/ MIS ASSISTANT" in the address of President Maa Kalapat GPLF At- Birabarapur, Po-Abhimanapur, Via- Nuapatana, Block- Badamba, Dist- Cuttack, Pin- 754035 through Registered post/ Speed Post (India Post) only and in no other means latest by Dt. 28-02-2020 (05.00 PM). The Applications to be received by Registered post/ Speed Post only. Applications received beyond the date line will not be taken into 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, Maa Kalapat reserves the rights to reject of accept any or all applications without assigning any reasons thereof.

Memo No 47 / Date 02.02.2020

ଅଧିକାରୀଙ୍କ ଦ୍ଵାରା,
President
Maa Kalapat, GPLF
ମା କଳାପାଟ ଗ୍ରାମପଞ୍ଚାୟତ ସଭା ସଭାପତି
ଅଭିମାନପୁର

Copy to DIO, NIC, Cuttack with a request to upload this Advertisement Notice in the Cuttack District Office Website www.cuttack.nic.in by Date- 08-02-2020 for wide publication.

ଅଧିକାରୀଙ୍କ ଦ୍ଵାରା,
President
Maa Kalapat, GPLF
ସଭାନେତ୍ରୀ
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ଅଭିମାନପୁର

Memo No 50 / Date 02, 02, 2020

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

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.

ଅଧିକାରୀଙ୍କୁ
President

Maa Kalapat, GPLF

ସଭାନେତ୍ରୀ

ମା କଳାପାଟ ପଞ୍ଚମତ ଗ୍ରାମ ସଂଘ
ଅଭିମାନପୁର

VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT:

Sl. No.	Name of the Post	Total No. Posts	Qualification, Experience and Age Limit	Remuneration
1	Programme Manager	01	<ul style="list-style-type: none"> a. Post Graduate in any discipline. b. At least 5 years experience in Developmental Sectors. c. Preference will give to those candidates who have work experience in enterprise promotion as well as working experience on different community level institutions. d. Maximum age 40 years age as on 31-12-2019. 	Rs. 20,000/- PM
2	Accountant	01	<ul style="list-style-type: none"> a. Graduate in Commerce b. At least 3 years of experience in Accounting. c. Preference will give to those candidates who have work experience in NGOs & Management of different base organizations like SHGs, PG, CLF, GPLF & PG. d. The candidates having the certificate course and training on accounting software are most preferable. e. Maximum age 30 years age as on 31-12-2019. 	Rs. 12,000/- PM

3	MIS Assistant	01	<p>a. Graduate in any discipline with PGDCA/ DCA.</p> <p>b. At least 2 years of experience in Data entry, uploading, collection & validation.</p> <p>c. Preference will give to those candidates who have work experience in development project and community level institutions.</p> <p>d. The candidates having the certificate course and training on computer are most preferable.</p> <p>e. Maximum age 30 years age as on 31-12-2019.</p>	Rs. 10,000/- PM
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Domicile: - The candidates should be a resident of Odisha. But the preference will be given to the local candidates.

HOW TO APPLY:

1. Candidates must go through the advertisement available in the Cuttack district office Website i.e. www.cuttack.nic.in.
2. The candidates should send their applications through Registered Post/ Speed Post only in the address of President, Maa Kalapat GPLF. At- Birabarapur, Po-Abhimanapur, Via-Nuapatana, Block- Badamba, Dist- Cuttack, Pin- 754035. 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 Maa Kalapat GPLF, Abhimanapur, Cuttack before the date line fixed above. The candidates are advise to go through the details of terms & conditions and eligibility criteria for engagement before applying for the post.

TERMS & CONDITIONS:

1. The Applications received other than prescribed format, incomplete Application, without proper documents as invited and other means except Registered Post/ Speed Post shall be outrightly rejected without any intimation. The Authority shall not be responsible for any postal or other delay in receiving of Applications.
2. 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.
3. The selection of candidate shall be strictly on the basis of marks obtained in the academics, the work experience and interview.
4. 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.
5. 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, Graduation by aggregate of total marks in Matriculation, 10+2 Level, Graduation.
6. 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 of marks secured by applicant in Matriculation, 10+2 Level, Graduation and PGDCA/ DCA by aggregate of total marks in Matriculation, 10+2 Level, Graduation and PGDCA/ DCA.
7. In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks.
8. 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.
9. First 5 candidates with highest marks would be shortlisted for personal interview.
10. The selected applicant will execute an agreement with the Maa Kalapat, GPLF within Non-Judicial Stamp Paper and Maa Kalapat GPLF will issue engagement order after execution of agreement.
11. Maa Kalapat 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 ground of incompetency, poor performance, negligence in duty, misconduct, violation of orders of higher authorities and violating the terms and condition of engagement.
12. 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.
13. The list of applications rejected with reason of rejection shall be web-hosted in Cuttack District Office Website "www.cuttack.nic.in". The last date for filing of objection if any

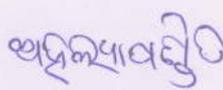
- about their rejection, should be submitted to Maa Kalapat GPLF through Speed Post/ Registered Post only, about which the details will be mentioned in that publication.
14. The list provisionally selection candidates shall be prepared in the ratio of 1:3 based on merit as per vacancy and shall be published in Cuttack District Office Website "www.cuttack.nic.in". Similarly, the Final Merit List of selected candidates shall also be published in the same Cuttack District Office Website "www.cuttack.nic.in".
 15. The Maa Kalapat GPLF reserves all rights to reject or accept any or all application(s) without assigning any reason thereof.

DOCUMENTS SUBMITTED (SELF ATTESTED PHOTO COPY):

1. Matriculation/ HSC Certificate and Mark Sheet.
2. +2 Certificate and Mark Sheet (CHSC & its equivalent)
3. Graduation Certificate and Mark Sheet.
4. Post Graduate Certificate and Mark Sheet.
5. Work Experience Certificate.
6. Computer Proficiency Certificate (PGDCA, DCA etc)
7. Residential Certificate.
8. Cast Certificate.
9. 1 Photograph (to be pasted in the Application Form)

GENERAL:

1. The last date of receipt of filled in Applications through Speed Post/ Registered Post is Dt- 28-02-2020 (05.00 PM).


President
Maa Kalapat, GPLF
ମା କଳାପାଟ ଗପ୍ଲଫ ପ୍ରଭାକର ପ୍ରଧାନ ସାହେବ
ଅଭିମାନପୁର

APPLICATION FOR THE POST OF PROGRAMME MANAGER/ ACCOUNTANT/ MIS ASSISTANT

A. Personal Information

1	Name of the Application		Recent Passport Size photograph
2	Gender (M/ F/ TG)		
3	Full Name of Father/ Husband		
4	Date of Birth (DD/MM/YYYY)		
5	Age as on 01/01/2020		
6	Current Address with name of Village/ Block/ District		
7	Permanent Address with Name of Village/ Block/ District		
8	Mobile Number		
9	Alternate Mobile Number (Optional)		
10	Email ID		

B. Educational Qualification

Sl. No.	Name of the Examination	Name of the School/ College/ Institution	Board/ University Name	Year of Passing	Total Mark/ CGPA	Marks Secured (Without 4th Optional) CGPA
1	10th					
2	12th					
3	Graduation (Specify)					
4	P.G (Specify)					

Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below

1						
2						
3						

C. Computer/ Accounting/ Any Other Courses					
Sl. No.	Name of the Course	Name of the Institution	Government/ Private	Period of course	Grades/ Class/ marks if any
1					
2					
3					

D. Professional Experience- Start with the MOST RECENT JOB						
Sl. No.	Name of the Organization	Position Held	Period of Work		Years of Experience	Main Responsibilities
			From (MM-YYYY)	To (MM-YYYY)		
1						
2						
3						
4						

E. Language Proficiency (Write the names of Language and Put Tick Mark in Columns)				
Sl. No.	Language	Speak	Read	Write
1				
2				
3				
4				

F. 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