

**SANGHAMITRA GPLF, PANGAM**  
**Odisha Livelihoods Mission, Mathili, Malkangiri**



Letter No- 52

Dated- 11.09.2020

**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 Sanghamitra GPLF, Pangam of Mathili Block In Malkangiri District on Contractual basis for Centre of Excellence (CoE) project under Odisha Livelihoods Mission (OLM) of Panchayati Raj and Drinking Water Deptt., Govt of Odisha. For details regarding Application form, eligible criteria, remuneration, selection procedure, documents etc. are available in the Malkangiri district official website [www.malkangiri.nic.in](http://www.malkangiri.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 scribed "**APPLICATION FOR THE POST OF PROGRAMME MANAGER / ACCOUNTANT / MIS ASSISTANT**" in the address of President Sanghamitra GPLF AT/PO –GP Pangam, Block-Mathili, Dist- Malkangiri, Pin-764044 through Registered Post / Speed Post (India Post) only and in no other means latest by Dt.30/09/2020 (5.00PM). 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 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.

Sanghamitra GPLF, Pangam reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

President

ଦମୟନ୍ତି ନାରାୟଣ  
Sanghamitra GPLF

Memo No- 53

Date- 11.09.2020  
ଫାଇଲ୍ ପ୍ରସ୍ତାବ ଦାଖଲ  
ପାଞ୍ଜୀର

Copy to DIO, NIC, Malkangiri with a request to upload this Advertisement Notice in the Malkangiri District Official Website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) by Date- 15/09/2020 for wide publication.

President

ଦମୟନ୍ତି ନାରାୟଣ  
Sanghamitra GPLF  
ଫାଇଲ୍ ପ୍ରସ୍ତାବ ଦାଖଲ  
ପାଞ୍ଜୀର

Memo No- 64

Date- 11.09.2020

1. Copy to the President, All GPLFs under BMMU, Mathili.
2. Copy to the Block Development Officer, Mathili.
3. Copy to CDPO, Mathili.
4. Copy to the Project District –cum–District Mission Coordinator, DRDA, Malkangiri.
5. Copy to the Collector, Malkangiri.

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.

ସମସ୍ତଙ୍କୁ ନିମ୍ନ  
ପଠାଯାଉ  
ସଂଗମିତ୍ରା ଗ୍ରାମପଞ୍ଚାୟତ ସଂଗଠନ  
Sanghamitra G.P.L.  
G.P-Pangam, B.D.O. Mathili,  
District Malkangiri

**VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT**

<b>SL NO</b>	<b>NAME OF THE POST</b>	<b>TOTAL NUMBER OF POST</b>	<b>QUALIFICATION, EXPERIENCE AND AGE LIMIT</b>	<b>REMUNERATION</b>
1	<b>PROGRAMME MANAGER</b>	01	<p>a. Post Graduate in any Discipline.</p> <p>b. At least 5 years of experience in Development Sectors.</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 years age as on 01/09/2020.</p>	Rs. 20000/Per Month
2.	<b>ACCOUNTANT</b>	01	<p>a. Graduate in Commerce</p> <p>b. At least 3 years of Experience in Accounting.</p> <p>c. Preference will give to those candidates who have work experience in NGOs and management of different base organisations like SHGs, PG, CLF, GPLF &amp; PG.</p> <p>d. The candidates have been the certificate course and training on accounting software are most preferable.</p> <p>e. Maximum age 30 years age as on 01/09/2020.</p>	Rs. 12000/- Per Month

3.	<b>MIS ASSISTANT</b>	01	<p>a. Graduate in any Discipline with PGDCA &amp; DCA.</p> <p>b. At least 2 years of experience in data entry, uploading, collection and validation.</p> <p>c. Preference will give to those candidates who have work experience in Development Project and Community Level Institution.</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 01/09/2020.</p>	<b>Rs.10000 /-</b> Per Month.
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**Domicile :-** The candidates should be resident of ODISHA .But the preference will be given to the local candidates.

**HOW TO APPLY :-**

- Candidates must go through the advertisement available in the Malkangiri District official Website i.e. [www.malkangiri.nic.in](http://www.malkangiri.nic.in)
- The candidates should send their application through Registered Post / Speed Post only in the address of President Sanghamitra GPLF AT/PO GP office- Pangam Block-Mathili Dist. Malkangiri Pin-764044. The cover (envelope) 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 Sanghamitra GPLF, Sanghamitra, Pangam, Mathili, Malkangiri 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.

**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 Applications.
- 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 application in academics. Average percentage can be derived by dividing the aggregate of marks secured by applicant in Matriculation/10<sup>th</sup>, +2 Level, Graduation and Post Graduation by aggregate of total marks in Matriculation/10<sup>th</sup>, +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<sup>th</sup>, +2 Level and Graduation by aggregate of total marks in Matriculation/10<sup>th</sup>, +2 Level and Graduation.

. For 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<sup>th</sup>, +2 Level, Graduation and PGDCA / DCA by aggregate of total marks in Matriculation/10<sup>th</sup>, +2 Level, Graduation and PGDCA /DCA.

. In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks.

. For marking of 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.

. First 5 candidates with highest marks would be shortlisted for personal interview.

. The selected applicant will execute an agreement with the Sanghamitra GPLF within Non Judicial Stamp Paper and Sanghamitra GPLF will issue engagement order after execution of agreement.

. Sanghamitra 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 order of higher authority 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 application rejected with reason of rejection shall be web-hosted in Malkangiri District official website "[www.malkangiri.nic.in](http://www.malkangiri.nic.in)" the last date for filling of objection if any about their rejection, should be submitted to Sanghamitra 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 1:3 based on merit as per vacancy and shall be published in Malkangiri District official website [www.malkangiri.nic.in](http://www.malkangiri.nic.in). Similarly, the final merit list of selected candidates shall also be republished in the same Malkangiri District official website "[www.malkangiri.nic.in](http://www.malkangiri.nic.in)".

. The Sanghamitra GPLF reserves all rights to reject or accept any or all application(s) without assigning any reason thereof.

**DOCUMENTS TO BE SUBMITTED ( SELF ATTESTED PHOTO COPY ) :**

- . Matriculation / HSC Certificate and Mark Sheet.
- . +2 Certificate and Mark Sheet. ( CHSC & its equivalent ).
- . Graduation Certificate & Mark Sheet.
- . Post Graduation Certificate and Mark Sheet.
- . Work Experience Certificate .
- . Computer Proficiency Certificate ( PGDCA / DCA etc.).
- . Residential Certificate .
- . Caste Certificate.
- . One 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 - 30.09.2020 ( 5.00 PM ).

President

ସମ୍ପାଦକ ନିର୍ବାହୀ

Sangham, GPLF

ଘନଶ୍ୟାମ ଚନ୍ଦ୍ର ମାଡ଼ଲି  
District, Malkangiri

ଶାଖାପାଳିକା

**APPLICATION FOR THE POST OF PROGRAMME MANAGER/ ACCOUNTANT/ MIS ASSISTENT**

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 01/09/2020		
6	Current Address with name of village/ Block/ District		
7	Parmanent Address with name of village/ Block/ District		
8	Mobile No.		
9	Alternate Mobile No.		
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	Mark Secured ( without 4th Optional) CGPA
1	10 th					
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 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		Year of Experience	Main Responsibilities
			From ( MM-YYYY )	To ( MM-YYYY )		
1						
2						
3						

**E. Language Proficiency ( Write the Name of Language and Put Tick Mark In Columns**

<b>SL NO</b>	<b>LANGUAGE</b>	<b>SPEAK</b>	<b>READ</b>	<b>WRITE</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**Any Other relevent 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 m also liable for appropriate action.

**Date:**

**Place:**

**Signature of Candidate**