

PADMAGIRI GPLF, PADMAGIRI
Odisha Livelihoods Mission, Malkangiri



Letter No : 40

Dated : 15/09/2020

ADVERTISEMENT

Applications are invited from the eligible candidates to fill up 1 no. of post for Programme Manager, 1 no. of post for Accountant and 1 no. of post for MIS Assistant in Padmagiri GPLF, Padmagiri of Malkangiri block in Malkangiri district on contractual basis for Centre of Excellence (CoE) project under Odisha Livelihoods Mission (OLM) of Panchayati Raj and Drinking Water Dept. Government 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

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 PADMAGIRI GPLF, AT/PO-PADMAGIRI, Block: Malkangiri, Dist: Malkangiri, PIN: 764045 through Registered post/ Speed post (India Post) only and in other means latest by Dt.02/10/2020 (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 Application, Applications without signature, non-submission of required documents shall be rejected without any information. Further, legal action will be taken initiated against the candidates who will submit false documents and information for the same.

GPLF, Padmagiri reserves the rights to reject or accept any of all applications without intimating any reasons thereof.

Pratima Biswas
President
ପଦ୍ମାଗିରି ଗ୍ରାମପଞ୍ଚାୟତ ପ୍ରମୁଖ ମହାସଂଘ
ଗାମ ପଦ୍ମାଗିରି ଡି.ଏଲ.ଏମ.କାନ୍ଦରିଡି

Memo No - 41

Date - 15/09/2020

Copy to DIO, NIC, Malkangiri with a request to upload this Advertisement Notice in the Malkangiri District Official Website www.malkangiri.nic.in by Date-17/09/2020 for wide publication.

Pratima Biswas
President
ପଦ୍ମାଗିରି ଗ୍ରାମପଞ୍ଚାୟତ ପ୍ରମୁଖ ମହାସଂଘ
ଗାମ ପଦ୍ମାଗିରି ଡି.ଏଲ.ଏମ.କାନ୍ଦରିଡି

Memo No- 42

Date- 15/09/2020

1. Copy to the president, All GPLFs under BMMU, Malkangiri
2. Copy to the Block Development Officer, Malkangiri
3. Copy to CDPO, Malkangiri
4. Copy to the Project Director-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.

Pratima Biswas

ପ୍ରଭାତ
President

ପଦ୍ମାଗିରି ଗାମପଞ୍ଚାୟତ ସ୍ୱଚ୍ଛ ମହାସଂଘ
Padmagiri GPLF
ଗାମ ବିକାଶ ଓ ନିର୍ମାଣ କମିଟି

**ODISHA LIVELIHOODS MISSION, PADMAGIRI GPLF, PADMAGIRI
MALKANGIRI BLOCK, MALKANGIRI**

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 Padmagiri GPLF, Padmagiri of Malkangiri Block in Malkangiri district on contractual basis for Centre of Excellence (CoE) under Odisha Livelihoods Mission (OLM) of Panchayati Raj and Drinking Water Dept. Govt. of Odisha. For details Regarding Application form, eligibility criteria, remuneration, selection procedure, documents etc. are available in the Malkangiri district official website i.e. www.malkangiri.nic.in w.e.f.Dt. 17/09/2020 which may be referred to last date of submission of application is Dt. 02/10/2020 (5:00PM) through registered/speed post only.

Pratima Biswas
President
ପଦ୍ମାଗିରି ଗ୍ରାମପଞ୍ଚାୟତ ପ୍ରମୁଖ ମହାସଭା
ଗାମ୍ ପଦ୍ମାଗିରି ମାଲକାଙ୍ଗିରି ଜିଲ୍ଲା
Padmagiri GPLF, Malkangiri

VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT

SL NO	NAME OF THE POST	TOTAL NUMBER OF POST	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 of experience in Development 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.20000/- Per Month
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 and management of different base organisations like SHGs, PG, CLF, GPLF & PG. d. The candidates have been the certificate course and training on accounting software are most preferable. e. Maximum age 30 years age as on 31.12.2019 	Rs.12000/- Per Month

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 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 31.12.2019.</p>	Rs.10000 /- 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 .

- The candidates should send their application through Registered Post / Speed Post only in the address of President PADMAGIRI GPLF, AT/PO-PADMAGIRI, Block: Malkangiri, Dist: Malkangiri, PIN: 764045. 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 Padmagiri GPLF of Padmagiri, 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 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 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 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.
- In case of CGPA marketing system, the CGPA score should be multiplied by 10 to derive equivalent marks.
- For marketing 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 Padmagiri GPLF of Padmagiri within Non Judicial Stamp Paper and Padmagiri GPLF of Padmagiri will issue engagement order after execution of agreement.
- Padmagiri GPLF of Padmagiri 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 beamed 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 Malkangiri District official website" www.malkangiri.nic.in" the last date for filling of objection if any about their rejection, should be submitted to Padmagiri GPLF of Padmagiri 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. Similarly, the final merit list of selected candidates shall also republish in the same Malkangiri District official website "www.malkangiri.nic.in".

. The Padmagiri GPLF, Padmagiri 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 - 02.10.2020 (5.00 PM).

Pratibha Biswal
ପଦ୍ମାଗିରି
ପଦ୍ମାଗିରି ଗ୍ରାମପଞ୍ଚାୟତ ପୁରୀ, ମହାରାଷ୍ଟ୍ର
ଭାରତ
Padmagiri GPLF

GP: Padmagiri, Malkangiri

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 1/11/2019	
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

SL NO	LANGUAGE	SPEAK	READ	WRITE
1				
2				
3				
4				
5				

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