

# BHARATMATA GRAM PANCHAYAT LEVEL FEDERATION, BADAPADAR

At-Badapadar, Po-Chittrakonda, via-Chittrakonda, Pin-764052, PS-Chittrakonda,  
District-Malkangiri

Letter No:-57

Dated:-17.09.2020

## ADVERTISEMENT

Vide Letter No. 92 Dtd.17.01.2020 of State Mission Director – Cum – Chief Executive Officer, Odisha Livelihoods Mission, Panchayati Raj & Drinking Water Department applications are invited from the Eligible Candidates for Contractual Engagement for following Posts under:

| Sl No | Positions         | Total Nos | Qualification             | Age Limit | Experiences | Salary (Rs. Per Month) |
|-------|-------------------|-----------|---------------------------|-----------|-------------|------------------------|
| 1     | Programme Manager | 01        | Post Graduation           | 40 years  | 5 years     | 20,000                 |
| 2     | Accountant        | 01        | Graduation in Commerce    | 30 years  | 3 years     | 12,000                 |
| 3     | MIS Assistant     | 01        | Graduation with PGDCA/DCA | 30 years  | 2 years     | 10,000                 |

### GENERAL TERMS & CONDITIONS

1. Details of application form, eligibility criteria, role and responsibilities for each post and Application forms are available at Malkangiri District website i.e. [www.malkangiri.nic.in](http://www.malkangiri.nic.in) w.e.f. Dt. 18.09.2020 at Bharatmata GPLF Office(GP OFFICE), Badapadar of Odisha Livelihoods Mission.
2. Documents in support of identity, qualifications, experience etc. have to be produced in original as and when required.
3. The selection processes will consists of short listing of candidates on basis of academic qualifications and experiences & skills followed by personal interview.
4. The prescribed eligibility conditions viz. age, qualification and experience etc. should have been acquired as on application closing date. Qualification should be from approved recognized institutions.
5. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be rejected at any stage of the selection process.
6. Only short listed Candidates will be informed about further selection process through text message and E-mail Applicants should ensure that the Mobile number and E-mail Id given in the application form is active.
7. The eligibility criteria for selection may be changed based on the number of applications received without assigning any reason thereof.
8. The last date of receipt of application is 02.10.2020 (05.00 PM) through Registered Post / Speed Post only in the following address. The President, Bharatmata Gram Panchayat Level Federation, Badapadar, At-Badapadar (GP OFFICE), Po-Chittrakonda, Pin-764052, Via-Chittrakonda, District-Malkangiri.

SD/-

President

Bharatmata Gram Panchayat Level Federation, Badapadar

President,



**BHARATMATA GRAMA PANCHAYAT LEVEL FEDERATION , BADAPADAR**

**ODISHA LIVLIHOODs MISSION ,CHITRAKONDA ,MALKANGIRI.**

Letter No- 57

Dated- 12/09/2020

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 Badapadar GPLF of Chittrakonda Block In Malkangiri district on Contractual basis for Centre of Excellence (CoE) project under Odisha Livelihood 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 Bharatmata GPLF Badapadar AT-Badapadar, PO Chittrakonda Dist- Malkangiri, Pin-764052 through Registered post / Speed post (India post) only and in no 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 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, Bharatmata Badapadar reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

\* ଶ୍ରୀମତୀ ଶ୍ରୀମତୀ  
President

Bharatmata

GPLF Badapadar

ଉପକ୍ରମଣ ଉପାଦାନନାମା ପତ୍ର  
ନାମ ଉପକ୍ରମଣ

Memo No-

Date-

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- 18/9/2020 for wide publication.

\* ଶ୍ରୀମତୀ ଶ୍ରୀମତୀ  
President

Bharatmata GPLF Badapadar



ODISHA LIVELIHOODS MISSION, BADAPADAR, 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 Badapadar GPLF of Chittrakonda 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](http://www.malkangiri.nic.in). w.e.f Dt.18/09/2020 which may be referred to last date of submission of application is Dt.02/10/2020 (05:00PM) through registered/speed post only.

ଶ୍ରୀମତୀ ସୁଜାତା ଦେବୀ

President

Bharatmata GPLF

G P-Badapadar, Malkangiri.

ପିନ୍-761001

ଅନୁରୋଧ ପଞ୍ଜୀକୃତ ହେବା ପରେ ମଧ୍ୟ

କାର୍ଯ୍ୟ ବତ୍ତରୁ

**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"> <li>a. Post Graduate in any Discipline.</li> <li>b. At least 5 years of experience in Development Sectors.</li> <li>c. Preference will give to those candidates who have work experience in Enterprise promotion as well as working experience on different community level institutions.</li> <li>d. Maximum age 40 years age as on 31/08/2020.</li> </ul>   | Rs.20000/-<br>Per Month |
| 2     | ACCOUNTANT        | 01                   | <ul style="list-style-type: none"> <li>a. Graduate in Commerce</li> <li>b. At least 3 years of Experience in Accounting.</li> <li>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.</li> <li>d. The candidates have been the certificate course and training on accounting software are most preferable.</li> <li>e. Maximum age 30 years age as on 31/08/2020</li> </ul> | Rs.12000/- Per Month    |

|    |               |    |  |                        |
|----|---------------|----|--|------------------------|
| 3. | MIS ASSISTANT | 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 31/08/2020.</p> | Rs.10000 /- Per Month. |
|----|---------------|----|--|------------------------|

**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 Bharatmata GPLF Badapadar AT/- Badapadar Po-Chitrakonda,Dist. Malkangiri Pin-764052. 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 Bharatmata GPLF, Badapadar,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 Levels, Graduation and PGDCA / DCA by aggregate of total marks in Matriculation.10 +2 Levels, 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 Bharatmata GPLF Badapadar within Non Judicial Stamp Paper and Badapadar GPLF will issue engagement order after execution of agreement.

• Bharatmata GPLF Badapadar is the Disciplinary Authority of the above post and is competent to terminate the contract and disengaged 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 beemed 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](http://www.malkangiri.nic.in)" the last date for filling of objection if any about their rejection, should be submitted to Badapadar 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 republished in the same Malkangiri District official website "www.Malkangiri.nic.in".

The Bharatmata GPLF Badapadar 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 ).

*(Handwritten Signature)*

President

Bharatmata GPLF

G,P-Badapadar ,Malkangiri.

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ଭାରତମାତା ଗଣସଂଗଠନାୟକ ମହାମଣ୍ଡଳ

ଖୁର୍ଦ୍ଧା - ବଡ଼ପଦାର

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

| A. Personal Information |   |  |
|-------------------------|---|--|
| 1                       | Name of the Applicant                                   | Recent<br>Passport<br>Size<br>Photograph |
| 2                       | Gender ( M/F/TG )                                       |  |
| 3                       | Full Name of Father/ Husband                            |  |
| 4                       | Date of Birth ( DD/MM/YYYY)                             |  |
| 5                       | Age as on 31/08/2020                                    |  |
| 6                       | Current Address with name of village/ Block/ District   |  |
| 7                       | Permanent 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, Ment on 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 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'm also liable for appropriate action.

Date:

Place:

Signature of Candidate