

OFFICE OF THE DHARITRI PANCHAYAT STARIYA MAHASANGHA,

GUMMA, GAJAPATI

Letter no.....01.....

Date. 09/03/2020

To

The DIO

NIC

Collectorate, Gajapati

Sub: For advertisement of 3 no. of post of our Dharitri GPLF in gajapati. Nic

Sir/ Madam

With respect to subject cited above we are inform you that our GPLF is going to recruit 3 no. of post (Programme Manager, Accountant & MIS) of CoE (Centre of Excellence) under the project of NRETP.

Hence we are request you kindly make advertise in gajapati. nic, then we will great full at you. The details of advertisement attached with this application.

Yours faithfully

Mina Soboro  
Secretary

ଅଧ୍ୟକ୍ଷ ଶ୍ରୀ ଶ୍ରୀ  
President

Dharitri GPLF

Dharitri GPLF

ସମ୍ପୂର୍ଣ୍ଣ ପଞ୍ଚାୟତ ଉନ୍ନୟନ ସଂଘ  
ଝା.ପ. ବୁଲ (ଗଜପତି)

ସମ୍ପୂର୍ଣ୍ଣ ପଞ୍ଚାୟତ ଉନ୍ନୟନ ସଂଘ  
ଝା.ପ. ବୁଲ (ଗଜପତି)

**DHARITRI GRAM PANCHAYAT LEVEL FEDERATION, GUMMA**

**ODISHA LIVELIHOOD MISSION, BLOCK- GUMMA, DIST-GAJAPATI**

Letter No...02...

Date 09/07/2020

**ADVERTISEMENT**

Application 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 MIS assistant in Dharitri GPLF of Gumma Block in Gajapati District on contractual basis for Centre of Excellence (CoE) project under Odisha Livelihood Mission (OLM) of Panchayat Raj & Drinking Water Dept. Govt. of Odisha. For details regarding, Application Form, Eligible criteria, Remuneration, selection procedure, documents etc. are available in the Gajapati district official website [www.gajapati.nic.in](http://www.gajapati.nic.in).

Application in prescribed format dully filled in along with all relevant document (Self attested) are to be submitted in a sealed cover scribed "APPLICATION FOR THE POST OF PROGRAMME MANAGER/ACCOUNTANT/MIS ASSITANT" in the address of President Dharitri GPLF At/Po Gumma, Dist - Gajapati, Pin-761207 through registered post /speed post only and in no other means latest by Dt. 25/07/2020 5.00 PM.

Incomplete application, Application 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 same.

Dharitri GPLF, Gumma reserves the right to reject or accept any or all applications without assigning any reason thereof.

X Nima Soboro

ସମ୍ପର୍କ  
ଧାରତ୍ରି ଗ୍ରାମପଞ୍ଚାୟତ ସଂଘ  
ଓ.ପ. ଗୁମ୍ମା (ଗଜପତି)

X ମିମା ସୋବୋର  
President

Dharitri GPLF, Gumma

ସମ୍ପର୍କ  
ଧାରତ୍ରି ଗ୍ରାମପଞ୍ଚାୟତ ସଂଘ  
ଓ.ପ. ଗୁମ୍ମା (ଗଜପତି)

Memo No...03....

Date..09/07/2020

Copy to DIO, NIC, Gajapati with a request to upload this Advertisement Notice in the Gajapati District Official Website www.gajapati.nic.in by Date..10/7/2020... for wide publication.

X ମିନା ସୋବର  
ପଦାଧିକାରୀ  
ଧାରତ୍ରି ପଞ୍ଚାୟତ ସମାଜ, ଗୁମ୍ମା  
ଝି.ପ. ଗୁମ୍ମା (ଭବପଡ଼ି)

X ମଧୁ ସ୍ୱର୍ଣ୍ଣେଦିନୀ,  
President,  
ଧାରତ୍ରି ପଞ୍ଚାୟତ ସମାଜ, ଗୁମ୍ମା  
Dharitri GPLF, Gumma

Memo No...04....

Date..09/07/2020

1. Copy to Collector, Gajapati
2. Copy to PD, DRDA Gajapati
3. Copy to Block Development Officer, Gumma
4. Copy to DPM OLM, Gajapati
5. Copy to BPM, OLM, Gumma
6. Copy to CDPO, Gumma.

This is for your kind information and necessary action.

X ମିନା ସୋବର  
ପଦାଧିକାରୀ  
ଧାରତ୍ରି ପଞ୍ଚାୟତ ସମାଜ, ଗୁମ୍ମା  
ଝି.ପ. ଗୁମ୍ମା (ଭବପଡ଼ି)

X ମଧୁ ସ୍ୱର୍ଣ୍ଣେଦିନୀ,  
President  
Dharitri GPLF, Gumma  
ଧାରତ୍ରି ପଞ୍ଚାୟତ ସମାଜ, ଗୁମ୍ମା  
ଝି.ପ. ଗୁମ୍ମା (ଭବପଡ଼ି)

VACCANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT

SL NO	NAME OF THE POST	TOTAL NO. OF POST	ELIGIBILITY AND DESIRED CRITERIA	REMUNERATION
1	PROGRAMME MANAGER	01	<p><u>ELIGIBLE CRITERIA</u></p> <p>A. Post Graduate or MBA in any Discipline.</p> <p>B. At least 5 year experience in Development Sector</p> <p>C. Proficiency in Local Language</p> <p>D. Age Limit: 40 Year on 31.12.2019</p> <p><u>DESIRED CRITERIA.</u></p> <p>A. Exposure of working with enterprise promotion will be an added advantage.</p> <p>B. Working experience on different community level institutions.</p> <p>C. Basic Knowledge in Computer</p> <p>D. Posses strong inter personal Communicatio</p>	Rs. 20000/- PM

			<p>n Skill E. Preference will be given to candidates previously associated with NRLM.</p>	
2	ACCOUNTANT	01	<p><u>ELIGIBLE CRITERIA</u></p> <p>A. Graduate in Commerce B. Knowledge &amp; operational efficiency in MS office &amp; accounting software. C. At least 3 year experience in Accounting (work experience with community based organizations will be an added advantages) D. Proficiency in local language E. Age limit- 30 year on 31.12.2020</p>	Rs. 12000/- PM

DESIRED CRITERIA.

- F. Work experience in NGOs and management of different community based organization like SHGs, CLF, GPLF, PG, PC etc.
- G. Having good knowledge in accounts and finance
- H. Possess strong inter personal communication skill
- I. Preference will be given to candidates previously associated with NRLM or any other livelihoods related project/scheme

3	MIS ASSISTANT	01	<p><u>ELIGIBLE CRITERIA</u></p> <p>A. Graduation in any discipline with PGDCA/DCA</p> <p>B. At least 2 year experience in Data entry, uploading, collection &amp; validation.</p> <p>C. Should have good knowledge of Ms. Word, Excel, PPT, Email</p> <p>D. Age limit: 30 year on 31.12.2020</p> <p><u>DESIRED CRITERIA</u></p> <p>E. Working experience in development projects and community level institutions.</p> <p>F. Possess data interpretation skill.</p> <p>G. Preference will be given to the candidates previously associated with NRLM.</p>	Rs. 10000 /- 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. Candidate must go through advertisement available in Gajapati District Official website [WWW.gajapati.nic.in](http://WWW.gajapati.nic.in)
2. Candidates should send their applications through Registered Post/ Speed Post only, in the address of President , Dharitri GPLF , Gumma , at/po-Gumma, Dist- Gajapati, Pin- 761207. The cover envelope containing the application form and other relevant document as called for must be super scribing with "APPLICATION FOR THE POST OF PROGRAMME MANAGER/ACCOUNTANT/ MIS ASSISTANT" which must reach dharitri GPLF, Gumma before the date line fixed above. The candidates are advised go through the details of terms and conditions and eligibility criteria for engagement before applying for the post.

## TERMS AND CONDITIONS

1. The application received other prescribed format, incomplete application, without proper documents as invited and other means except Registered Post/ Speed Post shall be out rightly rejected without any information. The authority shall not responsible for any postal or other delay in receiving of application.
2. All the posts are contractual in nature and engagement is initially for 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 candidates shall be strictly on the basis of marks obtained in the academics, the work experience and interview.
4. For Program Manager, marking for carrier 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 and post graduation.

5. For the accountant, making for carrier 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, making for carrier 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 CGPA making system, the CGPA score should be multiplied by 10 to derive equivalent marks.
8. For making 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 experience is less than one year 1 mark should be given for experience 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 Dharitri GPLF; Gumma within Non JUDICIAL Stamp paper and Dharitri GPLF will issue engagement order after execution of agreement.
11. Dharitri GPLF is the Disciplinary authority of the above post and is competent to terminate the contract and disengage the Program Manager Accountant & MIS Assistant on the grounds 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 provision of Law.
13. The Dharitri 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.
3. Graduation Certificate and Mark sheet.
4. Post Graduation or MBA Certificate and Mark sheet.
5. Work experience Certificate.
6. Computer Proficiency Certificate. (PGDCA/DCA etc.)
7. Residential Certificate.
8. Caste Certificate.
9. 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 25/07/2020.... (5: 00 PM)

**APPLICATION FOR THE POST OF PROGRAM  
MANAGER/ACCOUNTANT/MIS ASSISTANT**

**A. Personal Information**

1	Name Of the application		Recent Pass photo size Photograph
2	Gender (M/F)		
3	Full name Of Father/Husband		
4	Date of Birth (DD/MM/YYYY)		
5	Age		
6	Current address with name, village block, District		
7	Permanent address with name, village block, District		
8	Mobile Number		
9	Alternative mobile number		
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/CGP A	Mark secured (without 4 <sup>th</sup> optional)/CGP A
1	10 <sup>th</sup>					
2	12 <sup>th</sup>					
3	Graduation (specify)					
4	Post graduation (specify)					
5	Any other qualification? ? If yes then mention					
6						

C. Computer/Accounting/Any other Courses

Sl no.	Name of the course	Name of the institution	Government/private	Period of course	Grade/class/marks
1					
2					
3					

D. Professional Experience- start with most recent Job

Sl no	Name o the organization	Position held	Period of work (from which month to which month)	Year of experience	Main responsibility
1					
2					
3					
4					

E. Language proficiency (Write the name of the language and put Tick Mark in Columns)

Sl no.	Language	Speak	Read	Write
1				
2				
3				
4				
5				

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