

KENDEIJURI GRAM PNCHAYAT LEVEL FEDERATION , KENDEIJURI , ODISHA
LIVELIHOOD MISSION , KENDEIJURI , DEOGARH



Letter No. 165

Date. 10 /02 /2020

ADVERTISEMENT

Applications are invited for 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 Kendeijuri GPLF of Tileibani Block in Deogarh district on Contractual basis for Center of Excellence(CoE) project under ^{NRETP} Odisha Livelihod Mission(OLM)OF Panchayati Raj and Drinking Water Dept. , Govt of Odisha ,For details regarding Application from ,eligibility criteria, remuneration ,selection procedure , documents, etc. are available in in the Deogarh district official website www.deogarh.nic.in

Application 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 Kendeijuri GPLF At- Kendeijuri, Po-Barghat , Dist.-Deogarh ,Pin- 768121 through registered post / Speed Post (India Post) only by 18.3.2020 and in no other means instead of registered post /Speed post and beyond the date line will not be taken under 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 candidate who will submit false documents and information for the same.

GPLF , Kendeijuri reserves the rights to reject any or all applications without assigning any reasons thereof

Pragyan Sahu
President
Kendeijuri GPLF

Memo no. 166

Date-10/02/2020

Copy to DIO, NIC, Deogarh with a request to upload this advertisement Notice in the Deogarh district official website “www.Deogarh.nic.in” by Date-20.02.2020 for wide publication.

Sunita Orrom
Secretary
Kendeijuri G.P.LF

Pragyan Sahu
President
Kendeijuri GPLF
President
Kendeijuri G.P.LF

Memo no. 167

Date- 10/02/2020

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

This is for kind information and with a request to display this notice in their respective office notice board for information of all concerned.

Sunita Orzon
Secretary
Kendeijuri G.PLF

Pradyum Sahu.
 President
 Kendeijuri GPLF
 ✓ **President**
Kendeijuri G.PLF

VACANCY POSITION , QUALIFICATION, EXPERIENCE AND AGE LIMIT:

Sl No.	Name of the Post	Total No of 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 year experience in Development Sectors c. Preference will be given 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. 	Rs. 20000/-PM
2	Accountant	01	<ul style="list-style-type: none"> a. Graduate in commerce b. At least 3 years experience in Accounting. c. Preference will be given to those candidates who have work experience in NGOs & Management of different base organizations like SHGs ,PG,CLF,GPLF d. The candidates having certificate course and training on accounting 	12000/- PM

Sunil Kumar
Secretary
Kendaliuri G.RLF

Pradyan Sahu
President
Kendaliuri G.RLF

			software are most preferable. e. Maximum age 30 years.	
3	MIS Assistant	01	a. Graduate in any discipline with PGDCA/DCA b. At least 2 years of experience in Data entry , uploading , collection & validation. c. Preference will be given to those candidates who have work experience in development project and community level institutions. d. The candidates having the certificate course and training on computer are most preferable. e. Maximum age 30 years .	10000/- PM

Domicile : The candidate should be a resident of Odisha .But the preference will be given to the local candidates.

HOW TO APPLY :

- Candidate must go through the advertisement available in the Deogarh district official website i.e. www.deogarh.nic.in.
- The candidate should send their applications through Registered Post/Speed Post only in the address of President, Kendeijuri GPLF, At-Kendeijuri , Po-Barghat , Dist-Deogarh ,Pin- 768121.

Sunil Kumar
Secretary
Kendeijuri G.P.LF

Pragyan Sekh
President
Kendeijuri G.P.LF

- 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 Kendeijuri GPLF, Kendeijuri, Deogarh before the date line fixed above. The candidates are advised to go through the details of terms and conditions and eligibility criteria for engagement before applying for the post.

TERMS AND 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 the candidates shall be strictly on the basic 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 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 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/GDCA by aggregate of total marks in Matriculation, 10 +2 Level, Graduation and PGDCA/GDCA.
- In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks.
- 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.
- First 5 candidates with highest marks would be shortlisted for personal interview.
- The selected applicant will execute an agreement with the Kendeijuri GPLF with Non-Judicial stamp paper and Kendeijuri GPLF will issue engagement order after execution of agreement.
- Kendeijuri GPLF is the Disciplinary authority of the above post and is competent to terminate the contract and disengaged the Programme Manager, Accountant, MIS-Assistant on the ground of incompetency, poor performance, negligence in duty, misconduct, violation of orders of higher authorities and violating the terms and conditions of the agreement.

Sunita Oraon
Secretary
Kendeijuri G.P.L.F

Rajjan Sahu
President
Kendeijuri G.P.L.F

- 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 applications rejected with reason of rejection shall be web-hosted in Deogarh District Official Website "www.deogarh.nic.in". The last date for filling of objection if any about their rejection, should be submitted to Kendeijuri GPLF through Speed Post/Registered Post only, about which the details will be mentioned in that publications.
- The list of provisionally selected candidates shall be in the ratios of 1:3 based on merit as per vacancy and shall be published in Deogarh District Official Website "www.deogarh.nic.in".
- The Kendeijuri GPLF reserves all rights to reject or accept any or all application(s) without assigning any reason thereof.

DOCUMENTS SUBMITTED (SELF ATTESTED PHOTO COPY)

- Matriculation/ HSC Certificate and mark sheet.
- +2 Certificate and Mark sheet (CHSE & its equivalent)
- Graduation Certificate and Mark sheet.
- Post Graduation Certificate and Mark sheet.
- Work Experience Certificate.
- Computer Proficiency Certificate (PGDCA,DCA etc.)
- Residential Certificate.
- Caste Certificate.
- 1 photograph(to be pasted in the application form)

GENERAL:

- The last date of receipt of filled in Applications through Speed Post/Registered Post is Dt- 18.03.2020 (05:00PM).

Sunita Oraon
Secretary
Kendeijuri G.PLF

Praayan Sahu
 President
 Kendeijuri GPLF
 Tileibani, Deogarh
President
Kendeijuri G.PLF

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 01/11/2019	
6	Current Address with name of Village / Block / District	
7	Permanent Address with Name of Village / Block / District	
8	Mobile No	
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	12 th					
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		Years of Experience	Main Responsibilities
			From(MM-YYYY)	To (MM-YYYY)		
1						
2						
3						
4						

E. Language Proficiency (Write the name of Language and Put Tick Mark in columns)

	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