# BADAGADA GRAM PANCHAYAT LEVEL FEDERATION,SORADA

**At/Po- Badagada, PIN-761109, VIA-Badagada, PS-Badagada, District-Ganjam**

Letter No.- 63/ Dated-20.09.2020

# ADVERTISEMENT

Vide letter no. 92/20 Dt. 17.01.2020 of State Mission Director cum Chief Executive Officer,Odisha Livelihood Mission, Panchayat Raj & Drinking Water Department. Application are invited from the eligible Candidates for contractual engagement for following posts under

| Positions | Total Nos. | Qualification | Age Limit | Experience | Salary(Rs. Per month) |
|---|---|---|---|---|---|
| Programme Manager | 1 | Post Graduation | 40 years | 5 years | 20,000 |
| Accountant | 1 | Graduate in Commerce | 30 years | 3 years | 12,000 |
| MIS Account | 1 | Graduation with PGDCA/GDCA | 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 District office Ganjam website i.e. **www.ganjam.nic.in** w.e.f. Dt.21.09.2020 at Block office Sorada and GPLF office Badagada of Odisha Livelihoods Mission.
2. Documents in support of identity, qualifications, experience, etc. have to be produced in originals as and when required.
3. The selection process will consist of short listing of candidates on basis of academic qualifications and experience & skills, followed by personal interview.
4. The prescribed eligibility conditions viz. age, 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 shortlisted candidates will be informed about further selection process through text message and email Applicants should ensure that the mobile number and email-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 **05.10.2020 (5.30 PM) through Register Post only in the following address. The President, Badagada Gram Panchayat Level Federation,Badagada At/Po-Badagada ,PIN-761109 ,VIA-Badagada ,PS-Badagada ,District-Ganjam**

**Sd/- President,Badagada Gram Panchayat Level Federation, Badagada**

# Application for the Post of Programme Manager / MIS Assistant / Accountant

| A | Personal Information | | |
|---|---|---|---|
| | | | **POST APPLIED FOR -** |
| 1 | Full Name of the Applicant | : | |
| 2 | Sex (M / F / TG) | : | |
| 3 | Full Name of Father | : | |
| 4 | Full Name of Mother | : | |
| 5 | Birth Date (DD/MM/YYYY) | : | |
| 6 | Age as on last date of application (in months and completed years) | : | |
| 7 | Current Address with name of Village, Block, District, State | : | |
| 8 | Permanent Address with name of Village / Block / District/ State | : | |
| 9 | Mobile Number (Mandatory) | : | |
| 10 | Alternate Mobile Number (Optional) | : | |
| 11 | Email ID | : | |

*Recent Passport Size Photograph*

**B** Educational Qualification *(Attach photocopies of marksheets and degree certificates with form. )*

| | Degree/Diploma/ Certificate Course/ Any other | Institution/ College/ School | University / Board | Year of Passing | Marks Secured/ CGPA | Total Marks/ CGPA | |
|---|---|---|---|---|---|---|---|
| 1 | 10th | | | | | | |
| 2 | 12th | | | | | | |
| 3 | Graduation (Specify) | | | | | | |
| 4 | PG (Specify) | | | | | | |
| | **Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below** | | | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

**C** Computer/Accounting/Any Other Courses *(Attach photocopies of marksheets and certificates with form.)*

| | 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 *(Attach photocopies of experience certificate.)*

| | Name of the Organization | Name of the Project | Position Held | | | Years of Experience (write in years & months) | Main Responsibilities |
|---|---|---|---|---|---|---|---|
| | | | Name | From (MM/YYYY) | To (MM/YYYY) | | |
| 1 | | | | | | | Fill in separate sheet for each organization and attach with form |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

| E | Details of Experience | | | | | |
|---|---|---|---|---|---|---|
| | **Type of Responsibility in Job mentioned in point E above** | **Yes/No** | **Period of Work** | | **Years of Experience (write in years & months)** | |
| | | | From (MM/YYYY) | To (MM/YYYY) | | |
| | **If APPLIED FOR POST OF PROGRAMME MANAGER** | | | | | |
| | Working for promotion of enterprise | | | | | |
| | Working for/with community level institutions | | | | | |
| | **If APPLIED FOR POST OF ACCOUNTANT** | | | | | |
| | Related working experience in NGOs & management of different Community Based Organizations like SHGs, CLF, GPLF, PG & PC etc | | | | | |
| | **If APPLIED FOR POST OF MIS ASSISTANT** | | | | | |
| | Related work experience in development projects and for/with community level institutions | | | | | |

| F | Language Proficiency (Write the name of Language and Put Tick Mark (✔) in columns | | | |
|---|---|---|---|---|
| | **Language** | **Speak** | **Read** | **Write** |
| 1 | Odia | | | |
| 2 | Hindi | | | |
| 3 | English | | | |
| 4 | Any Other | | | |
| 5 | | | | |

| G | 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.*

**Note - Attach separate sheets if required for any information in form**

**Date**
**Place**                                                                                           **Signature of Candidate**

# Application for the Post of Programme Manager / MIS Assistant / Accountant

| A | Personal Information | | | |
|---|---|---|---|---|
| 1 | Full Name of the Applicant | : | | |
| 2 | Sex (M / F / TG) | : | | |
| 3 | Full Name of Father | : | | *Recent Passport Size Photograph* |
| 4 | Full Name of Mother | : | | |
| 5 | Birth Date (DD/MM/YYYY) | : | | |
| 6 | Age as on 31/08/2019 (in Completed Years) | : | | |
| 7 | Current Address with name of Village / Block / District/ State | : | | |
| 8 | Permanent Address with name of Village / Block / District/ State | : | | |
| 9 | Mobile Number (Mandatory) | : | | |
| 10 | Alternate Mobile Number (Optional) | : | | |
| 11 | Email ID | : | | |

| B | Educational Qualification *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)* | | | | | |
|---|---|---|---|---|---|---|
| | Degree/Diploma/ Certificate Course/ Any other | Institution/ College/ School | University / Board | Year of Passing | Marks Secured/ CGPA | Total Marks/ CGPA |
| 1 | 10th | | | | | |
| 2 | 12th | | | | | |
| 3 | Graduation (Specify) | | | | | |
| 4 | PG (Specify) | | | | | |

| C | Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below | | | | | |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

| D | Computer/Accounting/Any Other Courses *(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)* | | | | |
|---|---|---|---|---|---|
| | Name of the Course | Name of Institution | Government/ Private | Period of course | Grades/ Class/ Marks if any |
| 1 | | | | | |
| 2 | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **3** | | | | | | | | |

**E** | **Professional Experience** - Start with the MOST RECENT JOB *(Bring Original Experience Certificate along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)*

| | Name of the Organization | Name of the Project | Period of Work | Position Held | | | Years of Experience | Main Responsibilities |
|---|---|---|---|---|---|---|---|---|
| | | | | Name | From (MM/YYYY) | To (MM/YYYY) | | |
| **1** | | | | | | | | |
| **2** | | | | | | | | |
| **3** | | | | | | | | |
| **4** | | | | | | | | |
| **5** | | | | | | | | |
| **6** | | | | | | | | |

**F** | **Language Proficiency (Write the name of Language and Put Tick Mark (✓) in columns**

| | Language | Speak | Read | Write |
|---|---|---|---|---|
| **1** | Odia | | | |
| **2** | Hindi | | | |
| **3** | English | | | |
| **4** | Any Other | | | |
| **5** | | | | |

**G** | **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**