

KUMURISINGHA GRAM PANCHAYAT LEVEL FEDERATION, KUMURISINGHA

ODISHA LIVELIHOODS MISSION, KUMURISINGHA, ANGUL BLOCK

ADVERTISEMENT

Application 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 Kumurisingha GPLF of Angul Block in Angul District on Contractual basis for Center Of Excellence (COE) project under Odisha Livelihoods Mission (OLM) of Panchayat Raj and Drinking Water Dept. of Odisha. For details regarding Application form, eligible criteria, remuneration, Selection procedure, Documents etc, are available in the Angul district official Website [www.angul.nic.in](http://www.angul.nic.in) from 9<sup>th</sup> July 2020.

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 Kumurisingha GPLF AT/PO- Kumurisingha,Block-Angul,Dist- Angul, Pin- 759129 through Registered post/Speed post (Indian post) only and in no other means latest by Dt 23.07.2020 (5.00 PM) , the Application to be received by other means instead of Registered post/ Speed Post and beyond the deadline 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. **Those candidates already applied for the above post, they needn't applied again.**

GPLF Kumurisingha reserves the right to reject or accept any or all applications without assigning any reasons thereof.

Sd/- Secretary of Kumurisingha GPLF  
Angul Block, Dist Angul

Sd/ - President of Kumurisingha GPLF  
Angul Block, Dist Angul

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	<p>a. PostGraduate in any Discipline</p> <p>b. At Least 5 years experience in Development Sectors.</p> <p>c. Preference will give to those candidates who have work experience in enterprise promotion as well as working experience on different Community Level institution.</p> <p>d. Maximum age 40 years age as on 31.12.2019.</p>	Rs 20000/-PM
2	Accountant	01	<p>a. Graduate in Commerce.</p> <p>b. At Least 3 years experience in Accounting.</p> <p>c. Preference will give to those candidates who have work experience in NGOs &amp; Management of different base organization like SHGs, CLFs, and GPLFs &amp; PGs.</p> <p>d. The candidates having the certificate course and training on accounting software are most preferable.</p>	Rs 12000/-PM

			e. Maximum age 30 years age as on 31.12.2019	
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 &amp; validation.</p> <p>c. Preference will give to those candidates who have work experience in development project and community level institutions.</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/-PM

**Domicile:** The candidate should be a 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 Angul district official website i.e. [www.angul.nic.in](http://www.angul.nic.in)
- The candidates should send their applications through Registered Post/Speed Post only in the address of President , Kumurisingha GPLF, At/Po- Kumurisingha, Block- Angul, Dist- Angul ,Pin-759129. 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 Kumurisingha GPLF, Kumurisingha, Angul 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 Application.
- 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 academic, 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 academic, 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 academic, 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 MIS Assistant, marking for career in short listing criteria, 70 should be multiplied by average percentage secured by applicant in academic, Average percentage can be derived by dividing the aggregate of marks secured by applicant in Matriculation 10, +2 level, Graduation and Post Graduation PGDCA/DCA by aggregate of total marks in Matriculation 10, +2 level, Graduation and Post Graduation PGDCA/DCA.
- 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(one) 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(one) mark should be given for experience of more than 6(six) months.
- First 5 (five) candidates with highest marks would be shortlisted for personal interview.
- The selected applicant will execute an agreement with the Kumurisingha GPLF will within Non-Judicial Stamp Paper and Kumurisingha GPLF will issue engagement order after execution of agreement.
- Kumurisingha 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 grounds of incompetency, poor performance, negligence in duty, misconduct, violation of orders of higher authorities 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 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 Angul District Official Website [www.angul.nic.in](http://www.angul.nic.in) .The last date for filling of objection if any about their Rejection should be submitted to Kumurisingha GPLF through Registered Post/ Speed Post only, about which the details will be mentioned in that publication.
- The list of provisionally selected candidates shall be prepared in the ratio of 1:3 based on merit as per vacancy and shall be published Angul District Official Website "[www.angul.nic.in](http://www.angul.nic.in)". Similarly the Final Merit List of selected candidates shall also be published in the same Angul District Official Website "[www.angul.nic.in](http://www.angul.nic.in)".
- The Kumurisingha 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 Certificates and Mark Sheet.
- Graduation Certificate and Mark Sheet
- Post Graduate 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 Applications through Registered Post/ Speed Post is Dt 23.07.2020 (5.00 PM).

Sarojini Sahu.

Secretary

କୁମୁରୀସିଂହା  
Kumurisingha GPLF  
ଆଂଗୁଲ ସାଦର ବ୍ଲକ୍  
Angul Sadar Block

Jhlimyhi  
President

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ଆଂଗୁଲ ସାଦର ବ୍ଲକ୍  
Angul Sadar Block

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

**A Personal Information**

1	Full Name of the Applicant	:	Recent Passport Size Photograph
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 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/	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