

NOTICE

BLF Office, Banarpal Block

Letter No. 304

Date: 18/12/2023

Block Level Federation, Banarpal invites Application from candidates for the following positions of Community Support Staff

Sl No.	Community Support Staff	CLF/GPLF		No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. Per Month)
1	Bank Mitra	Name of Bank	Union Bank, Kumanda	1	12th/Intermediate/+2 pass	Rs. 6000/-
		Service Area GP/GPs	Kumanda, Jarasingha, Benagadia, Ranigoda Jungle			

Namita Dasgupta
President
S.H.G Federation
Banarpal

Other Eligibility Criteria:

- Should be a woman and an SHG member
- Should be able to read and write Odia
- Well conversed with local language/dialect
- Age : Minimum 18 years
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK; GP/GPs coterminous with the service area of the concerned Bank for Bank Mitra ; same block in case of BDSF and CRP-EP.

GENERAL TERMS & CONDITIONS

- 1) Application form and work description for each position are available at GPLF/BLF office. Candidate may download the Application Form and job profile from the website of Chief Development Officer-cum-Executive Officer.
- 2) **Self attested documents in support of identity, qualifications, experience etc. as per the checklist have to be submitted along with application form at BLF Office within the timeline.** Original documents shall be produced as and when required.
- 3) The selection process will consist of short listing of candidates on basis of minimum eligibility criteria, academic qualifications, experience and other socio-economic cum special category.
- 4) The prescribed eligibility conditions viz. age, qualification and experience etc. should have been acquired as on date of notice. 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) Applicants shall mention the correct and active mobile number and email-id in the application form.
- 7) CLF/GPLF/BLF have all the rights to cancel selection process at any level of selection process.
- 8) The candidate has no right to claim for permanent job with concerned CLF/GPLF/BLF/Government.
- 9) **The notice period for apply of application is 15 days i.e from 01.01.2024 to 16.01.2024. The last date of receipt of application is 16.01.2024 before 5 PM.**

Sd/-

Namita Daswal
President/Secretary
SHG Federation
Banarpal

Memo No. 325 Date: 18/12/2023

Copy forwarded to CDO-cum-EO, Zillaparishad, Angul for favour of kind information and requested to take necessary steps for publish this notice in district NIC web-site **effective from 01.01.2024** for wide circulation.

Namita Daswal
President/Secretary
SHG Federation
Banarpal

Memo No. 326 Date: 18/12/2023

Copy forwarded to BDO/CDPO Banarpal for favour of kind information and requested to publish this notice at Block/ICDS Notice board for wide circulation.

Namita Daswal
President/Secretary
SHG Federation
Banarpal

Memo No. 327 Date: 18/12/2023

Copy forwarded to Sarapanch of concern GP for favour of kind information and requested to publish this notice at GP Notice board for wide circulation.

Namita Daswal
President/Secretary
SHG Federation
Banarpal

Memo No. 328 Date: 18/12/2023

Copy forwarded to President/Secretary of concern GPLF for information and requested to publish this notice at GPLF Office for wide circulation.

Namita Daswal
President/Secretary
SHG Federation
Banarpal

ANNEXURE-II APPLICATION FORM FOR COMMUNITY SUPPORT STAFF

Position applied for –

Name of the CLF: _____ **Name of the GPLF:** _____

Name of the Bank Branch (Bank Mitra): _____ **Name of the Block:** _____

A	Personal Information		
1	Full Name of the Applicant		<i>Paste recent passport size colour photograph</i>
2	Sex		
3	Full Name of Father/ Husband		
4	Full Name of Mother		
5	Date of Birth (DD/MM/YYYY)		
6	Age as on date of issue of notice (in Completed Years)		
7	Social Category (Please tick valid option)	Gen () / SEBC () / SC () / ST () / Minority ()	
8	Economic Category (Please tick valid option)	Poor () / EPVG () / Ration Card holder () / BPL () / Annual Income less than Rs.60,000/- ()	
9	Special Category (Please tick valid option)	PwD () / Orphan () / PVTG ()	
10	Current Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin		
11	Permanent Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin		
12	Telephone/mobile Number (Mandatory)		
13	Alternate telephone/mobile Number (Optional)		
14	Email ID (optional)		

B.	Educational Qualification <i>(Self attested photocopy of Certificates & Mark sheets to be</i>
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attached)							
Sl. No.	Degree/Diploma/ Certificate Course/ Any other	Total Marks	Total Marks secured	% of marks secured	Institution / College/ School	University / Board	Year of Passing
1	10 th Class						
2	12 th / Intermediate/ +2						
3	Graduation (Specify)/ +3						
4	Post Graduate (Specify)						
Any other qualification, ITI/additional degree, diploma/ degree/ certificate course. If Yes, mention below							
5							
6							
7							
8							

C. Experience (Self attested photocopy of experience certificates and relevant documents to be attached)					
Sl. No.	Area of Experience	Name and address of SHG/ CLF/ GPLF/Department/ Organization/ govt. recognized Institution associated with	PERIOD		Total Period (In Years/ Months)
			From (MM/YYYY)	To (MM/YYYY)	
1					
2					
3					
4					

D.	Language Proficiency (Put Tick Mark \checkmark in appropriate column)
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Sl. No.	Language	Read	Write	Speak
1	Odia			
2	Hindi			
3	English			
4	Any Other (Specify)			

Documents attached (refer to *Annexure-III* to know type of documents to be attached)

Sl No.	Name of Document attached	Sl No.	Name of Document attached
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	


Declaration

I do hereby, declare that information submitted by me is true to the best of my knowledge. I understand that, in case of false information, my candidature will be rejected at any given point of time and I am also liable for appropriate action.

Date

Place

Signature

Cut from Here  -----

Acknowledgement

Application No: _____

I Ms/Smt..... acknowledge receipt of application of
Ms/Smt..... for the position of for
..... CLF GPLF.....
under.....BLF on date..... at

Full Name & Signature of receiver

With seal and stamp

ANNEXURE-III CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Parameter	Self-Attested Documents to be submitted
a.	b.	c.
1.	Address Proof	Resident Certificate/Aadhaar Card/ Voter ID/ Electricity/ Water Bill/ Ration Card
2.	Identity Proof	Aadhaar Card/Voter ID/PAN Card/ Driving License/ Ration Card with Photo
3.	Age Proof	Birth Certificate/ 10 th class certificate
4.	Educational Qualification	Mark sheet/ Board Certificate/ Diploma/Degree Certificate/ Post graduate certificate/ Any other qualification certificate from approved recognized institution
5.	SHG Member	Letter from President/Secretary of concerned SHG
6.	Social Category (SC/ST/Minority)	Caste Certificate
7.	Economic Category (Poor/EPVG (SECC 2011 Census data)	PIP Under OLM as per SECC-2011
8.	Ration card holder	Ration card issued by Competent Authority
9.	BPL	BPL card issued by Competent Authority
10.	Annual Income less than Rs. 60,000/	Income Certificate issued by Tahasildar
11.	Person with Disability	Disability Certificate from concerned government department
12.	Orphan	Orphan certificate from concerned Tahasildar (staying at home)/ DCPO (staying at child care institution)
13.	PVTG	Caste Certificate
14.	Community Cadre in intensive village/ GP under OLM	Letter from concerned CLF President/Secretary (in case of CRP-CM), GPLF President/Secretary in case of MBK, Bank Mitra, CRP-EP mentioning period for which candidate is/was engaged in intensive village/ GP under OLM
15.	CRP for mobilization round/ Senior CRP under OLM	Letter/ Certificate from BMMU/DMMU/SMMU, OLM mentioning the period of engagement

ANNEXURE-IV TIMELINE FOR SELECTION OF COMMUNITY SUPPORT STAFF

Sl. No	Activity	Timeline	Date	Responsibility
a.	b.	c.	d.	e.
1.	Notification at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi centers of GP for concerned Community Support Staff from website of Chief Development Officer-Cum-Executive Officer (CDO-cum-EO)	Day 1		BLF/GPLF EC OLM + Chief Development Officer-Cum-Executive Officer for publication in the website
2.	Last date of receipt of Applications	Day 15		BLF
3.	Recording of all applications in prescribed register	Day 1 to day 15		BLF
4.	Preparation of list of candidates	Day 20		BLF
5.	Display of list of candidates at BLF, GPLF and CLF (for CRP-CM)	Day 22		Selection Committee (at BLF)
6.	Submission of grievance (at Block Office)	Day 23 to day 29		BDO
7.	Hearing of grievances of candidate/s	By the day 30 to day 34		BDO
8.	Document Verification by selection committee	By the day 35 to day 44		Selection Committee (at BLF)
9.	Preparation of Final merit list (at BLF)	By the day 45		Selection Committee (at BLF)
10.	Resolution made at GPLF	By the day 50		GPLF
11.	Display of Final merit list at BLF, GPLF and CLF (for CRP-CM only)	By the day 51		BLF and GPLF
12.	Issue of Offer letter	By the day 53		GPLF