

MAHULPALI GRAM PANCHAYAT LEVEL FEDERATION, MAHULPALI.  
ODISHA LIVELIHOODs MISSION, TANGARPALI, SUNDARGARH.



Letter No. 01

Dated 17 / 01 / 2020

ADVERTISEMENT

Applications 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 of MIS Assistant in Mahulpali GPLF of Tangarpali Block in Sundargarh district on Contractual basis for Center of Excellence (CoE) project under Odisha Livelihood Mission (OLM) of Panchayati Raj and Drinking Water Dept, Govt of Odisha. For details regarding Application form, eligible criteria, remuneration, selection procedure, documents etc. are available in the Sundargarh district official website [www.sundergarh.nic.in](http://www.sundergarh.nic.in).

Applications 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 Mahulpali GPLF At/po. G. Mahulpali, Dist- Sundargarh, Pin-770002 through Registered post / Speed Post (India Post) only and in no other means latest by Dt.10.02.2020 (5.00PM). The Applications to be received by other means instead of Registered post / Speed Post and beyond the date line 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.

GPLF, Mahulpali reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

Memo No. 02

Date 17-01-2020

Copy to DIO, NIC, Sundargarh with a request to upload this Advertisement Notice in the Sundargarh District Official Website "www.sundergarh.nic.in" by Date-22.01.2020 for wide publication.

*Labanga Lata Patel*  
President  
President  
Mahulpali GPLF  
Mahulpali G.P, Tangarpali  
Dist-Sundargarh

*Labanga Lata Patel*  
President  
President  
Mahulpali GPLF  
Mahulpali G.P.L.F.  
Mahulpali G.P, Tangarpali  
Dist-Sundargarh

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

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

*Labanga Khat Patel*

President

Mahulpali GPLF

Mahulpali G.P.L.F.

Mahulpali G.P., Tangarpali

Dist- Sundargarh

**VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT:**

Sl No	Name of the Post	Total No Posts	Qualification, Experience and Age Limit	Remuneration
1	Programme Manager	01	<p>a. Post Graduate 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 institutions.</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 of experience in Accounting.</p> <p>c. Preference will give to those candidates who have work experience in NGOs &amp; Management of different base organizations like SHGs, PG, CLF, GPLF &amp; PG.</p> <p>d. The candidates having the certificate course and training on accounting</p>	Rs 12000/- PM

			software are most preferable. e. Maximum age 30 years age as on 31.12.2019..	
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 give 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 age as on 31.12.2019.	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 Sundargarh district official website i.e. [www.sundergarh.nic.in](http://www.sundergarh.nic.in).
- The candidates should send their applications through Registered Post/ Speed Post only in the address of President, Mahulpali GPLF, at/Po- G. Mahulpali, Dist- Sundargarh, Pin-770002. 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 ASSISTNAT" which must reach to Mahulpali GPLF, Mahulpali, Sundargarh 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 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 candidates shall be strictly on the basis 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/DCA by aggregate of total marks in Matriculation, 10 +2 Level, Graduation and 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 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 Mahulpali GPLF within Non-Judicial Stamp Paper and Mahulpali GPLF will issue engagement order after execution of agreement.
- Mahulpali GPLF is the Disciplinary Authority of the above post and is competent to terminate the contract and disengaged the Programme Manager, Accountant and 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 Sundargarh District Official Website "[www.sundergarh.nic.in](http://www.sundergarh.nic.in)". The last date for filing of objection if any about their rejection, should be submitted to Mahulpali GPLF through Speed Post/ Registered 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 in Sundargarh District Official Website "[www.sundergarh.nic.in](http://www.sundergarh.nic.in)". Similarly, the Final Merit List of selected candidates shall also be published in the same Sundargarh District Official Website "[www.sundergarh.nic.in](http://www.sundergarh.nic.in)".
- The Mahulpali 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 (CHSC & its equivalent).
- Gradation Certificate and Mark sheet.
- Post Gradation 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-10.02.2020 (05.00 PM).

*Labanga Lata Patel*  
President

Mahulpali GPLF

G. Mahulpali, Sundargarh.

**President**  
**Mahulpali G.P.L.F.**  
**Mahulpali G.P, Tangarpali**  
**Dist-Sundargarh**

**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 <sup>th</sup>					
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

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.

Signature of Candidate