



**OFFICE OF THE BLOCK MISSION SHAKTI FEDERATION, LEPHRIPARA**

**BLOCK-LEPHRIPARA, DIST-SUNDARAGRH**

**REGD NO-5669-81/2008**

**READVERTISEMENT**

Letter no.. **980**.....

Date **27/03**...../2023

**Block Mission Shakti Federation**, At-Lephripara(Block Campus) Po-Lephripara Dist-Sundargarh Pin-770012 invites applications from candidates for the following positions of Community Support Staff

Community Support Staff	CLF/GPLF	No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. Per Month)
CRP-CM	No. of CLF	1Nos.	10 <sup>th</sup> Pass	Rs.3000/-
	No. of GPLF	1 Nos		

The CLF /GP Wise vacancy details is attached herewith in Annexure-1 for reference

**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;

## 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 last date of receipt of application is DE-11-04-2023

Jogeswari Shukla  
27-03-2023

Secretary

Block Mission Shakti Federation  
Lephripara

Bina Paul Singh  
27-03-23

President

Block Mission Shakti Federation  
Lephripara

Memo No- 981 /Dt- 27-03-2023

Copy to GPLFs President/Secy of **Sarafgarh GP**, for kind information with a request to publish the Advertisement in all Concern CLFs and GPLFs Notice Board.

Jogeswari Shili  
Secretary  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Binafani Sethi  
President  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Memo No- 982 /Dt- 27-03-2023

Copy to Sarpanch of **Sarafgarh GP** for kind information with a request to affix the Advertisement in your GP Office Notice Board.

Jogeswari Shili  
Secretary  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Binafani Sethi  
President  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Memo No- 983 /Dt- 27-03-2023

Copy to Concern GP **Lady Supervisor**, ICDS Lephripara for kind information with a request to affix the Advertisement in Concern **AWCs** Office Notice Board through concern **AWW** as per annexure-1.

Jogeswari Shili  
Secretary  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Binafani Sethi  
President  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Memo No- 984 /Dt- 27-03-2023

Copy to the Zilla Parishads(ka/ kha) Lephripara / Block Chairman ,Lephripara/ Vice Chairman ,Lephripara and PRI Members of Sarafgarh GP for-kind information with a request to publish the Advertisement in respective office Notice Board.

Jogeswari Shili  
Secretary  
27-03-23

Block Mission Shakti Federation  
Lephripara

Binafani Sethi  
President  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Memo No- 985 /Dt- 27-03-2023

Copy to the BPC/BPM Mission Shakti , Lephripara for kind information .

Jogeswari Shili  
Secretary  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Binafani Sethi  
President  
27-03-2023

Block Mission Shakti Federation  
Lephripara

Block Level Mission Shakti Federation  
Lephripara

Memo No- 986 /Dt- 27-03-2023

Copy to the Block Development Officer, Lephripara and Child Development Project Officer, ICDS Lephripara for kind information with a request to publish the Advertisement in respective office Notice Board.

Jogeswari Shikhi  
Secretary 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Binayak Setta  
President 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Memo No- 987 /Dt- 27-03-2023

Copy to the Chief information Officer, Sundargarh for information with a request to web host the advertisement in NIC Portal of Sundargarh District.

Jogeswari Shikhi  
Secretary 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Binayak Setta  
President 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Memo No- 988 /Dt- 27-03-2023

Copy to the DSWO, Sundargarh / CDO-cum-EO Zilla Parishad, Sundargarh for favour of kind information.

Jogeswari Shikhi  
Secretary 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Binayak Setta  
President 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Memo No- 989 /Dt- 27-03-2023

Copy to the Notice Board/Guide File of BLF for publish & record.

Jogeswari Shikhi  
Secretary 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Binayak Setta  
President 27-03-2023  
Block Mission Shakti Federation  
Lephripara

Annexure-1

COMMUNITY SUPPORT STAFF VACANCY POSITION IN DIFFERENT GP/CLF

SL No	Name of the GPLF	Name of the CLF	Name of the Post	Vacancy in Nos.	Performance Incentive (Rs. Per Month)
1	Sarafgarh	Kaseijharan CLF	CRP-CM	1	Rs.3000

Jogeswari Shukla  
Dt-27-03-2023  
Secretary  
Block Mission Shakti Federation  
Lephripara

Bina Paul Saha  
Dt-27-03-2023  
President  
Block Mission Shakti Federation  
Lephripara

Secretary  
Block Level Mission Shakti Federation  
Lephripara

**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:** \_\_\_\_\_

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

*Paste recent size colour photograph*

**B. Educational Qualification (Self attested photocopy of Certificates & Mark sheets to be 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 <sup>th</sup> Class						
2	12 <sup>th</sup> / Intermediate/ +2						
3	Graduation (Specify)/ +3						
4	Post Graduate (Specify)						
<b>Any other qualification, ITI/additional degree, diploma/ degree/ certificate course. If Yes, mention below</b>							
5							
6							
7							
8							

<b>C. Experience (Self attested photocopy of experience certificates and relevant documents to be attached)</b>					
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					

<b>D. Language Proficiency (Put Tick Mark <math>\checkmark</math> in appropriate column)</b>	

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

*Handwritten mark*

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 <sup>th</sup> 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