ODISHA LIVELIHOODS MISSION
SWAYAMSWIDHA GPLF

GP:- Khandianai, BLOCK:- Beguniapada, DIST:- GANJAM

E-mail:- swayamswidhagplf@gmail.com

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Letter No: - 157   **Date:-6.10.2020**

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Swayamswidha GPLF, Khandianai GP, Beguniapada Block invites applications from the eligible candidates for contractual engagement for the following posts under Centre of Excellence (CoE) Project.

Positions	Total Nos.	Qualification	Age Limit	Experience	Salary (Rs. Per Month)
Programme Manager	01	Post Graduation	40 years	5 years	20,000
Accountant	01	Graduation in Commerce	30 years	3 years	12,000
MIS Assistant	01	Graduation with PGDCA/GDCA	30 years	2 years	10,000

GENERAL TERMS & CONDITIONS

1) Details of Application form, eligibility criteria, roles and responsibility for each post are available for download in the Ganjam district official website i.e. www.ganjam.nic.in w.e.f. from 08.10.2020.

2) The last date for receipt of application is 22.10.2020 through registered/ speed post only in the following Address – The President, Swayamswidha GPLF,Khandianai GP, AT-Khandianai, PO – Beguniapada, Pin – 761031,Dist-Ganjam

Sd/-
President
Swayamswidha GPLF

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MIS Assistant	01	Graduation with PGDCA/GDCA	30 years	2 years	10,000

GENERAL TERMS & CONDITIONS

1) Details of role, responsibilities, qualification and other eligibility criteria for each position and application forms are available at Ganjam district and Beguniapada block office of Odisha Livelihoods Mission as well as at Swayamswidha GPLF office.

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 and experience, etc. should have been acquired as on application closing date. 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 22.10.2020.**

Sd/-
President
Swayamswidha GPLF

ROLE , RESPONSIBILITY, ELIGIBILITY CRITERIA AND REMUNERATION

1.Programme Manager (PM) :

For day to day administration and management, the CoE will have one Programme Manager. S/he will be recruited through an open selection process by the respective GPLF, meeting required eligibility. Preferably, during the first year of the CoE one YP having good track record of programme management and opting to take responsibility of the CoE may play the role of the PM and gradually, it may be taken over by the Programme Manager.

a. Eligibility Criteria

- Post Graduate or MBA in any discipline
- At least 5 years of experience in Development sector
- Proficiency in Local Language.
- Age limit: 40 Years

b. Desired Criteria

- Exposure of working with enterprise promotion will be an added advantage
- Working experience on different community level institutions
- Basic Knowledge in Computer
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM

c. Role and Responsibilities

- Setting strategy and directions of strengthening the CoE
- Vision building of CoE
- Preparation of Perspective Plans
- Preparation of Detail Project Report
- Preparation of Annual Action Plan
- Preparation of Business Development Plan
- Capacity Building Plan for Staff of CoE ,Community Cadres and Leaders
- Convergence with Line Departments and Partners
- Grievance redressal
- Identification of resources in the GP, Skill building of SHG members
- Planning and execution for Revenue Generation
- Report returns as and when required
- Developing implementation strategy to meet all the criteria of CoE within pre defined time period.
- Monitoring and Evaluation of all activities related to CoE

- Overall management of day to day CoE activities
- Proper coordination with all the stakeholders for effective implementation
- Timely disbursement of remunerations to staff and cadres
- Coordination with BMMU and Partners
- Any other task assigned by EC, GPLF (CoE)

d. **Whom to Report:**

Reporting and Reviewing Authority is EC of GPLF.

e. **REMUNERATION**

Rs 20,000 pm

2.Accountant

a. **Eligibility Criteria**
- Graduate in Commerce
- Knowledge & operational efficiency in MS Office & accounting software
- At least 3 years of experience in Accounting (Work experience with Community Based Organizations will be an added advantages)
- Proficiency in Local language
- Age limit : 30 Years

b. **Desired Criteria**

- Work experience in NGOs & management of different Community Based Organizations like SHGs, CLF, GPLF, PG & PC etc.
- Having good knowledge in accounts & finance
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM or any other livelihoods related project/scheme

c. **Role and Responsibilities**

- Preparation of Annual Budget
- Process for any disbursement/payment
- Maintenance of books of records like Cash book, Ledger, Vouchers, Stock book etc
- Procurement of Goods ,Works & Services if any by following community procurement guidelines
- Preparation of Monthly/Quarterly/Annual financial report
- Responsible for initiating & conducting Financial Audits
- Any other task as assigned by Executive committee members/Programme Manager

d. **Whom to report**

S/he will report to the Programme Manager

e. **REMUNERATION**
Rs 12000 pm

3 MIS assistant
a. **Eligibility Criteria**

- Graduation in any discipline with PGDCA/DCA
- At least 2 years of working experience in Data entry, uploading, collection & validation.
- Should have good knowledge of Ms. Word, Excel, PPT & Email
- Age limit : 30 Years

b. **Desired Criteria**

- Working experience in development projects andcommunity level institutions
- Possess data interpretation skill
- Preference will be given to the candidates previously associated with NRLM

c. **Role and Responsibilities:**

a. Data entry and uploading in various portals,
b. Implementation of transaction based MIS,
c. Data collection and validation
d. Preparation of weekly and monthly reports
e. Analysis of Data
f. Data management and Data entry training to SHGs ,Cadres and Leaders
g. Monitoring and Evaluation aspect of CoE
h. Giving assistance in preparation of Annual Action Plan and Detail Project Report
i. Any other task assigned by EC/Programme Manager

d. **Whom to report**

S/he will report directly to the Programme Manager

e. **REMUNERATION**

Rs 10000 pm

The following guidelines should be followed for short listing of applicants for post of Programme Manager, MIS Assistant and Accountant-

Programme Manager

a) Committee should enter the respective details of all the candidates who apply for post of Programme Manager in short listing format

b) If applicant fails to satisfy any one out of three eligibility criteria, he/she should be marked as 'not eligible' and should not be considered for further short listing criteria. Details of non-eligibility should be written in remarks column.

c) For 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.

d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks

e) 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

f) First 5 candidates with highest marks would be shortlisted for personal interview

Accountant

a) Committee should enter the respective details of all the candidates who apply for post of Accountant in short listing format

b) If applicant fails to satisfy any one out of three eligibility criteria, he/she should be marked as 'not eligible' and should not be considered for further short listing criteria. Details of non-eligibility should be written in remarks column.

c) For 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.

d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks

e) 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

f) First 5 candidates with highest marks would be shortlisted for personal interview

MIS Assistant

a) Committee should enter the respective details of all the candidates who apply for post of MIS Assistant in short listing format

b) If applicant fails to satisfy any one out of three eligibility criteria, he/she should be marked as 'not eligible' and should not be considered for further short listing criteria. Details of non-eligibility should be written in remarks column.

c) For 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/GDCA by aggregate of total marks in Matriculation, 10 +2 Level, Graduation and PGDCA/GDCA.

d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks

e) 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

f) First 5 candidates with highest marks would be shortlisted for personal interview

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

A	Personal Information			
			POST APPLIED FOR -	
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 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	:		

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)		

							Fill in separate sheet for each organization and attach with form
1							
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

Note - Attach separate sheets if required for any information in

Date

Place   **Signature of Candidate**