MAHASANAGRAM GRAMA PANCHAYATA STARIYA MAHILA MAHASANGHA,BADAKERENGA,KORAPUT.

No.69 //2020   Dated:04.11.2020

ADVERTISEMENT

Applications in the prescribed format available on the website (www.koraput.nic.in) and (www.drdakoraput.org) are invited from the eligible candidates for engagement in **03** posts of for the post of Programme Manger (1No) ,Accountant (1Nos), MIS Assistant (1No) on purely contractual basis in Mahasangram Gramapanchyata Stariya Mahila Mahasangha,badakerenga of Koraput District under OLM in the consolidated monthly remuneration of the post of Programme Manger (1No) **Monthly Remuneration** Rs.20,000/-, Accountant (1No),Rs.12,000/-, MIS Assistant (1No) Rs.10,000/- only. The applications should reach to the Mahasangram Panchayata Stariya Mahila Mahasangha, Badakerenga on or before 20.11.2020 by 5.30 PM sharp by Registered Post/Speed Post only. Applications received after last date or on any other mode shall be liable for rejection.

ELIGIBILITY:-

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

**Domicile:** The candidate should be a resident of the Koraput District.

TERMS & CONDITITIONS:

- 1) Candidates need to apply in the prescribed format available at www.koraput.nic.in and www.drdakoraput.org

  - The post of Programme Manger (1No), Accountant (1No), MIS Assistant (1No) will be engaged on contractual basis for a period of one year.

  - Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.

  - The selection process will consist of short listing of candidates on basis of academic qualifications, and experience& skills, followed by personal interview.

  - The post of Programme Manger, Accountant, MIS Assistant, so engaged will execute an agreement with the Mahasangram Grama Panchayat Stariya Mahila Mahasangha, Badakerenga, Koraput in Non-Judicial stamp paper and upon which engagement order (**Contractual and Conterminous with the Scheme**) shall be issued.

- 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.
- 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.
- 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.
- Candidates must send ink-signed application form before the cut-off date i.e 20.11.2020. (15 days from the date of publication of advertisement)
- The authority will not be responsible for any postal delay or loss of application in transit.
- Applications should be sent only through **Registered Post/ Speed Post**. Application sent in any other mode will not be accepted.
- The applicant shall send the filled in application forms along with self attested photocopies of the relevant certificates showing the date of birth, qualification, Residence and Caste Certificate, two nos. of passport size (3.5 X 2.5) photograph and all other documents as per the check list to **Mahasangram Mahila Mahasangha (GPLF) Badakerenga Gram Panchayat Office Po-Kolab Nagar PIN-764011** by Registered Post/ Speed Post only.
- The applicants without the signature of the candidates will be summarily rejected.
- The envelope containing the application form must be **Super scribed Application for the post of Programme Manger, Accountant, MIS Assistant.**
- The application form should reach **Mahasangram Mahila Mahasangha (GPLF) Badakerenga Gram Panchayat Office Po-Kolab Nagar PIN-764011** *Block/Dist. Koraput* on or before 5.00 P.M. of the last date i.e **20.11.2020**
- Download the prescribed application form available in the website www.koraput.nic.in and www.drdakoraput.org.
- For more details of the terms & conditions, eligibility criteria, application form etc, please visit the district NIC website www.koraput.nic.in and www.drdakoraput.org.

Activity	Date
Last date of receipt of ink-signed application through Regd. Post/ Speed Post only	20.11.2020

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SECRETARY
MAHASANGRAMGPLF
BADAKERENGA.

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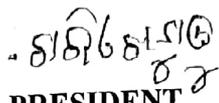
PRESIDENT
MAHASANGRAM GPLF
BADAKERENGA.

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

A   **Personal Information**

1	Full Name of the Applicant	:		
2	Sex (M / F / TG)	:		
3	Full Name of Father	:		Recent Passport Size Photograph
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/ School	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