

**MAA SAMALESWARI MAHILA MAHASANGHA (GPLF)****AT/PO- PATRAPALI, PS- MURIBAHAL-767037, DIST-BALANGIR****ADVERTISEMENT**

Application are invited from the eligible Candidates for Purely Contractual for the following Post under CENTER OF EXCELLENCE(COE) PROJECT.

| Position        | Total Nos | Qualification            | Age Limit | Experience | Salary(Rs. Per Month) |
|-----------------|-----------|--------------------------|-----------|------------|-----------------------|
| Program Manager | 01        | Post-Graduation          | 40 Years  | 5 Years    | 20,000.00             |
| Accountant      | 01        | Graduation in Commerce   | 30 Years  | 3 Years    | 12,000.00             |
| MIS Assistant   | 01        | Graduation in PGDCA/GDCA | 30 Years  | 2 Years    | 10,000.00             |

**General Terms & Conditions:-** Details Application form, Eligibility Criteria, Role and Responsibilities for each Post and Application form is available at District office, Balangir web site i.e. [www.balangir.nic.in](http://www.balangir.nic.in) with effect from dt. 15.09.2020 which may be referred to last date of submission of application is dt. 29.09.2020 (5.00 PM) through Registered /Speed Post Only in the following address: - **The President, MAA SAMALESWARI MAHILA MAHASANGHA (GPLF), AT/PO- PATRAPALI, PS- MURIBAHAL, DIST-BALANGIR.**

1. Documents in support of Identity, qualifications, Experience etc. have to be produced in originals as a when required.
2. The selection process will consist of short listing of Candidates on basis of academic Qualification, experience and skills followed by Personal Interview.
3. The prescribed eligibility conditions viz. as Qualification, experience etc should have been acquired as on application closing date. Qualification should be from approved recognized Institutions.
4. In case of false or insufficient information / lack of prove to ascertain the eligibility of the applicant their Candidature will be rejected at any stage of the selection process.
5. Only shortlisted Candidates will be informed about further selection process through letters & Email.
6. The eligibility criteria for selection may be changed based on the number of Applications received without assigning any reason thereof.

Sd/- Dashaamati Bhoi (President)  
Maa Samaleswari Mahila Mahasngha  
Patrapali , Muribahal Block , Balangir

**Guidelines for Short listing Applicants**

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

Annexure - 3

**A Personal Information**

|    |  |   |                                 |
|----|--|---|---------------------------------|
| 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 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