Applications are invited from the eligible candidates to fill up 1 no. of post of **Programme Manager**, 1 no. of post of **Accountant** and 1 no. of **MIS Assistance** in Bhamini GPLF OF Umerkote in Nabarangapur Dist on Contractual basis for **Centre Of Excellence (COE)** Project under Odisha Livelihoods Mission (OLM) Of Panchayat Raj and Drinking water Dept. Govt. of Odisha. For details regarding application for Eligibilty Criteria , remuneration, Selection Process, documents etc. are available in the Nabarangapur district official website www.nabarangapur.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/ACCOUNT/MIS ASSISTANCE**" in the address of president Bhamini GPLF At/po- Bhamini, Umerkote , Nabarangapur, Pin- 764073 through registered post / speed post(Indian Post) only and in no other means latest by **Dt. 15.03.2020 (5PM)** the applications to be received by other means instead of registered post / speed post 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 against the candidates who will submit false documents and information for the same. GPLF, Bhamini reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

Secretary
G.P.L.F.,Bhamini
Umerkote Block

President President
G.P.L.F.,Bhamini
Bhamini Umerkote Block

Copy to: PD, DRDA, Nabarangapur

Copy to: PA, Collector

Sample Advertisement

Name of GPLF with full address invites applications from 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 role, responsibilities, qualification and other eligibility criteria for each position and application forms are available at district (name) and block (name) office of Odisha Livelihoods Mission as well as at 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 shortlisting 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 _____**

Sd/-
GPLF President

6.0 Process of Roll-out of CoE Strategy

To manage a CoE, it will have the following structural arrangements:

6.1 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.

6.2 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

6.3 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 and community 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

6.4 Master Trainer:

At least 2 Master trainers will be developed for each of the following thematic areas in each Centre of Excellence.

- Social mobilization and Institution building
- Book keeping and auditing
- Micro Investment Plan (MIP)
- Financial Inclusion & Financial Management
- Livelihoods Promotion
- FNHW (Food, Nutrition, Health and Sanitation) and Gender

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

Recent Passport Size Photograph

A Personal Information

1	Full Name of the Applicant	:
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

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

	Recent Passport Size Photograph

A   Personal Information

1	Full Name of the Applicant	:	
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					