

GRAM PANCHAYAT LEVEL FEDERATION, BHAMINI

Letter No. -15/21.

Date: 29.10.21

To

The DIO, NIC
Nabarangpur.

SUB- Publishing of COE Staff Recruitment notification in the District web portal.

Sir,

Applications are invited from eligible candidates for the post of **01 no. of Programme Manager -cum- Mis Assistant**, in Bhamini GPLF At/Po- Bhamini, Block- Umerkote, Nabarangpur. The Detail asvertisement along with terms and conditions may be downloaded from the website- www.nabarangpur.nic.in from date 30/10/2021 to 12/11/2021 . The last date and time of receipt applications 12/11/2021 upto 5pm. Through Regd. Post/Speed post/Courier only. The COE staff recruitment notification previously published as per letter no 2 dtd. 25/02/2020 has been cancelled due to the new clarification regarding it as per letter no 745/2021.

So, kindly publish the notification in the district web portal.

Yours Faithfully,

Surentra Panda

President
BHAMINI GPLF
Umerkote Block

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

How To Apply:-

- Download the application form provided in advertisement.
- Fill all the parameters carefully.
- Applications in the prescribed format dully filled along with all the relevant documents (self attested) are to be submitted in a sealed cover super scribed “ **APPLICATION FOR THE POST OF PROGRAMME MANAGER- cum-MIS ASSISTANT**” in the address of **President Bhamini GPLF At/Po- Bhamini, Umerkote, Nabarangpur, Pin- 764073** through registered post / speed post(Indian Post) only and in no other means latest by Dt. 12/11/2021 (5 PM).

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.
- Must have knowledge in computer .

DOCUMENTS TO BE ATTACHED:-

- Adhaar Card or any Identity card
- Caste certificate
- 10th certificate with mark sheet
- +2 certificate with mark sheet
- Graduation certificate with mark sheet
- Post graduation certificate with mark sheet
- Computer certificate
- Experience certificate as per the post

REMUNERATION;-

- **20000/- (Twenty thousand) Per month.**

Application for the Post of Programme Manager-cum- MIS Assistant

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 <i>(Bring Original Documents along with Self Attested 2 photocopies of each document. Pl. don't attach it to Application Form)</i> | | | | | |
| | 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