

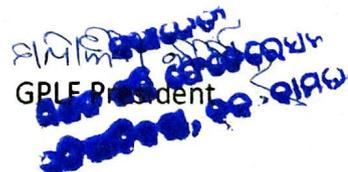
Advertisement

Mission Shakti Federation, Rangiatikra GP, Bamra Block, Sambalpur invites applications from candidates for contractual engagement for the following post under Centre of Excellence (CoE) Project

Position	Total Nos.	Qualification	Age Limit	Experience	Honorarium(Rs. PerMonth)
Programme Manager cum MIS Assistant	01	Post Graduation	40 years	5 years in Development Sector	20,000

GENERAL TERMS & CONDITIONS

- 1) Candidate shall be resident of Odisha, should be able to read and write Odia.
- 2) Job Profile and application form are attached below. They are also available at Bamra Block Office and District Office of OLM, DRDA and at Mission Shakti Federation Office, Rangiatikra GP, Bamra
- 3) The application shall be submitted in sealed coversuper scribed with '**Application for Post of Programme Manager cum MIS Assistant**' through speed post/registered post only in following address – **President, Mission Shakti Federation, Rangiatikra GP, Bamra Block, Sambalpur - 768221**
- 4) Applications submitted in any format/way other than prescribed format/way as mentioned above and/or incomplete applications in any parameter **will be rejected** straightaway without any intimation. Authority is not responsible for any delay by post office in delivering the parcel.
- 5) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 6) The selection process will consist of shortlisting of candidates on basis of academic qualification and experience & skills, followed by personal interview.
- 7) 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.
- 8) 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.
- 9) 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. Any claim of non-receipt of communication will not be entertained later.
- 10) The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
- 11) The said post is purely contractual for **one year only**. Candidate should not claim for any job with said GPLF, and/or an office of OLM.
- 12) **The last date of receipt of application is 30/09/2021- 5 PM**


GPLF President

Job Profile of Programme Manager cum MIS Assistant

- a. Setting strategy and directions of strengthening the CoE
- b. Vision Building of CoE
- c. Preparation of perspective Plans
- d. Preparation of Detail Project Report
- e. Preparation of Annual Action Plan
- f. Preparation of Business development plan for GPLF as well as for SHG
- g. Capacity Building Plan for Community cadres and leaders of GPLF
- h. Convergence with line departments and Partners
- i. Grievance redressal
- j. Identification of Resources in the GP, skill building of SHG members
- k. Planning and execution of revenue generation
- l. Report returns as and when required
- m. Developing implementation strategy to meet all the criteria of CoE within predefined time period
- n. Monitoring and evaluation of all activities related to CoE
- o. Overall management of day to day activities of CoE
- p. Proper coordination with all the stake holders for effective implementation
- q. Ensure timely disbursement of remunerations to staffs and cadres
- r. Coordination with BMMU and partners
- s. Data entry and uploading in various portals
- t. Implementation of transaction based MIS
- u. Data collection and validation
- v. Preparation of weekly and monthly reports
- w. Analysis of Data
- x. Data management and Data entry training to SHGs, cadres and leaders
- y. Monitoring and evaluation aspect of CoE
- z. Any other task assigned by EC members of CoE GPLF

Application for the Post of Programme Manager cum MIS Assistant

A Personal Information (Attach self attested xerox copy of any ID Proof and Residential Certificate)			
1	Full Name of 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 30/09/2021 (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	:	

Recent Passport Size
Photograph

B Educational Qualification (Attach Self Attested Xerox Copy of marksheet/degree certificate)							
	Degree/Diploma/ Certificate Course/ Any other	Institution/ College	University / Board	Year of Passing	Marks Secured/ CGPA	Total Marks/ CGPA	Percentage/ CGPA
1	10th						
2	12th						
3	Graduation (_____)						
4	Post Graduation (_____)						
C Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below							
1							
2							
D Computer/Accounting/Any Other Courses (Attach Self Attested Xerox Copy of course certificate)							
	Name of the Course	Name of Institution	Government/ Private	Period of course	Grades/ Class/ Marks if any		
1							
2							

E	Professional Experience - (Attach Self Attested Xerox Copy of Experience Certificate)						
E1	Experience of Working in Enterprise Promotion (Give Details below)						
	Name of the Organization	Name of the Project	Position Held			Years of Experience	Main Responsibilities
			Name	From (MM/YYYY)	To (MM/YYYY)		
1							
2							
3							
E2	Experience of Working with different Community Level Institutions (SHG/CLF/GPLF/FPO/PC/PRI Institutions) (Give Details below)						
1							
2							
3							
E3	Other Work Experience (Give Details Below)						
1							
2							
3							
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						
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