



ZILLA PARISHAD, SAMBALPUR

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Letter No. *155* ZP/2023-24 /OLM/ Dated. *13.02.2024*

CORRIGENDUM

Please consider Application Form attached herewith for uploading advertisement for the post of CEO & FE (Financial Executive) for Sambandho Mahila Bunkar Producer Company Ltd., Sambalpur.

Yours faithfully

P. Nayak

District Project Manager
OLM, Sambalpur

District Project Manager
Zilla Parishad, Sambalpur

SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

CIN: U13129OD2023PTC042449

05.FEB.2024

To
The CDO-cum-EO,
Zilla Parishad, Sambalpur

Sub: Request Recruitment support for Sambandho MBPCL PC staff .

Respected Sir,

This is to request you for recruitment support at Sambandho MBPCL for its key PC Staff positions. In this regard, we request to publish recruitment advertisements for the following positions - Chief Executive Officer (**CEO**) and Finance Executive (**FE**).

We want your support on the following:

- Newspaper advertisements by PC with the support of DMMU.
- Advertisement on the DRDA Website by DMMU-OLM

Sambandho MBPCL was formed under NRETP Project with OLM as Implementation agency and FDRVC as Technical Support agency. As per the CDSR of the project, there is a provision of PC staff to be deployed at PC to work towards operationalisation and achievement of Project objectives.

Job Descriptions (**JD**) for the positions are attached with the mail for your reference and further action.

For and on behalf of the Board of
SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

Sujata meher

Sujata Meher
Director & Chairperson



Copy submitted to DPM, Sambalpur for favour of kind information and necessary action.

Regd Office: C/o Sahadev Meher, Kardola, Burla, Sambalpur, Chiplima, Dhankauda,
Sambalpur-768026, Orissa

Email: secretariat.sambandho@gmail.com

SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

CIN: U131290D2023PTC042449

NOTICE

TO: OLM (IA), FDRVC (TSA)
Ref: NTC/HRD/01-2024

FROM: BoD
DATE: 05.FEB.2024

SUB: Recruitment of PC Staff through support of OLM and FDRVC

Dear Team,

As per the CDSR, The Recruitment process need to be facilitated by OLM and FDRVC as per the policy and these additional process steps has to be followed:

1. Approved Job Descriptions:

The Job Descriptions for the Chief Executive Officer (CEO) and Finance Executive (FE) roles have been finalised and attached for reference.

2. Selection Committee Approval:

Selection Committee shall consist as per SoP & advisory on management of producer Enterprises under NRLM, NRETP & OMBADC. This committee will play a pivotal role in ensuring a fair and transparent recruitment process.

3. Advertisement of Positions:

The Chief Development Officer-cum-Executive Officer (CDO-cum-EO) will proceed with the planned strategy for advertising the positions. This includes postings on the Zilla Parishad website and local newspapers, providing optimal visibility to potential candidates.

4. Facilitation of Recruitment Process:

FDRVC has taken charge of the recruitment process, and the positions are now officially advertised on LinkedIn and the FDRVC website. This step is anticipated to attract a diverse and highly qualified pool of candidates.

Your cooperation and thoughtful contributions throughout this decision-making process have been invaluable. We believe that these approved steps will lay the foundation for a successful and effective recruitment process.

Regards,

For and on behalf of the Board of
SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

Sujata Meher
Sujata Meher
Director & Chairperson



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Email: secretariat.sambandho@gmail.com

Application Form

1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are same)
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of conversion of Grade into %marks should be attached)

- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employer	Designation	Duration		Experiences in Month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any other (Please Specify)			

Declaration:

I do hereby declare that all statements / information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be liable for disqualification.