

# KASTURI GRAM PANCHAYAT LEVEL FEDERATION, KHAIRPUT

At/Po-Khairput, Via-Khairput, Pin-764046, PS-Mudulipada, Dist -Malkangiri

Letter No:-82

Dated:-19.05.2022

## **ADVERTISEMENT**

Vide Letter No. 745 Dtd.30.06.2021 of State Mission Director, Odisha Livelihoods Mission, Mission Shakti Department and Lt No 102 Dt. 17.05.2022 of PD, DRDA, Malkangiri applications are invited from the Eligible Candidates for Contractual Engagement for following Posts under.

Sl No	Positions	Total No of Posts	Qualification	Age Limit	Experiences	Salary (Rs. Per Month)
1	Programme Manager – Cum – MIS Assistant	1	Post Graduation with PGDCA / DCA	40 Years	5 Years	15,000

### **GENERAL TERMS & CONDITIONS**

1. Details of application form, eligibility criteria, role and responsibilities for the post of Program Manager cum MIS Assistant, application forms are available at Malkangiri District website i.e. [www.malkangiri.nic.in](http://www.malkangiri.nic.in) w.e.f. Dt. 19.05.2022 at Khairput Block Office and Kasturi GPLF Office, Khairput of Odisha Livelihoods Mission.

2. Documents in support of identity, qualifications, experience etc. have to be produced in original as and when required.

3. The selection processes will consists of short listing of candidates on basis of academic qualifications and experiences & 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 short listed Candidates will be informed about further selection process through text message and E-mail Applicants should ensure that the Mobile number and E-mail 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 03.06.2022 (05.30 PM) through Registered Post / Speed Post only in the following address. The President, Kasturi Gram Panchayat Level Federation, Khairput, At/Po-Khairput, Pin-764046, Via-Khairput, District-Malkangiri.

  
SD/-  
President,  
Kasturi Federation  
Khairput G.P

Kasturi Gram Panchayat Level Federation, Khairput

**KASTURI GPLF, KHAIRPUT**  
**Odisha Livelihoods Mission, Khairput, Malkangiri**



Letter No- 82

Dated-19.05.2022

**ADVERTISEMENT**

Applications are invited from the eligible candidates to fill up 1 no of post of Program Manager – cum – MIS Assistant in Kasturi GPLF, Khairput of Khairput Block In Malkangiri District on Contractual basis for Centre of Excellence (CoE) project under Odisha Livelihoods Mission (OLM) of Mission Shakti Department, Govt of Odisha. For details regarding Application form, eligible criteria, remuneration, selection procedure, documents etc. are available in the Malkangiri district official website [www.malkangiri.nic.in](http://www.malkangiri.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 – Cum – MIS Assistant”** in the address of President Kasturi GPLF AT/PO –GP Khairput, Block-Khairput, Dist- Malkangiri, Pin-764046 through Registered Post / Speed Post (India Post) only and in no other means latest by Dt. 03.06.2022 (5.30PM). The Applications to be received by other means instead of Registered Post / Speed Post and 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 will be initiated against the candidates who will submit false documents and information for the same.

Kasturi GPLF, Khairput reserves the rights to reject or accept any or all applications without assigning any reasons thereof.

Memo No-

Date-

Copy to DIO, NIC, Malkangiri with a request to upload this Advertisement Notice in the Malkangiri District Official Website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) by Date- 19.05.2022 for wide publication.


  
**President**  
**Kasturi GPLF**  
**Kasturi Federation**  
**Khairput G.P**

**President**  
**Kasturi GPLF**

**ODISHA LIVELIHOOD MISSION, KASTURI GPLF, KHAIRPUT GP,  
KHAIRPUT BLOCK, MALKANGIRI DISTRICT.**

**ADVERTISEMENT**

Applications are invited from the eligible candidates to fill up **1 no of post of Programme Manager – Cum – MIS Assistant** in Kasturi GPLF, Khairput of Khairput Block in Malkangiri District on contractual basis for Centre of Excellence (CoE) under Odisha Livelihoods Mission (OLM) of Panchayati Mission Shakti Department, Govt of Odisha. For details regarding Application form, eligibility criteria, remuneration, selection procedure, documents etc. are available in the Malkangiri district official website i.e. [www.malkangiri.nic.in](http://www.malkangiri.nic.in). w.e.f Dt.19.05.2022 which may be referred to last date of submission of application is Dt.03.06.2022 (05:30PM) through Registered Post / Speed Post only.

  
President  
Kasturi Federation  
Kasturi GPLF

G.P-Khairput, Block Khairput,  
District Malkangiri

**KASTURI GPLF, KHAIRPUT**  
**Odisha Livelihoods Mission, Khairput, Malkangiri**

Letter No- 135

Dated- 19/5/22

From,

The President  
Kasturi GPLF Khairput,  
Khairput, Malkangiri

To,

DIC, NIC  
Malkangiri

Sub:-Request to upload the advertisement in Malkangiri District official website-Regarding

Madam/Sir,


With reference to the subject cited above with a request to upload this advertisement notice in Malkangiri District official website [www.malkangiri.nic.in](http://www.malkangiri.nic.in) by Dt.19.05.2022 for wide publication.

This is for your kind information and necessary action.

**Encl:-**

- 1-Advertisement
- 2-Application Form
- 3-Official Letter of Deptt.

Yours Faithfully

  
**President**  
**Kasturi Federation**  
**Khairput G.P**  
**Kasturi GPLF**  
**G.P-Khairput, Block Khairput,**  
**District Malkangiri**



## VACANCY POSITION, QUALIFICATION, EXPERIENCE AND AGE LIMIT

SL NO	NAME OF THE POST	TOTAL NUMBER OF POST	QUALIFICATION, EXPERIENCE AND AGE LIMIT	REMUNERATION
1	PROGRAMME MANAGER – Cum – MIS Assistant	01	<p>a. Post Graduate in any Discipline with PGDCA / DCA.</p> <p>b. At least 5 years of experience in Development Sectors.</p> <p>c. Preference will give to those candidates who have work experience in Enterprise promotion as well as working experience on different community level institutions.</p> <p>d. Maximum age 40 years age as on 01.06.2022.</p>	Rs. 15000 / Per Month

**Domicile:-** The candidates should be resident of ODISHA. But the preference will be given to the local ST/SC Women candidates.

### HOW TO APPLY:-

- Candidates must go through the advertisement available in the Malkangiri District official Website i.e. [www.malkangiri.nic.in](http://www.malkangiri.nic.in)
- The candidates should send their application through Registered Post / Speed Post only in the address of President Kasturi GPLF AT/PO GP office- Khairput Block-Khairput Dist. Malkangiri Pin-764046. The cover (envelope) Containing the Application Form and other relevant documents as called for, must be super scribing with “ **APPLICATION FOR THE POST OF PROGRAMME MANAGER – Cum – MIS Assistant**” which must reach to Kasturi GPLF, Khairput, Khairput, Malkangiri before the date line fixed above. The candidates are advised to go through the details of terms & conditions and eligibility criteria for engagement before applying for the post.

### TERMS & CONDITIONS:

- The Applications received other than prescribed format, incomplete Application, without proper documents as invited and other means except Registered Post/Speed Post shall be out- rightly rejected without any intimation. The Authority shall not be responsible for any postal or other delay in receiving of Applications.

- . All the posts are contractual in nature and the engagement is initially for a period of one year, which can be extended to further period (s) depending upon the requirement and satisfactory performance by the candidates.
- . The selection of candidates shall be strictly on the basis of marks obtained in the academics, the work experience and interview.
- . For the Programme Manager, marking for Career in short listing criteria, 70 should be multiplied by average percentage secured by application in academics. Average percentage can be derived by dividing the aggregate of marks secured by applicant in Matriculation / 10<sup>th</sup>, +2 Level, Graduation and Post Graduation by aggregate of total marks in Matriculation / 10<sup>th</sup>, +2 Level, Graduation and Post Graduation and PGDCA / DCA.
- . In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks.
- . For marking of 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.
- . First 5 candidates with highest marks would be shortlisted for personal interview.
- . The selected applicant will execute an agreement with the Kasturi GPLF within Non Judicial Stamp Paper and Kasturi GPLF will issue engagement order after execution of agreement.
- . Kasturi GPLF is the Disciplinary Authority of the above post and is competent to terminate the contract and disengage the Programme Manager – Cum – MIS Assistant on the grounds of incompetency, poor performance, negligence in duty, misconduct, violation of order of higher authority and violating the terms and condition of engagement.
- . If any fraudulent testimonial is detected in future that he/ she has been criminally prosecuted, the engagement shall be cancelled without notice and legal action as deemed proper shall be initiated against him/ her as per the provision of Law.
- . The list of application rejected with reason of rejection shall be web-hosted in Malkangiri District official website "[www.malkangiri.nic.in](http://www.malkangiri.nic.in)" the last date for filling of objection if any about their rejection, should be submitted to Kasturi GPLF through speed post/Registered Post only, about which the details will be mentioned in that publication.
- . The list of provisionally selected candidates shall be prepared in the ratio 1:3 based on merit as per vacancy and shall be published in Malkangiri District official website [www.malkangiri.nic.in](http://www.malkangiri.nic.in). Similarly, the final merit list of selected candidates shall also be republished in the same Malkangiri District official website "[www.malkangiri.nic.in](http://www.malkangiri.nic.in)".
- . The Kasturi GPLF reserves all rights to reject or accept any or all application(s) without assigning any reason thereof.

**DOCUMENTS TO BE SUBMITTED (SELF ATTESTED PHOTO COPY): -**

- . Matriculation / HSC Certificate and Mark Sheet.
- . +2 Certificate and Mark Sheet. (CHSE & its equivalent).
- . Graduation Certificate & Mark Sheet.
- . Post Graduation Certificate and Mark Sheet.
- . Work Experience Certificate.
- . Computer Proficiency Certificate (PGDCA / DCA etc.).
- . Residential Certificate.
- . Caste Certificate.
- . One Photograph (to be pasted in the Application Form)

**GENERAL:**

- . The last date of receipt of filled in Application through Speed Post / Registered Post is Dt – 03.06.2022 (5.30 PM).



**President**  
**Khairput GP**  
**Khairput GP**

**Kasturi GPLF**  
**GP. Khairput, Block Khairput**  
**District Malkangiri**

Memo No- 136.

Date- 19/5/22.

1. Copy to the President, All GPLFs under BMMU, Khairput.
2. Copy to the Block Development Officer, Khairput.
3. Copy to CDPO, Khairput.
4. Copy to the Project Director, DRDA, Malkangiri.
5. Copy to the Collector, Malkangiri.

This is for your kind information and with a request to display this notice in their respective office Notice Board for information of all concerned.

  
President  
Kastun Federation  
Khairput G.P.  
Kastun GPLF  
G.P-Khairput, Block Khairput,  
District Malkangiri



**APPLICATION FOR THE POST OF PROGRAMME MANAGER – Cum – MIS ASSISTANT**

**A. Personal Information**

1	Name of the Application	Recent Passport Size Photograph
2	Gender ( M/F/TG )	
3	Full Name of Father/ Husband	
4	Date of Birth ( DD/MM/YYYY)	
5	Age as on 01.06.2022	
6	Current Address with name of village/ Block/ District	
7	Permanent Address with name of village/ Block/ District	
8	Mobile No.	
9	Alternate Mobile No.	
10	Email ID	

**B. Educational Qualification**

SL NO	Name of the Examination	Name of the School/College/Institution	Board / University Name	Year of Passing	Total Mark/ CGPA	Mark Secured ( without 4th Optional) CGPA
1	10 th					
2	12th					
3	Graduation ( Specify)					
4	P.G ( Specify)					

Any other Qualification, Additional Degree, Diploma / Certificate Course? If yes, Mention below

1						
2						
3						

**C. Computer /Accounting / Any other Courses**

SL NO	Name of the Course	Name of Institution	Government / Private	Period of Course	Grades / Class/ Marks if any
1					
2					
3					

**D. Professional Experience - Start with the MOST RECENT JOB**

SL NO	Name of the Organization	Position Held	Period Of Work		Year of Experience	Main Responsibilities
			From ( MM-YYYY )	To ( MM-YYYY )		
1						
2						
3						

**E. Language Proficiency ( Write the Name of Language and Put Tick Mark In Columns**

SL NO	LANGUAGE	SPEAK	READ	WRITE
1				
2				
3				
4				
5				

**Any Other relevent 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 m also liable for appropriate action.

**Date:**

**Place:**

**Signature of Candidate**