



## ODISHA LIVELIHOODS MISSION SWAYAMSWIDHA GPLF

GP:- KHANDIANAI, BLOCK:- BEGUNIAPADA, DIST:- GANJAM  
E-mail:- swayamswidhagplf@gmail.com



Letter No :- 208/2022

Date:- 20.05.2022

### ADVERTISEMENT

Swayamswidha GPLF, Khandianai GP, Beguniapada Block invites applications from the eligible candidates for contractual engagement for the following post 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	Rs.15,000/-

#### GENERAL TERMS & CONDITIONS

- 1) Details of Application form, eligibility criteria, roles and responsibility for each post are available for download in the Ganjam district official website i.e. [www.ganjam.nic.in](http://www.ganjam.nic.in) w.e.f. from 25.05.2022.
- 2) The last date for receipt of application is 08.06.2022 through registered/ speed post only in the following Address – The President, Swayamswidha GPLF, Khandianai GP, AT- Khandianai, PO – Beguniapada, Pin – 761031, Dist-Ganjam.

**N.B:-** Previous advertisement no.:-157, dated:-06.10.2020 of this GPLF for contractual engagement under CoE project are hereby cancelled.

Sd/-  
President  
**Swayamswidha GPLF**



## ODISHA LIVELIHOODS MISSION

### SWAYAMSWIDHA GPLF

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E-mail:- [swayamswidhagplf@gmail.com](mailto:swayamswidhagplf@gmail.com)



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#### **GENERAL TERMS & CONDITIONS**

- 1) Details of role, responsibilities, qualification and other eligibility criteria for the position and application forms are available at Ganjam district and Beguniapada block office of Odisha Livelihoods Mission as well as at Swayamswidha 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 08.06.2022.**

Sd/-  
President  
Swayamswidha GPLF



## ODISHA LIVELIHOODS MISSION SWAYAMSWIDHA GPLF

GP:- KHANDIANAI, BLOCK:- BEGUNIAPADA, DIST:- GANJAM  
E-mail:- swayamswidhagplf@gmail.com



Letter No :- 206/2022

Date:- 15.05.2022

### CANCELLATION NOTICE

Cancellation notice to the candidates who have applied for Programme Manager, MIS Assistant and Accountant post against advt. no.:157, dt:- 06/10/2020.

Reference Swayamswidha GPLF, Khandianai GP, Beguniapada Block advertisement no.: 157 dt.:06/10/2020 was published in various newspapers (The Sambad and The Dharitree) also uploaded in the [www.ganjam.nic.in](http://www.ganjam.nic.in) for contractual engagement for under centre of excellence (CoE) project are hereby cancelled.

Sd/-  
President  
Swayamswidha GPLF

## **ROLE, RESPONSIBILITY, ELIGIBILITY CRITERIA AND REMUNERATION**

### **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.

#### **e. REMUNERATION**

- Rs 15,000 pm

## **Guidelines for Short listing Applicants**

The following guidelines should be followed for short listing of applicants for post of Programme Manager -

### **Programme Manager**

- a) Committee should enter the respective details of all the candidates who apply for post of Programme Manager in short listing format
- b) If applicant fails to satisfy any one out of three eligibility criteria, he/she should be marked as 'not eligible' and should not be considered for further short listing criteria. Details of non-eligibility should be written in remarks column.
- c) For marking for Career in short listing criteria, 70 should be multiplied by average percentage secured by applicant in academics. Average percentage can be derived by dividing the aggregate of marks secured by applicant in Matriculation, 10 +2 Level, Graduation and Post-Graduation by aggregate of total marks in Matriculation, 10 +2 Level, Graduation and Post-Graduation.
- d) In case of CGPA marking system, the CGPA score should be multiplied by 10 to derive equivalent marks
- e) For marking for 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
- f) First 5 candidates with highest marks would be shortlisted for personal interview

# Application for the Post of Programme Manager

<b>A Personal Information</b>						
POST APPLIED FOR -					Recent Passport Size Photograph	
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 last date of application (in months and 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>B Educational Qualification</b> <i>(Attach photocopies of marksheets and degree certificates with form.)</i>						
	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)					
<b>C Computer/Accounting/Any Other Courses</b> <i>(Attach photocopies of marksheets and certificates with form.)</i>						
	Name of the Course	Name of Institution	Government/ Private	Period of course	Grades/ Class/ Marks if any	
1						
2						
3						
<b>D Professional Experience</b> - Start with the MOST RECENT JOB <i>(Attach photocopies of experience certificate.)</i>						
	Name of the Organization	Name of the Project	Position Held		Years of Experience (write in years & months)	Main Responsibilities
			Name	From (MM/YYYY) To (MM/YYYY)		
1						
2						
3						
4						

Fill in separate sheet for each organization and attach with form

E Details of Experience				
Type of Responsibility in Job mentioned in point E above	Yes/No	Period of Work		Years of Experience (write in years & months)
		From (MM/YYYY)	To (MM/YYYY)	
<b>FOR POST OF PROGRAMME MANAGER</b>				
Working for promotion of enterprise				
Working for/with community level institutions				

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.

Note - Attach separate sheets if required for any information in form

Date

Place

Signature of Candidate