



## ସଶକ୍ତମହିଳା! ସଶକ୍ତ ଓଡ଼ିଶା।

### OFFICE OF THE SAPTA MATRUKA BLOCK LEVEL FEDERATION, JAJPUR BLOCK

#### ADVERTISEMENT

Letter No....25.....

Date...10.4.2023

The Saptamatrika Block Level federation, Jajpur Block, invites applications from the eligible female candidates for community support staffs (MBK, Bank Mitra, CRP-CM) to be engaged in Badasuar, Basudebpur, Beruda, Bhuinpur, Bhubaneswarpur, Bichitrapur, Chainpur, Jafarpur, Jahanpur, Jhalpa da, Khairabad, Maheswarpur, Malandapur, Markandpur, Nathsahi, Panasa, Sahaspur, Sanasuar, Shyamdaspur, Similia, Sujanpur, Upper Baruan GPLFs, under Jajpur Block of Jajpur District in prescribed format. A candidate can download the application forms at <http://jajpur.nic.in> for the vacant posts with performance incentive details are given below.

Sl. No.	Community Support Staff	CLF/GPLF/ BANK	No. Of Vacancy	Minimum Educational Qualification	Performance incentive
1	CRP-CM	No. Of CLF 44	44	10 <sup>th</sup> Pass	Rs.3000/-
2	MASTER BOOK KEEPER(MBK)	No of GPLF 1	1	12 <sup>th</sup> Pass/ Intermediate/ +2 Pass	Rs.6000/-
3	BANK MITRA	No. Of Bank 12	12	12 <sup>th</sup> Pass/ Intermediate/ +2 Pass	Rs.6000/-

The CLF/GPLF wise vacancy details are attached herewith in Annexure-I for reference.

#### Other Eligibility Criteria.

Should be a woman and an SHG member. Should be able to read and write odia. Well conversed with local language/dialect. Age: minimum 18 years on the date of advertisement. Domicile: Resident of the same village/cluster in case of CRP-CM, Residence same GP in case of MBK, Residence same service area of concerned Bank in case of Bank Mitra.

*Saraswati Basu*

**President/Secretary**

Sapta Matruka Block Level Federation

Jajpur

*ସଭାନ୍ତରୀ*

*ସପ୍ତମାତୃକା ବୁକ୍ପରୀସ ମହାଦେବ*

*Susama Panigrahi*

*ଫାର୍ମାସିକା*

*ସପ୍ତମାତୃକା ବୁକ୍ପରୀସ ମହାଦେବ*

## **GENERAL TERMS AND CONDITIONS**

1. Application form and work description for each position are available at GPLF/BLF office. Candidates may download the application form and job profile from the website of Chief Development Officer-cum-Executive Officer.
2. Self-attested documents in support of identity, qualification, experience etc. As per the check list have to be submitted along with the application form at BLF Office within the time line. Original documents shall be produced as and when required.
3. The selection process will consists of short listing of candidates on basis of minimum eligibility criteria, Academic qualifications, Experience and other socio-economic cum special category.
4. The prescribed eligibility condition viz age, qualification and experience etc. should have been acquired as on date of notice, qualification should be approved from 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. Applicant shall mention the correct and active mobile number and email ID in the application form.
7. CLF/GPLF/BLF has all the rights to cancel selection process at any level of selection process.
8. The candidate has no right to claim for permanent job with concerned CLF/GPLF/BLF/Government.
9. The Last date of application is 25.4.2023 by 1:00 P.M.

Susama Pani

ঘৰাদিকা  
সপ্তমাত্ৰিকা বৃক্ষগুৰীয় মহাপুঁজ

Saraswati Basu

**President/Secretary**

Sapta Matruka Block Level Federation  
Jajpur  
সপ্তমাত্ৰিকা বৃক্ষগুৰীয় মহাপুঁজ



Memo No. 26

Date 10.4.2023

Copy submitted to CDO-cum-EO, Zilla Parisad, Jajpur/ DSWO, Jajpur for favour of kind information.

Susama Pani

ଶ୍ରମାଦିକା  
ସ୍ତ୍ରୀମାତୃକା ବୃକ୍ଷପରୀଷ ମହାପଦ୍ଧତି

Saraswati Bal

President/Secretary

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Memo No. 27

Date 10.4.2023

Copy submitted to District Information Officer, Jajpur for favour of kind information with request to web host the notice in <http://jajpur.nic.in> NIC portal of jajpur District.

Susama Pani

ଶ୍ରମାଦିକା  
ସ୍ତ୍ରୀମାତୃକା ବୃକ୍ଷପରୀଷ ମହାପଦ୍ଧତି

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Memo No. 28

Date 10.4.2023

Copy submitted to the Chairperson/Vice- Chairperson, Jajpur Block, All ZP member (Zone no.29,30,31,32) under Jajpur Block , All PS Members under Jajpur PS & all Sarpanchas under Jajpur Block for favour of kind information.

Susama Pani

ଶ୍ରମାଦିକା  
ସ୍ତ୍ରୀମାତୃକା ବୃକ୍ଷପରୀଷ ମହାପଦ୍ଧତି

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Memo No. 29

Date 10.4.2023

Copy submitted to the Block Development Officer, Jajpur , CDPO, Jajpur , for favour of kind information with request to publish the notice in respective office notice board.

Susama Pani

ଶ୍ରମାଦିକା  
ସ୍ତ୍ରୀମାତୃକା ବୃକ୍ଷପରୀଷ ମହାପଦ୍ଧତି

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Memo No. 30

Date 10.4.2023

Copy submitted to DPM,OLM Jajpur/ DPC Mission Shakti, Jajpur for favour of kind information.

Susama Pani

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ସ୍ତ୍ରୀମାତୃକା ବୃକ୍ଷପରୀଷ ମହାପଦ୍ଧତି

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Memo No. 31

Date 10.4.2023

Copy submitted to BPM, OLM & BPC (MS), Jajpur for favour of information with a request to overall see entire selection process of Community Support Staff of all GPLF mentioned GP.

Susama Pani  
সপাদিকা  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

Sarkaswali Bcl  
President/Secretary  
Sapta Matruka Block Level Federation  
Jajpur  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

Memo No. 32

Date 10.4.2023

Copy submitted to Lady Supervisor (All), ICDS, Jajpur Block for Information with request to publish the Notice in all AWCs in mentioned GP.

Susama Pani  
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ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

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Memo No. 33

Date 10.4.2023

Copy submitted to PEOs (Concerned) Under Jajpur Block for Favour of Information with Publish the Notice in GP Notice Board in Mentioned GP.

Susama Pani  
সপাদিকা  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

Sarkaswali Bcl  
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Jajpur  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

Memo No. 34

Date 10.4.2023

Copy submitted to President & Secretary, Concerned GPLFs for information with request to publish the notice in GPLF Office Notice Board and Respective CLFs.

Susama Pani  
সপাদিকা  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

Sarkaswali Bcl  
President/Secretary  
Sapta Matruka Block Level Federation  
Jajpur  
ষ্ট্রীমাতৃকা বুক্ষণীয় মহাসংঘ

## VACANCY FOR COMMUNITY SUPPORT STAFF UNDER JAJPUR BLOCK

FY- 2022-2023

SL. NO	NAME OF GP	NAME OF GPLF	NO. OF CLFs	NAME OF CLFs	NAME OF VILLAGE	NO.OF VACANC Y FOR CRP-CM	NO.OF VACANC Y FOR MBK	NO. OF VACANCY FOR BANKMITRA AND BANK NAME WITH SERVICE AREA FROM WHICH THE CANDIDATES CAN APPLY	TOTAL VACANT POST
1	BADASUAR	BADASUAR GPLF	1	BANDHAMUNDA-KHA	BANDHAMUNDA	1	0	NILL	1 CRP-CM
2	BASUDEBPUR	BASUDEBPUR GPLF	1	BASUDEBPUR-2	BASUDEBPUR	1	0	NILL	1CRP-CM
3	BERUDA	BERUDA GPLF	0	NILL	NILL	0	0	1 (SBI,JAJPUR TOWN)BERUDA	1 BANK MITRA
4	BHUBANESWARPUR	BHUBANESWARPUR GPLF	1	JAMUNA	JAMUNA	1	0	NILL	1 CRP-CM
5	BHUINPUR	BHUINPUR GPLF	2	UMASANKAR CLF RAGHUNATH CLF	GOPALPUR MALAPADA	2	0	1(BANK OF BARODA,BHABANIGAN J)BHUINPUR	2 CRP-CMs&1 BANK MITRA
6	BICHITRAPUR	BICHITRAPUR GPLF	2	BAIDYARAJPUR-1 BICHITRAPUR-1	BAIDYARAJ PUR BICHITRAPUR	2	0	1 (UCO BANK,ABDALPUR) BICHITRAPUR	2 CRP-CMs&1 BANK MITRA
7	CHAINPUR	CHAINPUR GPLF	5	BARUNEI CLF SUBARNAMUKHI CLF JAGULAI CLF SATYA NARAYAN CLF MAA KAPILEI CLF	BIDYADHARPUR BIDYADHARPUR TIPARA CHAINPUR SUNDARPUR	5	0	1 (INDIAN OVERSEAS BANK,JAJPUR) CHAINPUR	5CRP-CMs&1 BANK MITRA
8	JAFARPUR	JAFARPUR GPLF	5	RADHAMADAN SAI MAHAL SANATRILOCHAN PUR JAFARPUR-2 MATHSAHI	SAIPUR SANATRILOCHANP SANATRILOCHANP JAFARPUR BADAJALAHARA	5	0	NILL	5 CRP-CMs
9	JAHANPUR	JAHANPUR GPLF	0	NILL	NILL	0	0	1 (PUNJAB NATIONAL BANK,JAJPUR) JAHANPUR	1 BANK MITRA
10	JHALPADA	JHALPADA	1	KAKUDIKUDA-4	KAKUDIKUDA	1	0	NILL	1CRP-CM
11	KHAIRABAD	KHAIRABAD GPLF	4	CHALTA PADA- AJADGURU KALKPATNA CLF BALIKUDA- PATHANMAHALA RAMARAJA CLF	ADANGA ADANGA ADANGA KALINDRABAD	4	0	1 (INDIAN BANK,JAJPUR ) KHAIRABAD, JAFARPUR	4 CRP-CMs & 1 BANK MITRA

12	MAHESWARPUR	MAHESWARPUR GPLF	1	MAHESWARPUR CLF	MAHESWARPUR	1	0	NILL	1CRP-CM
13	MALANDAPUR	MALANDAPUR GPLF	6	MATABAJ-A	MATABAJ				
				JAYJAGANNATH	SATHIPUR				
				MAA SARASWATI	BALIPASI				
				RUDHIA	RUDHIA	6	0	1 (OGB,RUDHIA) MALANDAPUR	6 CRP-CMs&1 BANK MITRA
				NURUGAON	KANTIGADIA				
				SWAPNESWAR	NAMTIKIRI				
14	MARKANDPUR	MARKANDPUR GPLF	2	MOGALPUR CLF	MOGALPUR			1 ,(UCO BANK,MARKANDPUR) MARKANDPUR , SANASUAR, BADSUAR , CHHATISDEBIL	2 CRP-CMs&1 BANK MITRA
				DHANIPUR CLF	DHANIPUR	2	0		
15	NATHSAHI	NATH SAHI GPLF	3	RADHAGOBINDA-MAA	SUNINDA				
				RADHAKANTA-	NATH SAHI	3	0	,ANKULA) NATH SAHI	3 CRP-CMs&1 BANK MITRA
				MAA BIRAJA-	ADAMPUR				
				SRI JAGANNATH CLF	ANKULA	2	0	1,UNION BANK OF INDIA,JAJPUR	2 CRP-CMs&1 BANK MITRA
16	PANASA	PANASA GPLF	2	PATAPUR-	PATAPUR				
17	SAHASPUR	SAHASPUR GPLF	2	SAHASPUR-4	SAHASPUR	2	0	NILL	2CRP-CM
				GOBINDPUR-3	GOBINDPUR				
18	SANASUAR	SANASUAR GPLF	0	NILL	NILL	0	1	NILL	1 MBK
19	SHYAMDASPUR	SHYAMDASPUR GPLF	2	KUJHALA-B	KUJHALA	2	0	NILL	2 CRP-CMs
20	SIMILIA	SIMILIA GPLF	1	MADHAPUR CLF	MADHAPUR				
				BULAKIPUR CLF	BULAKIPUR	1	0	NILL	1 CRP-CM
				HASANPUR-1	HASANPUR				
21	SUJANPUR	SUJANPUR GPLF	2	DURGAPUR	DURGAPUR	2	0	1 ,OGB SUJANPUR (SUJANPUR,ERBANKS, AHASPUR,SHYAMDASP UR)	2 CRP-CMs & 1 BANK MITRA
22	UPPER BARUAN	U BARUAN GPLF	1	ASHA CLF	KACHERIGAON	1	0	1 UNION BANK,BARUAN(BARUA N,MAHESWARPUR,JA MDHAR,JHALPADA)	1 CRP-CM & 1 BANK MITRA
		<b>TOTAL</b>				44	1	<b>12</b>	

*Sureshwar Baru*

07/06/2021

ପ୍ରଦୀପାର୍ତ୍ତିକା ବ୍ୟାଙ୍ଗନ ମହାଦେଶ

*Susama Panigrahi*  
ପ୍ରଦୀପାର୍ତ୍ତିକା ବ୍ୟାଙ୍ଗନ ମହାଦେଶ

**ANNEXURE-II APPLICATION FORM FOR COMMUNITY SUPPORT STAFF**

**Position applied for –**

**Name of the CLF:** \_\_\_\_\_

**Name of the GPLF:** \_\_\_\_\_

**Name of the Bank Branch (Bank Mitra):** \_\_\_\_\_ **Name of the Block:** \_\_\_\_\_

<b>A Personal Information</b>		
<b>1</b>	Full Name of the Applicant	
<b>2</b>	Sex	
<b>3</b>	Full Name of Father/ Husband	
<b>4</b>	Full Name of Mother	
<b>5</b>	Date of Birth (DD/MM/YYYY)	
<b>6</b>	Age as on date of issue of notice (in Completed Years)	
<b>7</b>	Social Category (Please tick valid option)	Gen ( <input type="checkbox"/> ) / SEBC ( <input type="checkbox"/> ) / SC ( <input type="checkbox"/> ) / ST ( <input type="checkbox"/> ) / Minority ( <input type="checkbox"/> )
<b>8</b>	Economic Category (Please tick valid option)	Poor ( <input type="checkbox"/> ) / EPVG ( <input type="checkbox"/> ) / Ration Card holder ( <input type="checkbox"/> ) / BPL ( <input type="checkbox"/> ) / Annual Income less than Rs.60,000/- ( <input type="checkbox"/> )
<b>9</b>	Special Category (Please tick valid option)	PwD ( <input type="checkbox"/> ) / Orphan ( <input type="checkbox"/> ) / PVTG ( <input type="checkbox"/> )
<b>10</b>	Current Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin	
<b>11</b>	Permanent Address with name of Village, GP, Post Office, Police Station, Block, District, State, Pin	
<b>12</b>	Telephone/mobile Number (Mandatory)	
<b>13</b>	Alternate telephone/mobile Number (Optional)	
<b>14</b>	Email ID (optional )	

<b>B Educational Qualification (Self attested photocopy of Certificates &amp; Mark sheets to be attached)</b>	
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Sl. No.	Degree/Diploma/ Certificate Course/ Any other	Total Marks	Total Marks secured	% of marks secured	Institution / College/ School	University / Board	Year of Passing
1	10 <sup>th</sup> Class						
2	12 <sup>th</sup> / Intermediate/ +2						
3	Graduation (Specify)/ +3						
4	Post Graduate (Specify)						
	Any other qualification, ITI/additional degree, diploma/ degree/ certificate course. If Yes, mention below						
5							
6							
7							
8							

C. Experience (Self attested photocopy of experience certificates and relevant documents to be attached)		Name and address of SHG/ CLF/ GPLF/Department/ Organization/ govt. recognized Institution associated with	PERIOD		Total Period (In Years/ Months)
SL. No.	Area of Experience		From (MM/YYYY)	To (MM/YYYY)	
1					
2					
3					
4					

D. Language Proficiency (Put Tick Mark ✓ in appropriate column)

Sl. No.	Language	Read	Write	Speak
1	Odia			
2	Hindi			
3	English			
4	Any Other (Specify)			

Documents attached (refer to *Annexure-III* to know type of documents to be attached)

Sl No.	Name of Document attached	Sl No.	Name of Document attached
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

#### ***Declaration***

*I do hereby, declare that information submitted by me is true to the best of my knowledge. I understand that, in case of false information, my candidature will be rejected at any given point of time and I am also liable for appropriate action.*

*Date*

*Place*

*Signature*



*Cut from Here*

Acknowledgement

*Application No: \_\_\_\_\_*

*I Ms/Smt..... acknowledge receipt of application of  
Ms/Smt..... for the position of ..... for  
..... CLF ..... GPLF.....  
under..... BLF on date..... at .....*

*Full Name & Signature of receiver*

*With seal and stamp*

**ANNEXURE-III CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

Sl. No.	Parameter	Self-Attested Documents to be submitted
a.	b.	c.
1.	Address Proof	Resident Certificate/Aadhaar Card/ Voter ID/ Electricity/ Water Bill/ Ration Card
2.	Identity Proof	Aadhaar Card/Voter ID/PAN Card/ Driving License/ Ration Card with Photo
3.	Age Proof	Birth Certificate/ 10 <sup>th</sup> class certificate
4.	Educational Qualification	Mark sheet/ Board Certificate/ Diploma/Degree Certificate/ Post graduate certificate/ Any other qualification certificate from approved recognized institution
5.	SHG Member	Letter from President/Secretary of concerned SHG
6.	Social Category (SC/ST/Minority)	Caste Certificate
7.	Economic Category (Poor/EPVG (SECC 2011 Census data)	PIP Under OLM as per SECC-2011
8.	Ration card holder	Ration card issued by Competent Authority
9.	BPL	BPL card issued by Competent Authority
10.	Annual Income less than Rs. 60,000/	Income Certificate issued by Tahasildar
11.	Person with Disability	Disability Certificate from concerned government department
12.	Orphan	Orphan certificate from concerned Tahasildar (staying at home)/ DCPO (staying at child care institution)
13.	PVTG	Caste Certificate
14.	Community Cadre in intensive village/ GP under OLM	Letter from concerned CLF President/Secretary (in case of CRP-CM), GPLF President/Secretary in case of MBK, Bank Mitra, CRP-EP mentioning period for which candidate is/was engaged in intensive village/ GP under OLM
15.	CRP for mobilization round/ Senior CRP under OLM	Letter/ Certificate from BMMU/DMMU/SMMU, OLM mentioning the period of engagement

*Saraswati Bal*  
ସରସବୀ ବାଲ  
ସ୍ତ୍ରୀମାତୃକା ବୁକ୍ପରୀୟ ମହାଦ୍ୱୟ

*x Susama Panigrahi*  
ସୁସାମା ପାନିଗ୍ରାହୀ  
ସ୍ତ୍ରୀମାତୃକା ବୁକ୍ପରୀୟ ମହାଦ୍ୱୟ

**ANNEXURE-IV TIMELINE FOR SELECTION OF COMMUNITY SUPPORT STAFF**

Sl. No	Activity	Timeline	Date	Responsibility
a.	b.	c.	d.	e.
1.	Notification at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi centers of GP for concerned Community Support Staff from website of Chief Development Officer-Cum-Executive Officer (CDO-cum-EO)	Day 1		BLF/GPLF EC OLM + Chief Development Officer-Cum-Executive Officer for publication in the website
2.	Last date of receipt of Applications	Day 15		BLF
3.	Recording of all applications in prescribed register	Day 1 to day 15		BLF
4.	Preparation of list of candidates	Day 20		BLF
5.	Display of list of candidates at BLF, GPLF and CLF (for CRP-CM)	Day 22		Selection Committee (at BLF)
6.	Submission of grievance (at Block Office)	Day 23 to day 29		BDO
7.	Hearing of grievances of candidate/s	By the day 30 to day 34		BDO
8.	Document Verification by selection committee	By the day 35 to day 44		Selection Committee (at BLF)
9.	Preparation of Final merit list (at BLF)	By the day 45		Selection Committee (at BLF)
10.	Resolution made at GPLF	By the day 50		GPLF
11.	Display of Final merit list at BLF, GPLF and CLF (for CRP-CM only)	By the day 51		BLF and GPLF
12.	Issue of Offer letter	By the day 53	..	GPLF

Saraswati Basu 21

ପରୀକ୍ଷାକାରୀ କ୍ଷେତ୍ରୀୟ ପଦାଳ୍ପାଦା

\* Suborna Panigrahi

ପରୀକ୍ଷାକାରୀ ବିଷୟରେ ମହାପଦା

