

Matrushakti Block Level Federation Office, Ranpur Block

Letter No. 19

Date. 05.08.23

Matrushakti BLF Office Ranpur Block Invites Applications from Candidates for the following positions of community support staff.

Community support staff	Name of the GPLF	NAME OF VILLAGE	NAME OF THE CLF	NO OF VACANCY	MINIMUM EDUCATIONAL QUALIFICATION	PERFORMANCE INCENTIVE (RS.PER MONTH)
CRP-CM	BAJRAKOTA	KHETRIBARPUR, SRIKRUSHNA PUR	SAI BABA CLF	1	10 TH PASS	RS.3000/- PM
	BANDHAMUNDA	SIRIKUTI, BANDHAMUNDA, JAMUGANDA, MUKEIMALI, SAN KHAJODI, DIMIRIBADI,	MA KALIMAI CLF	1		
	MA MANGALA GPLF CHAMPAPEDI	BARANGAGADIA	MAHAVIR CLF	1		
	GOPALPUR GPLF	BIMBADHARPUR, ANDHARUA, SAMANTASINGHARPUR, NACHHIPUR	MAA TARENI CLF	1		
	GADABANI KILO GPLF	BADAPATHURIA, GIRIDHARPUR	BIJAYENEE CLF	1		
	HANSARA GPLF	HANSARA	PARBATI CLF	1		
	JHADAPADA GPLF	JHADAPADA	NILACHALA CLF	1		
	MA BARANAKANYA ANCHALIKA MAHASANGHA, KEREND ATANGI	MUKTAPUR	MUKTAPUR CLF	1		
	KHAIRAPALI GPLF	KHAIRAPALI	MA KARUNEI CLF	1		
	MAHATPALA GPLF	DIMIRIA, NABAGHANAPUR, NILAMANIPUR	MA MANGALA CLF	1		
	MAJHI AKHANDA GPLF	SINDURIA (TELEPATNA, JARIP ATNA HAMLET)	RAGHUNATH CLF	1		
		SINDURIA (MADHUPUR HAMLET)	MA GRAMADEVATI	1		
	MAYURJHALIA GPLF	MAYURJHALIA, BORBORJHAR	SADHANA CLF	1		
	NARASINGHAPUR	NARASINGHAPUR	CHINTA O CHETANA	1		
		NIHALPRASAD	BADARAUlia CLF	1		
RANKADEULI GPLF	MALISAHI	MATRUKRUPA CLF	1			
SURUKABADI GPLF	SURUKABADI	MA RAMCHANDI CLF	1			

Sita mami Jena
 ବରାଜେଡ଼ି
 ମାତ୍ରଶକ୍ତି ମହାସଂଘ, ରଂପୁର

soni Biswal
 ସଂପାଦିତା
 ମାତ୍ରଶକ୍ତି ମହାସଂଘ, ରଂପୁର



BANK MITRA	DAMASAH	DAMASAH, RANKADEULI	OGB, GODIPADA BANK	1	12 TH PASS/+2 PASS (MINIMUM INTERMEDIATE)	Rs.6000/- PM
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Other Eligibility criteria:

- 1- Should be a woman and an SHG member
- 2- Should be able to read and write Odia.
- 3- Well conversed with local language/dialect.
- 4- Age: Minimum 18 Years.
- 5- Domicile : Residence of the same village /cluster in case of CRP-CM, GP/GPS Coterminous with the service area of the concerned Bank for Bank mitra.

N.B: Application will be received at BLF Office Ranpur in office Hour (i.e 10 Am-5 .30 Pm) from dated 05-08-2023 to 19-08-2023.

Application form is also available at GPLF/BLF Office.

CONTACT NO: BLF PRESIDENT - Sitamani Jena (8658740603)

BLF SECRETARY- Soni Biswal (M-7008037312)

Sitamani Jena
ସଭାମେତ୍ରି
ମାକୁଡ଼ି ମହାବୀର, ରମପୁର

Soni Biswal
ସଂପାଦକ
ମାକୁଡ଼ି ମହାବୀର, ରମପୁର

GENERAL TERMS & CONDITIONS

- 1) Application form and work description for each position are available at GPLF/BLF office. Candidate 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, qualifications, experience, etc. as per the checklist have to be submitted along with application form at BLF Office within the timeline. Original documents shall be produced as and when required.
- 3) The selection process will consist 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 conditions viz. age, qualification and experience, etc. should have been acquired as on date of notice. 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) Applicants shall mention the correct and active mobile number and email-id in the application form.
- 7) CLF/ GPLF/ BLF have 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 receipt of application is 19.08.2023

Gita mani Jena - Soni Biswal
- ସଭାନେତ୍ରୀ - ସଂପାଦିକା
ମାକୁଶଳି ନିହାଙ୍ଗ, ରଣପୁର ମାକୁଶଳି ନିହାଙ୍ଗ, ରଣପୁର

President/Secretary
Block Level Federation (BLF)

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: _____

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

B. Educational Qualification (Self attested photocopy of Certificates & Mark sheets to be attached)

Amber

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 th Class						
2	12 th 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)

Sl. No.	Area of Experience	Name and address of SHG/ CLF/ GPLF/Department/ Organization/ govt. recognized Institution associated with	PERIOD		Total Period (In Years/ Months)
			From (MM/YYYY)	To (MM/YYYY)	
1					
2					
3					
4					

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

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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

Handwritten 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

Subst

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 th 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

Handwritten signature

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

Amal