



Letter No 2838 Date 28.7.22

To

The District Informatic Officer,
NIC, Nayagarh.

Sub: For advertisement of PM (Programme Manager) of Netaji GPLF, Badagorada CoE (GPLF) in Nayagarh NIC.

Ref: Letter No. 33 dtd.25.07.2022 from Netaji GPLF, Badagorada CoE.

Sir,

With reference to the subject cited above I am to intimate you that, the Netaji GPLF Badagorada is going to recruit one post PM (**PROGRAMME MANAGER**) of CoE (Centre of Excellence) under the NRETP project.

Hence it has requested to make an advertisement in Nayagarh NIC. The details of the advertisement are attached here.

Yours Faithfully,

28/7/22
Block Development Officer,
Odagaon Block.

Memo No. 2839 Date 28.7.22

Copy Submitted to CDO-Cum-Executive officer Zillaparisad Nayagarh for kind information.

28/7/22
Block Development Officer,
Odagaon Block.

ODISHA LIVELIHOOD MISSION
NETAJI GRAM PANCHAYAT LEVEL FEDERATION , BADAGORADA
BLOCK - ODAGAON , DIST - NAYAGARH

Letter No - 34

Date - 25/07/2022

ADVERTISEMENT

Vide Letter No:-1759/2021 ,Dt -18.12.2021 of state mission Director -cum-CEO,OLM, Applications are invited from the eligible candidate for contractual engagement for the post of programme manager under Center of Excellence (COE)project at Badagorada GPLF,ODAGAON

| Positions | Total nos. | Qualification | Age Limit | Experience | Salary(Rs.Per Month) |
|-------------------|------------|-----------------|-----------|------------|----------------------|
| Programme Manager | 1 | Post Graduation | 40 years | 5 years | 15,000 |

GENERAL TERMS & CONDITIONS

- 1) Details of Application form , Desired criteria, Roles & Responsibilities of the Programme Manager is available for download in the Nayagarh district official website i.e www.nayagarh.nic.in
- 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 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) 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 25.08.22 (5.00 pm)through registered/speed post only in the following address.The President,Badagorada GPLF,GP-Badagorada,At-Badagorada,po-kesharpur,via-Mandhatapur,Pin-752079,Odagaon,Nayagarh,ph no-9337168047,7894535533.

Sd/-

GPLF President

Netaji GPLF, Badagorada,Odagaon

Namita Dasgupta
ସଭାପତି

ନେତାଜୀ ପଞ୍ଚାୟତ ସଭା ସଦସ୍ୟ
ଗ୍ରା-କେଶରପୁର,ପ.ଓ.-କେଶରପୁର,ଡି. ନୟାଗଡ଼

Jayanti Dasgupta
ସଭାପତି

ନେତାଜୀ ପଞ୍ଚାୟତ ସଭା ସଦସ୍ୟ
ଗ୍ରା-କେଶରପୁର,ପ.ଓ.-କେଶରପୁର,ଡି. ନୟାଗଡ଼

Memo No.....35..... Date.....25/07/2022.....

Copy Forwarded to NIC, Nayagarh for information & necessary action. Further publish this advertisement in website.

Namita Pradhan

President
Netaji GPLF, Badagorada
Odagaon, Nayagarh

Memo No.....36..... Date.....25/07/2022.....

1. Copy to collector, Nayagarh
2. Copy to PD, DRDA Nayagarh
3. Copy to Block Development Officer, Odagaon
4. Copy to DPM OLM, Nayagarh
5. Copy to BPM OLM, Odagaon

This is for your kind information & necessary action.

Namita Pradhan

President
Netaji GPLF, Badagorada
Odagaon, Nayagarh

Namita Pradhan

ସଭାନେତ୍ରୀ

ନେତାଜୀ ପଞ୍ଚାୟତ ସଭାୟ ମହା ସଂଘ
ନା-ବଡ଼ଗୋରଡା.ପ.-ବଡ଼ଗୋରଡା.ଡି-ନୟାଗଡ଼

Jayanti parida

ସଂପାଦିକା

ନେତାଜୀ ପଞ୍ଚାୟତ ସଭାୟ ମହା ସଂଘ
ନା-ବଡ଼ଗୋରଡା.ପ.-ବଡ଼ଗୋରଡା.ଡି-ନୟାଗଡ଼

PROGRAMME MANAGER (PM)

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

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)

Application for the Post of Programme Manager

POST APPLIED FOR -

A Personal Information

| | | | | | | |
|----|--|--|--|--|--|--|
| 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 | | | | | |

Recent Passport Size Photograph

B Educational Qualification (attach photocopies of marksheet and degree certificates if any)

| | 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) | | | | | |
| | Any other qualification, additional degree, diploma/ certificate course? If Yes, mention below | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

C Computer/Accounting/Any Other Courses (Attach photocopies of marksheets and certificates with form.)

| | 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 (attach photocopies of call letters and Order.)

| | 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

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

| 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