

OFFICE OF THE PANCHAYAT SAMIT, TIRTOL

To

No 3452

Date 16 / 05 / 2023

The Chief District officer-cum-Executive Officer, Zilla Parishad,  
Jagatsinghpur,

Sub :- Publication of advertisement for selection of Community Support Staff  
under Odisha Livelihoods Mission, Department of Mission Shakti web  
hosting reg.

Sir/Madam,

In inviting a kind reference to the letter on the subject cited above, I am  
say that Govt, have issued revised guideline for selection of Community Support Staffs  
such as Community Resource Person for Community Mobilization (CRP-CM), Master  
Book Keeper (MBK), Bank Mitra, Community Recourse Person- Enterprise Promotion  
(CRP-EP) and Business Development Support Provider (BDSP) under Odisha  
Livelihood Mission, Department of Mission Shakti Govt. of Odisha. In this regard 9  
no's of GPLF have given their vacancy position to Jyoti Mahasangha, Tirtol (BLF) and  
the BLF also given a copy to us for widely publication of Community Support Staff  
vacancy position. i.e, 1 no of Master Book Keeper (MBK) 10 no's of Community  
Resource Person for Community Mobilization (CRP-CM), and 2 no's of Bank Mitra for  
2 Bank Branches are to be engaged temporally of concerned block.

I would therefore request you to take suitable steps for publication of this  
advertisement in District website. The copies of the application prospectus, CLF,  
GPLF, & Bank Branch wise vacancy details and other supporting documents are  
attached herewith for your kind information & necessary action,

Yours faithfully,

  
Block Development Officer,  
Block Development Officer  
Tirtol

Enclosed: -

- Annexure I - Sample Notice
- Annexure II - Application form for Community Support Staff
- Annexure III – Checklist of Document to be submitted  
&  
CLF, GPLF & Bank wise Vacancy details.

## NOTICE

JYOTI MAHASANGHA BLOCK LEVEL FEDERATION, BLF OFFICE, TIRTOL BLOCK

Letter No. 15

Date. 16.05.2023

Name of BLF :- JYOTI MAHASANGHA, BLOCK LEVEL FEDERATION, Tirtol

invites applications from candidates for the following positions of Community Support Staff

Community Support Staff	CLF/GPLF	No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. per Month)
CRP-CM	Name of CLF- JHANKESWAR CLF Name of Village- JHANKESWAR Name of GPLF- ADISHAKTI PANCHAYAT MAHASANGHA	1	10 th Pass	Rs. 3000/-
	Name of CLF- AMBERI -1 Name of village- AMBERI Name of GPLF -ADYASHAKTI GPLF	1		
	Name of CLF- JAGABALIA CLF Name of village- DERAKANA Name of GPLF -GURUSHAKTI GPLF	1		
	Name of CLF- NETAJI CLF Name of village- GOBINDAPUR Name of GPLF- ISHANESWAR PANCHAYAT MAHASANGHA	1		
	Name of CLF- BAPUJI CLF Name of village- GOBINDAPUR Name of GPLF- ISHANESWAR PANCHAYAT MAHASANGHA	1		
	Name of CLF- GAYATRI CLF Name of village- PATKURA Name of GPLF- JYOTIPRAVA GRAMA PANCHAYAT MAHASANGHA	1		
	Name of CLF- GOPALJEW CLF Name of village- KANTAPADA Name of GPLF- KALASHAKTI GPLF	1		
	Name of CLF- ANANTA BASUDEV CLF Name of village- KRUSHNANANDAPUR Name of GPLF- KRUSHNA SHAKTI PANCHAYAT MAHASANGHA	1		
	Name of CLF- MAHAMAD CLF Name of village- KRUSHNANANDAPUR Name of GPLF- KRUSHNA SHAKTI PANCHAYAT MAHASANGHA	1		
	Name of CLF- NANDANADAN CLF Name of village- JAINBEDHUAIN Name of GPLF- SAPTASHAKTI PANCHAYAT MAHASANGHA	1		

### Other Eligibility Criteria :

- Should be a women and an SHG member
- Should be able to read and write Odia
- Well conversed with local language/dialect
- Age: minimum 18 years
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK ; GP/GPs coterminous with the service area of the concerned Bank for Bank Mitra; same block in case of BDSP and CRP-CM

*Sabita Rout*  
President 16.05.23  
Jyoti Mahasangha  
Mission Shakti, Tirtol

*Renubala Sahoo*  
Secretary 16.05.23  
Jyoti Mahasangha  
Mission Shakti, Tirtol

## NOTICE

### JYOTI MAHASANGHA BLOCK LEVEL FEDERATION, BLF OFFICE, TIRTOL BLOCK

Letter No. 16

Date. 16.05.23

Name of BLF :- JYOTI MAHASANGHA, BLOCK LEVEL FEDERATION, Tirtol

invites applications from candidates for the following positions of Community Support Staff

Community Support Staff	CLF/GPLF		No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. per Month)
Master Book Keeper(MBK)	Name of GPLF Name of GP	Name of GPLF- KALASHAKTI GPLF Name of GP- KANAKPUR	1	12th/ Intermediate/ +2 Pass	Rs. 6000/-

#### Other Eligibility Criteria :

- Should be a women and an SHG member
- Should be able to read and write Odia
- Well conversed with local language/dialect
- Age: minimum 18 years
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK ; GP/GPs coterminous with the service area of the concerned Bank for Bank Mitra; same block in case of BDSP and CRP-CM

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Secretary 16.05.23  
Jyoti Mahasangha  
Mission Shakti, Tirtol

## NOTICE

JYOTI MAHASANGHA BLOCK LEVEL FEDERATION, BLF OFFICE, TIRTOL BLOCK

Letter No. 17

Date. 16.05.23

Name of BLF :- JYOTI MAHASANGHA, BLOCK LEVEL FEDERATION, Tirtol

invites applications from candidates for the following positions of Community Support Staff

Community Support Staff	CLF/GPLF		No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. per Month)
Bank Mitra	Name of Bank	Name of the Bank- INDIAN BANK, KRUSHNANANDAPUR-	1	12th/ Intermediate/ +2 Pass	Rs. 6000/-
	Service Area GP/GPs	BISANAPUR, KRUSHNANANDAPUR, KANIMUL			
	Name of Bank	Name of the Bank- ODISHA GRAMYA BANK, PATILO	1		
	Service Area GP/GPs	PATILO-			

### Other Eligibility Criteria :

- Should be a women and an SHG member
- Should be able to read and write Odia
- Well conversed with local language/dialect
- Age: minimum 18 years
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK ; GP/GPs coterminous with the service area of the concerned Bank for Bank Mitra; same block in case of BDSP and CRP-CM

*Sabita Rout*  
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**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>B.</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)					
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)

*Aditya*

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*

*Amal*

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*

*Subit*



**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

*Handwritten signature*

## 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 31.05.2023

*Sabita Rout* *Renubala Sahoo*  
President <sup>SV</sup> 16.5.23 Secretary 16.05.23  
Jyoti Mahasangha Jyoti Mahasangha  
Mission Shakti, Tirtol Mission Shakti, Tirtol  
President Secretary

Block Level Federation (BLF)