



# ZILLA-PARISHAD, JHARSUGUDA

ODISHA LIVELIHOODS MISSION

Zilla Parishad Building, P.O-OMP Line, Near Collectorate, Jharsuguda, Pin-768204 Odisha.  
Ph.No-06645-271337/272997.E-Mail: -ori-djharsuguda@nic.in/jharsugudadpm.olm@gmail.com

Letter No. XI- 155/2023/ 599 /Zilla Parishad/

Date 14/12/2023

To,

**The District Informatics Officer,  
NIC, Jharsuguda.**

**Sub:-** Web hosting of the Advertisement regarding engagement of Bank Mitra in Banjari GPLF and MBK in Tillia GPLF under Maa Jagat Janani Block Level Federation (BLF), Lakhanpur, Odisha Livelihoods Mission, Jharsuguda, Department of Mission Shakti.

**Ref:-** Memo No-148 and 150 Dated.24.11.2023 of Maa Jagat Janani Block Level Federation (BLF), Jharsuguda.

Sir,

With reference to the subject cited above, I am to enclose herewith the details of Advertisement regarding engagement of Bank Mitra in Banjari GPLF and MBK in Tillia GPLF under Maa Jagat Janani Block Level Federation (BLF), Lakhanpur, Odisha Livelihoods Mission, Department of Mission Shakti for web hosting in District NIC Portal. The last date of receipt of application is 05/01/2024

Therefore, you are requested to upload the details Advertisement for wider circulation and publicity.

Yours faithfully

  
14.12.23

**Chief Dev. Officer-cum-Executive Officer  
Zilla Parishad, Jharsuguda**

Memo No 500 Date 14/12/2023

Copy to BPM/ BPC/BLF, Lakhanpur for information and immediate action.

  
14.12.23

**Chief Dev. Officer-cum-Executive Officer  
Zilla Parishad, Jharsuguda**

Memo No 501 Date 14/12/2023

Copy to BDO, and CDPO, Lakhanpur for information and necessary action.

  
14.12.23

**Chief Dev. Officer-cum-Executive Officer  
Zilla Parishad, Jharsuguda**

**MAA JAGAT JANANI BLOCK LEVEL FEDERATION LAKHANPUR**

**AT/PO/PS - LAKHANPUR, DISTRICT- JHARSUGUDA (ODISHA)**

PIN CODE – 768219

(Currently Functioning at CDPO Office,Lakhapur)

Letter No.- 148..... / Date – 24.11.2023

**NOTICE FOR COMMUNITY SUPPORT STAFF**

Maa Jagat Janani Block Level Federation, At/Po/Ps-Lakhanpur, Dist-Jharsuguda Pin-768219 invites applications from eligible Female candidates for the following positions of Community Support Staff to be engaged in **Banjari** GPLF under Lakhanpur Block of Jharsuguda District in prescribed format. Candidates can download their applications forms at <http://jharsuguda.nic.in> for the following position with performance incentive details are given below.

Community Support Staff	CLF/GPLF	No of Vacancy	Minimum Educational Qualification	Performance Incentive ( Per Month)
Bank Mitra	Banjari	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 as on the date of advertisement.
- 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.

*Mita Dami pagawat*  
Secretary  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federatio:  
Lakhanpur

*Sat. Kunitata Sahu*  
President  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federatio:  
Lakhanpur

Memo No- 149.....

Date- 24.11.2023

Copy submitted to Block Development Officer, Lakhanpur/Child Development Project Officer, Lakhanpur for favour of kind information and necessary action.

*Mita Dami pagawat*  
Secretary  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federatio:  
Lakhanpur

*Sat. Kunitata Sahu*  
President  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federatio:  
Lakhanpur

**MAA JAGAT JANANI BLOCK LEVEL FEDERATION LAKHANPUR**  
**AT/PO/PS - LAKHANPUR, DISTRICT- JHARSUGUDA (ODISHA)**

PIN CODE - 768219

(Currently Functioning at CDPO Office, Lakhapur)

Letter No.- 150 / Date - 24.11.2023

**NOTICE FOR COMMUNITY SUPPORT STAFF**

Maa Jagat Janani Block Level Federation, At/Po/Ps-Lakhanpur, Dist-Jharsuguda Pin-768219 invites applications from eligible Female candidates for the following positions of Community Support Staff to be engaged in **Tilia** GPLF under Lakhanpur Block of Jharsuguda District in prescribed format. Candidates can download their applications forms at <http://jharsuguda.nic.in> for the following position with performance incentive details are given below.

Community Support Staff	CLF/GPLF	No of Vacancy	Minimum Educational Qualification	Performance Incentive ( Per Month)
Master Book Keeper(MBK)	Tilia	1	12th/Intermidiate/+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 as on the date of advertisement.
- 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.

*Mita Dami pasawat*  
Secretary  
SECRETARY  
Maa Jagat Janani Block level federation  
Maa Jagat Janani,  
Lakhanpur  
Block Level Federatio  
Lakhanpur

*Smt. Kuni lata Sahu*  
President  
PRESIDENT  
Maa Jagat Janani Block level federation  
Maa Jagat Janani  
Lakhanpur  
Block Level Federatio  
Lakhanpur

Memo No-151

Date-24.11.2023

Copy submitted to Block Development Officer, Lakhanpur/Child Development Project Officer, Lakhanpur for favour of kind information and necessary action.

*Mita Dami pasawat*  
Secretary  
SECRETARY  
Maa Jagat Janani Block level federation  
Maa Jagat Janani,  
Lakhanpur  
Block Level Federatio  
Lakhanpur

*Smt. Kuni lata Sahu*  
President  
PRESIDENT  
Maa Jagat Janani Block level federation  
Maa Jagat Janani  
Lakhanpur  
Block Level Federatio  
Lakhanpur

## 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, <http://jharsuguda.nic.in>.

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:

*Mita Ran Palawat*  
Secretary  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federation  
Lakhanpur

*Sat. Kumilata Sahu*  
President  
Maa Jagat Janani Block level federation  
Lakhanpur  
Block Level Federation  
Lakhanpur

**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)**

*Amal*

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)						
<b>Any other qualification, ITI/additional degree, diploma/ degree/ certificate course. If Yes, mention below</b>							
5							
6							
7							
8							

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

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

*Adit*

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 mark*

Cut from Here



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**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

*Handwritten signature*