



ARADHYA BLOCK LEVEL FEDERATION , BARCHANA-RURAL  
ADVERTISEMENT

Letter No : 09

Date : 10.03.2023

The Aradhya Block Level Federeation, Barchana-Rural. At: Balichandrapur CDPO Office, Po Balichandrapur Block: Barchana, Dist : Jajpur Pin-754205. Applications are invited for MBK, Bank Mitra & CRP-CM to be engaged in Achyutbasant, Anaka, Manduka, Nalipur, Charinangal, Bikramtiran and Gopalpur GPLF under Barchana-Rural CDPO Project of Jajpur District in prescribed format from eligible Female Candidates. A candidate can Download their application form at <http://jajpur.nic.in> for the following post with performance incentives details are given below.

| Sl No. | Community Support Staff  | CLF/GPLF    | No. of Vacancy | Minimum Educational Qualification       | Performance Incentive (Rs. Per month) |
|--------|--------------------------|-------------|----------------|---|---------------------------------------|
| 1      | CRP- CM                  | No. of CLF  | 23             | 10 <sup>th</sup> Pass                   | Rs. 3000/-                            |
| 2      | Master Book Keeper (MBK) | No. of GPLF | 02             | 12 <sup>th</sup> / Intermediate/+2 Pass | Rs. 6000/-                            |
| 3      | Bank Mitra               | No. of Bank | 03             | 12 <sup>th</sup> / Intermediate/+2 Pass | Rs. 6000/-                            |

The CLF / GPLF wise vacancy details is 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 Advt. 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.

*Madhabi Biswal*

Secretary  
ARADHYA B.L. FEDERATION

*Pramila Jena*

President/Secretary  
ARADHYA B.L. Federation  
Badachana (R)

Memo No. 10 Date 10.03.2023

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

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila Jena  
President  
ARADHYA B.L. FEDERATION  
Badachana (R)

Memo No. 11 Date 10.03.2023

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.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila Jena  
President/Secretary  
ARADHYA B.L. FEDERATION  
Badachana (R)

Memo No. 12 Date 10.03.2023

Copy submitted to chairperson / Vice Chairperson, Barchana Block, ZP Member Zone 18, 19 & 20 Barchana Block, Sarpanch & PS Members of Barchana Block for favour of kind information.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila Jena  
President/Secretary  
ARADHYA B.L. FEDERATION  
Badachana (R)

Memo No. 13 Date 10.03.2023

Copy submitted to Block Development Officer, Barchana/ Child Development Project Officer, Barchana-R for favour of kind information with a request to publish the notice in respective office notice board.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila Jena  
President  
ARADHYA B.L. FEDERATION  
Badachana (R)



Memo No. 14 Date 10.03.2023

Copy submitted to Block Project Manager/Block Project Coordinator, Barchana-R Block for favour of information with a request to oversee entire selection process of community cadres of all-GPLF.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila jena  
PRESIDENT  
Aradhya Block Level Federation Barchana-Rural  
Badachana (R)

Memo No. 15 Date 10.03.2023

Copy submitted to Lady Supervisor (ALL), ICDS Barchana-R for favour of information with a request to publish the notice in all AWCs.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila jena  
PRESIDENT  
Aradhya Block Level Federation Barchana-Rural  
Badachana (R)

Memo No. 16 Date 10.03.2023

Copy submitted to PEOs (Concerned) under Barchana block for favour of information with a request to publish the Notice in G.P. notice board.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila jena  
PRESIDENT  
Aradhya Block Level Federation Barchana-Rural  
Badachana (R)

Memo No. 17 Date 10.03.2023

Copy submitted President/Secretary, GPLFs (Concerned) for favour of information with a request to publish the notice in GPLF office notice board & respective CLFs.

Madhabi Biswal  
Secretary  
ARADHYA BL. FEDERATION

pramila jena  
PRESIDENT  
Aradhya Block Level Federation Barchana-Rural  
Badachana (R)

## 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 27.03.2023 05.00 PM.

*Madhavi Biswal*

**Secretary**  
**ARADHYA BL. FEDERATION**

Sd/-

*pramila jena*

**President/Secretary**  
**ARADHYA BL. FEDERATION**  
Block Badachana (R)



**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   |

*Madhabi Biswal*

**Secretary  
ARADHYA BL. FEDERATION.**

*pramila Jena*

**PRESIDENT  
Aradhya B.L. Federation  
Badachana (R)**



## Annexure-

| Sl No | Name of the GPLF                | Name of CLF/GPLF/Bank       | Name of the Vacant Post | Number of Post | Remarks                   |
|-------|---------------------------------|-----------------------------|-------------------------|----------------|---------------------------|
| 1     | Achyutbasant GPLF               | Achyutbasant GPLF           | MBK                     | 1              | MBK-1,CRP-05              |
| 2     |                                 | Maa Kochilasuni CLF         | CRP-CM                  | 1              |                           |
| 3     |                                 | Maa Padmalaya CLF           | CRP-CM                  | 1              |                           |
| 4     |                                 | Bharat Mata CLF             | CRP-CM                  | 1              |                           |
| 5     |                                 | Asia CLF                    | CRP-CM                  | 1              |                           |
| 6     |                                 | Gadjit CLF                  | CRP-CM                  | 1              |                           |
| 7     | Anaka GPLF                      | Anaka GPLF                  | MBK                     | 1              | 1 MBK,15 CRP 1 Bank Mitra |
| 8     |                                 | OGB,Balichandrapur          | Bank Mitra              | 1              |                           |
| 9     |                                 | Bada Anaka CLF              | CRP-CM                  | 1              |                           |
| 10    |                                 | Rahala CLF -01              | CRP-CM                  | 1              |                           |
| 11    |                                 | Rahala CLF -02              | CRP-CM                  | 1              |                           |
| 12    |                                 | Bhuluka CLF-01              | CRP-CM                  | 1              |                           |
| 13    |                                 | Bhuluka CLF-02              | CRP-CM                  | 1              |                           |
| 14    |                                 | Khadianga CLF-01            | CRP-CM                  | 1              |                           |
| 15    |                                 | Khadianga CLF-02            | CRP-CM                  | 1              |                           |
| 16    |                                 | Dakhinakula CLF             | CRP-CM                  | 1              |                           |
| 17    |                                 | Raghunathpur Sasan CLF      | CRP-CM                  | 1              |                           |
| 18    |                                 | Sana Anaka CLF              | CRP-CM                  | 1              |                           |
| 19    |                                 | Mahadeipur CLF--01          | CRP-CM                  | 1              |                           |
| 20    |                                 | Mahadeipur CLF--02          | CRP-CM                  | 1              |                           |
| 21    |                                 | Mahipur CLF-01              | CRP-CM                  | 1              |                           |
| 22    |                                 | Mahipur CLF-02              | CRP-CM                  | 1              |                           |
| 23    | Sana Anaka CLF B                | CRP-CM                      | 1                       |                |                           |
| 24    | Mahashakti Mahasangha, Gopalpur | Kalashree A CLF             | CRP-CM                  | 1              | CRP-1                     |
| 25    | Nalipur GPLF                    | Ahmadnagar CLF              | CRP-CM                  | 1              | CRP-1                     |
| 26    | Charinangal GPLF                | Fatima Johar CLF            | CRP-CM                  | 1              | CRP-1                     |
| 27    | Manduka GPLF                    | Indian Bank,Balichandrapur. | Bank Mitra              | 1              | Bank Mitra-1              |
| 28    | Bikramtiram GPLF                | Canara Bank,Balichandrapur  | Bank Mitra              | 1              | Bank Mitra-1              |
|       |                                 | Total MBK                   | 2                       |                |                           |
|       |                                 | Total Bank Mitra            | 3                       |                |                           |
|       |                                 | Total CRP                   | 23                      |                |                           |
|       |                                 | Total                       | 28                      |                |                           |

Madhabir Biswal

Secretary  
ARADHYA BL. FEDERATION

pramila Jena

PRESIDENT  
Aradhya B.L. Federation  
Badachana (R)

**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*)



| Sl. No.  | Degree/Diploma/<br>Certificate Course/<br>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/<br>+2              |             |                     |                    |                               |                    |                 |
| 3  | Graduation<br>(Specify)/ +3                         |             |                     |                    |                               |                    |                 |
| 4  | Post Graduate<br>(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 Months) | Period (In Years/ Months) |
|  |                    |   | From (MM/YYYY) | To (MM/YYYY) |                          |                           |
| 1  |                    |   |                |              |                          |                           |
| 2  |                    |   |                |              |                          |                           |
| 3  |                    |   |                |              |                          |                           |
| 4  |                    |   |                |              |                          |                           |

| D. | Language Proficiency (Put Tick Mark <input checked="" type="checkbox"/> 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*