



Rajnagar Block Mission Shakti Federation, Rajnagar

Block – Rajnagar, Dist – Kendrapara, Odisha-754225

Regd. No. K.N.P/3227/17

Letter No. 74

Date. 28/02/2023

Rajnagar Block Mission Shakti Federation, Rajnagar invites application/s from candidates for the following positions of Community Support Staff.

Vacancy position for selection of community support staff - " Community Resource Person for Community Mobilization (CRP-CM) "						
Sl. No	Name of the GP	Name of the Village	Name of the CLF	Nos. of vacancy CRP-CM	Minimum Educational Qualification	Performance Incentives (Rs. Per Month)
1	Kurunti	Chandrasekhara	Chandrasekhara CLF	1	10th Pass	Rs. 3,000/-
		Nodhabasanta				
2	Dera	Dera	Maa Sahada Sundari CLF	1	10th Pass	Rs. 3,000/-
		Gahmasikhar				
3	Dera	Chinchiri	Maa Mangala CLF	1	10th Pass	Rs. 3,000/-
		Kathuaganda				
4	Dera	Kathapangara	Budhijagulai CLF	1	10th Pass	Rs. 3,000/-
		Badhi				
		Dhobeigarh				
5	Iswarpur	Ajagarpatia	Kartikeswar CLF	1	10th Pass	Rs. 3,000/-
		Purusottampur				
6	Iswarpur	Dighi	Dighi CLF	1	10th Pass	Rs. 3,000/-
7	Iswarpur	Righagarh	Maa Santoshi CLF	1	10th Pass	Rs. 3,000/-
8	Rangani	Sailendranayara npur	Bibekananda CLF	1	10th Pass	Rs. 3,000/-
		Gopaljew Patana				

Minati Nagak
Secretary
Rajnagar Block
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President
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9	Ostia	Ostia	Jay Hanuman CLF	1	10th Pass	Rs. 3,000/-
		Bandhapatana				
10	Ostia	Nagad	Sri Gobinda CLF	1	10th Pass	Rs. 3,000/-
11	Kandira	Padmanavpur	Subash Bose CLF	1	10th Pass	Rs. 3,000/-
		Chakamanpur				
		Bektakolha				
		Badapal				
12	Ghadiamala	Daruora	Daruora CLF	1	10th Pass	Rs. 3,000/-
13	Ghadiamala	Padmanavapur	Sai Ashis CLF	1	10th Pass	Rs. 3,000/-
		Nuagan				
14	Ghadiamala	Ghadiamala	Ghadiamala CLF	1	10th Pass	Rs. 3,000/-
		Balarampur				
15	Brahmanisahi	Gobardhanpur	Laxminarayan CLF	1	10th Pass	Rs. 3,000/-
		Olasahi				
16	Brahmanisahi	Badanaukona	Maa Santoshi CLF	1	10th Pass	Rs. 3,000/-
17	Brahmanisahi	Jayapur	Shree Jagannath CLF	1	10th Pass	Rs. 3,000/-
18	Sanabada Gopalpur	Kushailo	Kushailo CLF	1	10th Pass	Rs. 3,000/-
19	Sanabada Gopalpur	Nurugan	Maa Ramachandi CLF	1	10th Pass	Rs. 3,000/-
20	Rajpur	Balabhadraprasad	Maa Saraswati CLF	1	10th Pass	Rs. 3,000/-
21	Hatina	Endulapur	Jay Jagannath CLF	1	10th Pass	Rs. 3,000/-
22	Hatina	Prasannapur	Abhiram Pramhansa CLF	1	10th Pass	Rs. 3,000/-
		Pentha				
23	Balisahipatana	Dhandia	Maa Tarini CLF	1	10th Pass	Rs. 3,000/-
24	Balisahipatana	Balisahipatana	Maa Thanapati CLF	1	10th Pass	Rs. 3,000/-
25	Dangamala	Badadia	Maa Santoshi CLF	1	10th Pass	Rs. 3,000/-
		Kamalpur				
		Trilochanpur				

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26	Krushnanagar	Kanaknagar	Maa Jaya Durga CLF	1	10th Pass	Rs. 3,000/-
27	Krushnanagar	Sailendranagar	Jay Jagannath CLF	1	10th Pass	Rs. 3,000/-
28	Khamarsahi	Rajendranarayannpur	Haraparbati CLF	1	10th Pass	Rs. 3,000/-
		Paramanandpur				
		Govindpur				
29	Satavaya	Satavaya	Sai Baba CLF	1	10th Pass	Rs. 3,000/-
30	Satavaya	Kanhapur	Jay Jagannath CLF	1	10th Pass	Rs. 3,000/-
Total Vacancy CRP-CM				30		

Vacancy position for selection of community support staff - " **Master Book Keeper (MBK)** "

Sl. No	Name of the GP	Name of the GPLF	Nos. of vacancy MBK	Minimum Educational Qualification	Performance Incentives (Rs. Per Month)
1	Satavaya	Maa Panchubarahi GPLF	1	Intermediate/12th /+2 pass	Rs. 6000/-
2	Ghadiamala	Panchayat Mission Shakti Federation, Ghadiamala	1	Intermediate/12th /+2 pass	Rs. 6000/-
3	Rangani	Panchayat Mission Shakti Federation, Rangani	1	Intermediate/12th /+2 pass	Rs. 6000/-
4	Baghamari	Ramakrushna Panchayat Mahasangha	1	Intermediate/12th /+2 pass	Rs. 6000/-
5	Khamarsahi	Binapani Federation, Khamarsahi	1	Intermediate/12th /+2 pass	Rs. 6000/-
6	Dangamala	Radhakrishna Federation, Dangamala	1	Intermediate/12th /+2 pass	Rs. 6000/-
7	Bhitargarh	Panchayat Mission Shakti, Bhitargarh	1	Intermediate/12th /+2 pass	Rs. 6000/-
8	Gupti	Panchayat Mission Shakti Federation, Gupti	1	Intermediate/12th /+2 pass	Rs. 6000/-
9	Kurunti	Mahila Panchayat Mahasangha, Kurunti	1	Intermediate/12th /+2 pass	Rs. 6000/-
Total Vacancy MBK			9		

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Vacancy position for selection of community support staff - " Bank Mitra "					
Sl. No	Name of the GP	Name of the Bank Branch	Nos. of vacancy Bank Mitra	Minimum Educational Qualification	Performance Incentives (Rs. Per Month)
1	Satavaya	State Bank of India, Gupti	1	Intermediate/12th/+2 pass	Rs. 6,000/-
	Iswarpur				
	Gupti				
2	Krushnanagar	State Bank of India, Bhitarkanika	1	Intermediate/12th/+2 pass	Rs. 6,000/-
	Khamarsahi				
	Dangamala				
Total Vacancy Bank Mitra			2		

Other Eligibility Criteria:

- Should be a woman and 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.

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 The District Administration, Kendrapara (www.kendrapara.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.

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- 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 **15.03.2023**.

Premamangala Pradhan

President

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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	Paste recent Passport size Colour Photograph
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(Pleasetick 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/mobileNumber (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/ Certificate Course/ Any other	Total Marks	Total Marks secured	% Ofmarks secured	Institution / College/ School	University / Board	Year of Passing
1	10 th Class						
2	12th/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/ Organisation/govt. Recognized Institution associated with	PERIOD		Total Period (In Years/Months)
			From (MM/YYYY)	To (MM/YYYY)	
1.					
2.					
3.					

D	Language Proficiency (Put Tick Mark 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	Submitted (YES/NO)	Sl No.	Name of Document attached	Submitted (YES/NO)
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

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 Miss/Smt.....Acknowledge receipt of Application of Miss/Smt..... for the Position of forCLF.....GPLF.....GP underBLF on dateat.....

*Full name & Signature of receiver
With Seal and Stamp*

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Parameter	Self-Attested Documents to be submitted	Submitted (Yes/No)
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	

Premanjula Pradhan

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