



ସଶକ୍ତମହିଳା! ସଶକ୍ତ ଓଡ଼ିଶା

OFFICE OF THE SAPTA MATRUKA BLOCK LEVEL FEDERATION, JAJPUR BLOCK

ADVERTISEMENT

Letter No...୧୫.....

Date...10.4.2023

The Sapta Matruka Block Level federation, Jajpur Block, invites applications from the eligible female candidates for community support staffs (MBK, Bank Mitra, CRP-CM) to be engaged in Badasuar, Basudebpur, Beruda, Bhuinpur, Bhubaneswarpur, Bichitrapur, Chainpur, Jafarpur, Jahanpur, Jhalpada, Khairabad, Maheswarpur, Malandapur, Markandpur, Nathsahi, Panasa, Sahaspur, Sanasuar, Shyamdasapur, Similia, Sujanpur, Upper Baruan GPLFs, under Jajpur Block of Jajpur District in prescribed format. A candidate can download the application forms at <http://jajpur.nic.in> for the vacant posts with performance incentive details are given below.

Sl. No.	Community Support Staff	CLF/GPLF/BANK	No. Of Vacancy	Minimum Educational Qualification	Performance incentive
1	CRP-CM	No. Of CLF 44	44	10 th Pass	Rs.3000/-
2	MASTER BOOK KEEPER(MBK)	No of GPLF 1	1	12 th Pass/ Intermediate/ +2 Pass	Rs.6000/-
3	BANK MITRA	No. Of Bank 12	12	12 th Pass/ Intermediate/ +2 Pass	Rs.6000/-

The CLF/GPLF wise vacancy details are 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 advertisement. 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.

Susama Panigrahi

ସଂପାଦିକା
ସପ୍ତମାତୃକା ବ୍ଲକ୍ ସ୍ତରୀୟ ମହାସଂଘ

Saraswati Baf

President/Secretary

Sapta Matruka Block Level Federation

Jajpur

ସଭା ନେତ୍ରୀ

ସପ୍ତମାତୃକା ବ୍ଲକ୍ ସ୍ତରୀୟ ମହାସଂଘ



GENERAL TERMS AND CONDITIONS

1. Application form and work description for each position are available at GPLF/BLF office. Candidates 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, qualification, experience etc. As per the check list have to be submitted along with the application form at BLF Office within the time line. Original documents shall be produced as and when required.
3. The selection process will consists 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 condition viz age, qualification and experience etc. should have been acquired as on date of notice, 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. Applicant shall mention the correct and active mobile number and email ID in the application form.
7. CLF/GPLF/BLF has 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 application is ~~25.4.2023~~ by 1:00 P.M.

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Memo No. 26

Date 10.4.2023

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

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Memo No. 27

Date 10.4.2023

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.

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Memo No. 28

Date 10.4.2023

Copy submitted to the Chairperson/Vice- Chairperson, Jajpur Block, All ZP member (Zone no.29,30,31,32) under Jajpur Block , All PS Members under Jajpur PS & all Sarpanchas under Jajpur Block for favour of kind information.

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Memo No. 29

Date 10.4.2023

Copy submitted to the Block Development Officer, Jajpur , CDPO, Jajpur , for favour of kind information with request to publish the notice in respective office notice board.

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Memo No. 30

Date 10.4.2023

Copy submitted to DPM,OLM Jajpur/ DPC Mission Shakti, Jajpur for favour of kind information.

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Memo No. 31

Date 10.4.2023

Copy submitted to BPM, OLM & BPC (MS), Jajpur for favour of information with a request to overall see entire selection process of Community Support Staff of all GPLF mentioned GP.

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Memo No. 32

Date 10.4.2023

Copy submitted to Lady Supervisor (All), ICDS, Jajpur Block for Information with request to publish the Notice in all AWCs in mentioned GP.

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Memo No. 33

Date 10.4.2023

Copy submitted to PEOs (Concerned) Under Jajpur Block for Favour of Information with Publish the Notice in GP Notice Board in Mentioned GP.

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Memo No. 34

Date 10.4.2023

Copy submitted to President & Secretary, Concerned GPLFs for information with request to publish the notice in GPLF Office Notice Board and Respective CLFs.

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VACANCY FOR COMMUNITY SUPPORT STAFF UNDER JAJPUR BLOCK

FY- 2022-2023

SL. NO	NAME OF GP	NAME OF GPLF	NO. OF CLFs	NAME OF CLFs	NAME OF VILLAGE	NO. OF VACANCY FOR CRP-CM	NO. OF VACANCY FOR MBK	NO. OF VACANCY FOR BANKMITRA AND BANK NAME WITH SERVICE AREA FROM WHICH THE CANDIDATES CAN APPLY	TOTAL VACANT POST
1	BADASUAR	BADASUAR GPLF	1	BANDHAMUNDA-KHA	BANDHAMUNDA	1	0	NILL	1 CRP-CM
2	BASUDEBPUR	BASUDEBPUR GPLF	1	BASUDEBPUR-2	BASUDEBPUR	1	0	NILL	1 CRP-CM
3	BERUDA	BERUDA GPLF	0	NILL	NILL	0	0	1 (SBI, JAJPUR TOWN) BERUDA	1 BANK MITRA
4	BHUBANESWARPUR	BHUBANESWARPUR GPLF	1	JAMUNA	JAMUNA	1	0	NILL	1 CRP-CM
5	BHUINPUR	BHUINPUR GPLF	2	UMASANKAR CLF	GOPALPUR	2	0	1 (BANK OF BARODA, BHABANIGAN J) BHUINPUR	2 CRP-CMs & 1 BANK MITRA
				RAGHUNATH CLF	MALAPADA				
6	BICHITRAPUR	BICHITRAPUR GPLF	2	BAIDYARAJPUR-1	BAIDYARAJ PUR	2	0	1 (UCO BANK, ABDALPUR) BICHITRAPUR	2 CRP-CMs & 1 BANK MITRA
				BICHITRAPUR-1	BICHITRAPUR				
7	CHAINPUR	CHAINPUR GPLF	5	BARUNEI CLF	BIDYADHARPUR	5	0	1 (INDIAN OVERSEAS BANK, JAJPUR) CHAINPUR	5 CRP-CMs & 1 BANK MITRA
				SUBARNAMUKHI CLF	BIDYADHARPUR				
				JAGULAI CLF	TIPARA				
				SATYA NARAYAN CLF	CHAINPUR				
				MAA KAPILEI CLF	SUNDARPUR				
8	JAFARPUR	JAFARPUR GPLF	5	RADHAMADAN	SAIPUR	5	0	NILL	5 CRP-CMs
				SAI MAHAL	SANATRILOCHANP				
				SANATRILOCHAN PUR	SANATRILOCHANP				
				JAFARPUR-2	JAFARPUR				
				MATHSAHI	BADAJALAHARA				
9	JAHANPUR	JAHANPUR GPLF	0	NILL	NILL	0	0	1 (PUNJAB NATIONAL BANK, JAJPUR) JAHANPUR	1 BANK MITRA
10	JHALPADA	JHALPADA	1	KAKUDIKUDA-4	KAKUDIKUDA	1	0	NILL	1 CRP-CM
11	KHAIRABAD	KHAIRABAD GPLF	4	CHALTA PADA-AJADGURU	ADANGA	4	0	1 (INDIAN BANK, JAJPUR) KHAIRABAD, JAFARPUR	4 CRP-CMs & 1 BANK MITRA
				KALKAPATNA CLF	ADANGA				
				BALIKUDA-PATHANMAHALA	ADANGA				
				RAMARAJA CLF	KALINDRABAD				

12	MAHESWARPUR	MAHESWARPUR GPLF	1	MAHESWARPUR CLF	MAHESWARPUR	1	0	NULL	ICRP-CM
13	MALANDAPUR	MALANDAPUR GPLF	6	MATBAJ-A	MATBAJ	1 (OGB, RUDHIA) MALANDAPUR	0	1 (UGB, RUDHIA) MALANDAPUR	6 CRP-CMs&1 BANK MITRA
				JAYJAGANNATH	SATHIPUR				
				MAA SARASWATI	BALIPASI				
				RUDHIA	RUDHIA				
				NURUGAON	KANTIGADIA				
				SWAPNESWAR	NAMTIKIRI				
14	MARKANDPUR	MARKANDPUR GPLF	2	MOGALPUR CLF	MOGALPUR	1 (UGO BANK, MARKANDPUR) MARKANDPUR, SANASUAR, BADASUAR, CHHATSIDEBIL	0	2 CRP-CMs&1 BANK MITRA	
				DHANIPUR CLF	DHANIPUR				
15	NATHSAHI	NATH SAHI GPLF	3	RADHAGOBINDA-MAA	SUNINDA	1, (INDIAN BANK , ANKULA) NATH SAHI INDIA, JAJPUR	0	3 CRP-CMs&1 BANK MITRA	
				RADHAKANTA-	NATH SAHI				
				MAA BIRAJA-	ADAMPUR				
				SRI JAGANNATH CLF	ANKULA				
				PATAPUR-	PATAPUR				
16	PANASA	PANASA GPLF	2	SAHASPUR-4	SAHASPUR	NULL	0	2 CRP-CMs&1 BANK MITRA	
				GOBINDPUR-3	GOBINDPUR				
17	SAHASPUR	SAHASPUR GPLF	2	NULL	NULL	NULL	1	1 MBK	
				SAHASPUR-4	SAHASPUR				
18	SANASUAR	SANASUAR GPLF	0	NULL	NULL	NULL	0	2 CRP-CMs	
				SAHASPUR-4	SAHASPUR				
19	SHYAMDASPUR	SHYAMDASPUR GPLF	2	KUJHALA-B	KUJHALA	NULL	0	2 CRP-CMs	
				MADHAPUR CLF	MADHAPUR				
20	SIMILIA	SIMILIA GPLF	1	BULAKIPUR CLF	BULAKIPUR	NULL	0	1 CRP-CM	
				HASANPUR-1	HASANPUR				
21	SUJANPUR	SUJANPUR GPLF	2	DURGAPUR	DURGAPUR	1, OGB SUJANPUR (SUJANPUR, ERBANK, S AHASPUR, SHYAMDASP UR)	0	2 CRP-CMs & 1 BANK MITRA	
				HASANPUR-1	HASANPUR				
22	UPPER BARUAN	U BARUAN GPLF	1	ASHA CLF	KACHERIGAON	1 UNION BANK, BARUAN/BARUA N, MAHESWARPUR, JA MDHAR, JHALPAD/A	0	1 CRP-CM & 1 BANK MITRA	
				ASHA CLF	KACHERIGAON				
TOTAL			44			44	1	12	

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 ଉତ୍ତମାତ୍ମକା ଶୁକ୍ରବରୀୟ ମହାପତ୍ର

* Susama Pati
 ସୁସାମା ପତି
 ଉତ୍ତମାତ୍ମକା ଶୁକ୍ରବରୀୟ ମହାପତ୍ର

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
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)

Paste recent size colour photograph

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	% of marks secured	Institution / College/ School	University / Board	Year of Passing
1	10 th Class						
2	12 th 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 <input 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

Handwritten 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

Adit



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 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

Saraswati Bai
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 ସମ୍ପ୍ରଦାୟର ବୃକ୍ଷପ୍ରମାଣ ପତ୍ରାଫଳ

x Susama Pani
 ସୁସାମା ପାନି
 ସମ୍ପ୍ରଦାୟର ବୃକ୍ଷପ୍ରମାଣ ପତ୍ରାଫଳ

Amalika

ANNEXURE-IV TIMELINE FOR SELECTION OF COMMUNITY SUPPORT STAFF

Sl. No	Activity	Timeline	Date	Responsibility
a.	b.	c.	d.	e.
1.	Notification at Block Office, CDPO Office, BLF Office, GPLF Office, GP Office, Anganwadi centre of concerned village for CRP-CM position and all Anganwadi centers of GP for concerned Community Support Staff from website of Chief Development Officer-Cum-Executive Officer (CDO-cum-EO)	Day 1		BLF/GPLF EC OLM + Chief Development Officer-Cum-Executive Officer for publication in the website
2.	Last date of receipt of Applications	Day 15		BLF
3.	Recording of all applications in prescribed register	Day 1 to day 15		BLF
4.	Preparation of list of candidates	Day 20		BLF
5.	Display of list of candidates at BLF, GPLF and CLF (for CRP-CM)	Day 22		Selection Committee (at BLF)
6.	Submission of grievance (at Block Office)	Day 23 to day 29		BDO
7.	Hearing of grievances of candidate/s	By the day 30 to day 34		BDO
8.	Document Verification by selection committee	By the day 35 to day 44		Selection Committee (at BLF)
9.	Preparation of Final merit list (at BLF)	By the day 45		Selection Committee (at BLF)
10.	Resolution made at GPLF	By the day 50		GPLF
11.	Display of Final merit list at BLF, GPLF and CLF (for CRP-CM only)	By the day 51		BLF and GPLF
12.	Issue of Offer letter	By the day 53		GPLF

Saraswati Bai 21

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