



# Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha  
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Letter No. 1343/2022  
OLM/IBCB/CG/01/2018

Date: 21.10.2022

From

**Mansi Nimbhal, IAS**  
State Mission Director

To

All Collectors

**Sub: Revised Guidelines for Selection of Community Support Staff under Odisha Livelihoods Mission**

**Ref: This office Letter no. 574/19, Date: 25.02.2019, Letter No .1121/OLM Date:13.08.2020, Letter No. 661/2022, Date: 24.05.2022**

Madam/Sir,

In inviting reference to the letters and subject cited above, I am to inform you that the guidelines for the selection of Community Support Staff such as Community Resource Person for Community Mobilization (CRP-CM), Master Book Keeper (MBK), Bank Mitra, Community Resource Person – Enterprise Promotion (CRP-EP) and Business Development Support Provider (BDSP) has been revised and enclosed for your ready reference.

Yours faithfully,

State Mission Director

Enclosure: As above

Copy to: (for information and necessary action)

1. Joint Secretary to Government, Department of Mission Shakti, Govt. of Odisha
2. CDO-cum- EO, Zilla Parishad of 30 Districts.
3. DSWOs are requested to communicate one copy of guidelines to concerned BLF of their district for needful action.
4. DPMs, OLM, all 30 Districts.
5. BDOs are requested to communicate one copy of guidelines to concerned GPLF of their district for needful action.
6. All Additional CEOs, JD-MIS, all Dy. CEOs, PMs, PEs and other SMMU Staff for Information.

# MATRUSHAKTI BLOCK LEVEL FEDERATION

## DHAMNAGAR

### NOTICE

Letter No. 42

Date: 20.02.2023

Matrushakti Block level federation, Dhamnagar invites applications from candidates from the following positions of Community Support Staffs.

Community Support Staff	GP Name	CLF/GPLF Name	Revenue Village Name	No. of Vacancy	Minimum Educational Qualification	Performance Incentive (Rs. Per Month)
CRP-CM	Khadipada	Dakhinakoruan 1 CLF	Dakhinakoruan	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Dobal	Sodha 3 CLF	Sodha	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		Sodha 4 CLF	Sodha	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Karada	Karada 1 CLF	Karada	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Sohada	Piteipur 1 CLF	Piteipur	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Hasnabad	Astak 4 CLF	Astak	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	R.B.Pur	Mirjapur CLF	Mirjapur	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		Nuapokhari CLF	Nuapokhari	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Katasahi	Katasahi 1 CLF	Katasahi	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		Gohirapada CLF	Gohirapada	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		Sriganga 1 CLF	Sriganga	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		C.S.Nandore 3 CLF	C.S.Nandore	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM		Batitanki CLF	Batitanki	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Kothar	Dillo 3 CLF	Dillo	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Dalanga	Biruhan 2 CLF	Biruhan	1	10 <sup>th</sup> Pass	Rs.3000/-
CRP-CM	Bayangdihi	Sayedjafar 2 CLF	Sayedjafar	1	10 <sup>th</sup> Pass	Rs.3000/-
Master Book Keeper (MBK)	Anandapur	Anandapur GPLF	-	1	12 <sup>th</sup> / Intermediat e/ +2 Pass	Rs.6000/-
Master Book Keeper (MBK)	Arjunpur	Arjunpur GPLF	-	1	12 <sup>th</sup> / Intermediat e/ +2 Pass	Rs.6000/-
Master Book Keeper (MBK)	Chudakuti	Chudakuti GPLF	-	1	12 <sup>th</sup> / Intermediat e/ +2 Pass	Rs.6000/-

#### 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
- Domicile: Residence of the same village/cluster in case of CRP-CM; same GP in case of MBK

**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 06.03.2023 by 4PM.

Rebati Sarangi  
President

Sd/-  
Kalpana Mallik  
SECRETARY

Matru Shakti Block Level Federation  
Dhamnagar, Bhadrak  
President/Secretary  
Dhamnagar, Bhadrak  
Block Level Federation (BLF)

Memo No - 43

Date - 20.02.2023

Copy Submitted to BDO, Dhamnagar / CDPO, Dhamnagar  
for kind information and necessary action.

Rebati Sarangi  
President

Kalpana Mallik

Memo No - 44

Date - 20.02.2023

Matru Shakti Block Level Federation  
Dhamnagar, Bhadrak

Matru Shakti Block Level Federation  
Dhamnagar, Bhadrak

Copy Submitted to CDO cum EO, ZP, Bhadrak  
for kind information and necessary action.

Rebati Sarangi  
President

Kalpana Mallik

Matru Shakti Block Level Federation  
Dhamnagar, Bhadrak

Matru Shakti Block Level Federation  
Dhamnagar, Bhadrak

## 1. INTRODUCTION

Odisha Livelihoods Mission (OLM) under the Department of Mission Shakti aims at socio economic and political empowerment of women by organizing them on the Self Help Group (SHG) platform across the state. Federations of women SHGs have been promoted under the aegis of this Department at Cluster, Gram Panchayat and ICDS Project level as an institutional mechanism of SHG network in the State. The Cluster Level Forum (CLF) and the Gram Panchayat Level Federations (GPLFs) play vital roles in formation of new SHGs, capacity building, monitoring & supervision of SHGs, graduating SHGs to the next level, exploring livelihood opportunities for member SHGs and offering several kinds of services during natural disasters and pandemic situations.

The role of Community Cadres henceforth to be known as Community Support Staff is instrumental in supporting these SHG federations through social mobilization, institution & capacity building of stakeholders, handholding for diversified income generating activities and promotion of women-led entrepreneurship. There is need for a revised guideline for selection of different Community Support Staff like Community Resource Persons for Community Mobilization (CRP-CM), Master Book Keeper (MBK), Bank Mitra, Community Resource Person – Enterprise Promotion (CRP-EP) and Business Development Support Provider (BDSP) for smooth delivery of various activities under the Department of Mission Shakti.

**Henceforth, the Community Cadres will be known as Community Support Staff and this Guidelines will be known as 'Revised Guidelines for Selection of Community Support Staff.' This Guideline is in supersession to other similar subject concerning with regards to the selection process of Community Cadre/Community support staff issued earlier.**

## 2. ELIGIBILITY CRITERIA FOR SELECTION OF COMMUNITY SUPPORT STAFF

### 2.1 Community Resource Person for Community Mobilization (CRP-CM)

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum 10<sup>th</sup> pass
- f. Domicile: Shall be resident of the same village/cluster

## **2.2 Master Book Keeper (MBK)**

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12<sup>th</sup> /+2 pass
- f. Domicile: shall be resident of the same GP

## **2.3 Bank Mitra**

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12<sup>th</sup> /+2 pass
- f. Domicile: shall be resident of the GP/GPs coterminous with the service area of the concerned Bank

## **2.4 Community Resource Person- Enterprise Promotion (CRP-EP)**

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum 10<sup>th</sup> pass
- f. Domicile: shall be resident of the same block

## **2.5 Business Development Support Provider (BDSP)**

- a. Shall be a woman and an SHG member
- b. Shall be able to read and write Odia
- c. Shall be well conversed with local language/dialect
- d. Age: minimum 18 years
- e. Educational Qualification: minimum Intermediate/ 12<sup>th</sup> /+2 pass
- f. Domicile: shall be resident of the same block

## **3. SELECTION PROCEDURE**

## Details of weightage of marks for Community Support Staff of OLM

### I. Community Resource Persons for Community Mobilization (CRP-CM)

Weightage of mark			Total Weightage marks
Educational Qualification	Socio Economic cum Special Category	Experience	
<p><b>a. In Non-Tribal sub plan blocks</b></p> <p>i. 10<sup>th</sup> pass: 33% to less than 60% marks-5 marks, 60% and above marks – 10 marks</p> <p><b>b. In Tribal sub plan blocks &amp; GPs with PVTG population in other blocks</b></p> <p>10<sup>th</sup> Pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p><b>c. Additional Qualification and marks</b></p> <p>i. +2 /12<sup>th</sup> / Intermediate qualification - Additional 2 marks,</p> <p>ii. +3/ Graduation qualification - Additional 2 marks,</p> <p>iii. Post-Graduation qualification - Additional 2 marks.</p>	<p>03 marks - applicant belonging to <b>any one or more or all</b> of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/- ) / SC/ST/ Minority/Orphan/ PWD/ PVTG</p>	<p>For CRP-CM Position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds)/ CRP-CM /MBK (for continuous 6 months and above) – 4 marks</p>	23

## 2. Master Book Keeper (MBK)

Weightage of mark			Total Weightage marks
Educational Qualification	Socio Economic cum Special Category	Experience	
<p><b>a. In Non-Tribal sub plan blocks</b></p> <p>i. +2 /12<sup>th</sup> / Intermediate pass: 33% to less than 60% marks -5 marks, 60% and above marks - 10 marks</p> <p><b>b. In Tribal sub plan blocks &amp; GPs with PVTG population in other blocks</b></p> <p>+2 /12<sup>th</sup> / Intermediate pass: 33% to less than 50% marks -5 marks, 50% and above marks- 10 marks</p> <p><b>c. Additional Qualification and marks</b></p> <p>i. +3/ Graduation qualification - Additional 2 marks, ii. Post-Graduation qualification - Additional 2 marks</p>	<p>03 marks - applicant belonging to <b>any one or more or all</b> of the following categories.</p> <p>Poor/EPVG (SECC 2011 Census data) /Ration card holder/ BPL/ Annual Income less than Rs. 60,000/- / SC/ST/ Minority/Orphan/ PWD/ PVTG</p>	<p>For MBK position, experience as Internal CRP/ Senior CRPs- (minimum 2 and above rounds)/ CRP-CM/ MBK/ Bank Mitra (for continuous 6 months and above) - 4 marks</p>	21

**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

**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)**

*Handwritten signature*

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)
			From (MM/YYYY)	To (MM/YYYY)	
1					
2					
3					
4					

<b>D.</b>	<b>Language Proficiency (Put Tick Mark <math>\checkmark</math> in appropriate column)</b>

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*