



**Odisha Livelihoods Mission  
Panchayati Raj & Drinking Water Department  
Government of Odisha**

No 2261 / 19  
OLM/IBCB/CoE/07/2016

Date 22-10-2019

**From**

**Smruti Ranjan Pradhan, IAS  
State Mission Director-cum-CEO**

**To**

**Project Director DRDA-cum-District Mission Coordinator**  
(Angul, Bolangir, Cuttack, Ganjam, Kalahandi, Koraput, Malkanagiri, Mayurbhanj  
Sambalpur and Sundargarh)

**Sub:** Human Resource Policy of Centre of Excellence (CoE) for Recruitment and Selection of dedicated CoE Staff

**Madam / Sir,**

In inviting a reference to the subject cited above, I am to intimate you that OLM has developed Human Resource Policy of Centre of Excellence (CoE) for Recruitment and Selection of dedicated CoE Staff namely Programme Manager, Accountant & MIS Assistant. The HR policy is enclosed herewith.

You are, therefore, requested to instruct the DPM, OLM to communicate HR Policy to concerned CoE and provide handholding support to CoE to complete the recruitment and selection process by **25<sup>th</sup> November, 2019** positively.

Yours faithfully,

  
21-10-2019

**State Mission Director-cum-CEO**

Encl : 1) CoE HR Policy

**Copy to:**

1. DPMs of Angul, Bolangir, Cuttack, Ganjam, Kalahandi, Koraput, Malkanagiri, Mayurbhanj, Sambalpur and Sundargarh
2. Addl. CEOs, Dy. CEOs, PMs and all staffs of OLM for information and necessary action

## **Advisory for Recruitment & Selection of CoE Staff**

Given below is the process to be followed for recruitment of CoE staff namely Programme Manager, Accountant and MIS Assistant. The job description, eligibility criteria and other desired criteria for each of these staff have already been **shared vide letter no. 1198/19 dated 18/06/2019** along with the CoE Guidelines. DMMU, OLM initially should provide handholding support to GPLF/CoE in carrying out the recruitment and selection process.

### **RECRUITMENT PROCESS**

In order to ensure transparent recruitment process, CoE should follow all necessary formalities as follows:

#### **Advertisement and Applications**

- a) GPLF EC will pass resolution in the monthly meeting for conducting recruitment process of CoE staff.
- b) GPLF/CoE will publish advertisement for recruitment of staff in at least two local daily Odia newspapers. A sample advertisement has been attached as Annexure 1.
- c) The notification/ advertisement shall be published in OLM notice board at district and block offices, GPLF/CoE office, CLF and other public places in block.
- d) Hard copies of application forms and job profile of each post shall be kept at District & Block office of OLM as well as at GPLF/CoE office. The application form has been attached as Annexure 2. Minimum 15 days time should be given for receipt of application, after date of advertisement.

#### **Formation of Scrutiny Committee and Interview Panel**

- e) A scrutiny committee should be constituted at CoE level for screening applications and short listing of candidates. The committee shall consist of five members including 3 office bearers and 2 thematic experts from other organizations to maintain transparency in the selection process. One of the experts should be BPM, OLM. If the post of BPM is vacant in concerned block, DPM OLM will depute BPM from other block post invitation by concerned CoE for such deputation.
- f) An interview panel should be constituted at CoE level for conducting interviews of shortlisted candidates. The committee shall consist of five members including GPLF President, Secretary and 3 thematic experts (as per CoE staff to be recruited) from other organizations to maintain transparency in the selection process. One of the experts should be representative of the Collector.

### **Registration of Applicants**

g) Post receipt of applications, scrutiny committee should maintain records of applicants. Receipt of documents (as mentioned in application form) should be confirmed. Format for maintaining records of applicants is enclosed as Annexure 2a.

### **Short listing Process**

h) The recruitment process is of total 100 marks out of which 90 marks are towards career and work related experience and 10 marks for personal interview.

i) The applicants should be shortlisted on basis of eligibility and short listing criteria. The guidelines have been attached as Annexure-3 & formats for short listing of candidates have been attached as Annexure 4, 5 and 6 for post of Programme Manager, Accountant and MIS Assistant respectively.

j) Applicants should be shortlisted in ratio of 1:5 i.e. one candidate should be shortlisted for every five applicants, on the basis of marks secured by them. Priority should be given to local candidates i.e. applicants from concerned district. Further, in case of post of accountant, preference should be given to applicants who have pursued Tally as accounting course.

k) All shortlisted candidates would undergo personal interview. Candidate securing highest marks should be selected. The formats for registering marks secured by candidates' interview have been attached as Annexure 7 respectively. The final consolidated mark sheet format has been attached as Annexure 8.

l) In case of post of Accountant and MIS Assistant, interview panel should include some practical exercises in the personal interview round.

m) In case any office bearer of a CLF/GPLF or existing community cadre or full time/part time government employee or person holding any political office is selected, he/she should resign from that position before taking up the new assignment.

### **Post-Recruitment**

n) After selection, an invitation letter should be sent to selected candidates for post of Programme Manager, Accountant and MIS Assistant. The sample formats of invitation letter have been attached at Annexure- 9, 10 and 11 respectively.

o) An agreement should be signed between CoE and person concerned initially for one year. The agreement shall be renewed every year based on performance evaluation carried out by CoE.