



GRAMIN MAHILA VA BALAK VIKAS MANDAL
(Trust Sponsored by Bank of Maharashtra)

Janmangal ,S.No 7A/2 Hadapsar Industrial Estate , Pune – 411 013.

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GMBVM /Recruitment/Notification/2023-24

Date: 25.04.2023

Recruitment Notification

Annexure-2

GRAMIN MAHILA VA BALAK VIKAS MANDAL (GMBVM), with Head Office in Hadapsar, Pune invites **Application** from candidates for recruitment of various posts **on Contract Basis** to be posted at Wai block (Satara), Haveli block (Pune) & Head Office, Hadapsar Pune or any other office as per Trust's requirement.

A. The number of Posts and Details thereof:

Sr No	Post	No. of posts	Place of Posting	Nature of Engagement	Age in years	Selection Procedure
1	Field Project Officer	02	Wai block (Satara) -1 Haveli Block -1	Contractual	30 - 45	a) Screening of application
2	HRM project officer	01	GMBVM Head office Pune	Contractual	30 - 45	b)Shortlisting for Interview, presentation
3	MIS Project Officer	01	Haveli Block -1	Contractual	25 - 40	
4	Field Supervisor	10	Wai block (Satara) -5 Haveli block (Pune) -5	Contractual	25 - 40	c) Interview presentation process.
5	Data Manager	01	Haveli Block -1	Contractual	25 - 40	
6	Data Entry Operators	04	Wai block (Satara) -1 Haveli Block (Pune)- 3	Contractual	21 - 35	
7	Attendant/peon	02	Wai block (Satara) -1 Haveli Block(Pune) -1	Contractual	21 - 35	
	TOTAL POSTS	21				

B. Last date for submission of application: on or before 06.05.2023

C. Cut-off date for Eligibility Criteria and other details: - Age, Qualification, Experience, etc. as of 31.03.2023 for all posts

D. The eligibility & other terms of engagement are furnished as under:

01. Recruitment of Field Project Officer on Contract Basis:

1	Post	Field Project Officer on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	02 (Two only)
3	Qualification	Essential Qualification: Any Graduate from a recognized University / Institution. Desirable Qualification: Graduation in Agriculture/Social Work or in areas relevant to the role will be given preference.

4	Experience	3 years in relevant areas like SHG, Women empowerment , Rural Development etc.
5	Compensation	Honorarium Rs.25000/- per month. + Petrol 30 Ltrs/Month
6	Age	Minimum 30 years and maximum 45 years as of 31.03.2023.
7	Duration of Contract	<ul style="list-style-type: none"> ➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time. ➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice. ➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice. ➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
8	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
9	Place of Posting	One at Wai Block (Satara) One at Haveli Block (Pune)
10	Working Days	6 Days in week .Public holidays as per list approved by trust
11	Terms & Conditions	<ul style="list-style-type: none"> ➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case. ➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
12	Job Profile	<p>Responsibilities: -</p> <ul style="list-style-type: none"> ➤ Overall responsibility includes administrative head of the project office which will generally comprise of one or two revenue blocks. Field work for Formation of Self Help Groups of Rural Women, Credit Linkage, Monitoring, Recovery, Skill development Programs, Financial Literacy Programs, and Overall Social Welfare of Rural Women as per GMBVM Business Correspondent/Business facilitators Model. ➤ Responsible for achieving business parameters of project office as set by GMBVM head office. ➤ Heads the Project office for Business Correspondent/Business facilitator activities. ➤ Plays Major Role in implementing community development programs. ➤ Project officer will scrutinize & recommend self Help Group loans as per Trust guidelines. ➤ The job profile is indicative not exhaustive.

02. Recruitment of Human Resource Management Project Officer on Contract Basis:

1	Post	Human Resource Management Project Officer on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	01 (One only)
3	Qualification	Essential Qualification: Master's degree, preferably in business administration, labor laws & human resources.
4	Experience	2 years in human resource management.
5	Compensation	Honorarium Rs.25000/- per month.
6	Age	Minimum 30 years and maximum 45 years as of 31.03.2023.
7	Duration of Contract	<ul style="list-style-type: none">➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time.➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
8	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
9	Place of Posting	One at GMBVM Head office (Pune)
10	Working Days	6 Days in week .Public holidays as per list approved by trust
11	Terms & Conditions	<ul style="list-style-type: none">➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case.➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
12	Job Profile	Responsibilities: - <ul style="list-style-type: none">➤ Overall responsibility includes Job analysis, determining the skills & experience necessary to perform a job well, workforce operations, professional development, maintain regulatory compliance.➤ Developing workplace policies.➤ Administering pay & benefits➤ Creates learning & development programs and initiatives that provide internal development opportunities for employees.➤ Performance measurement of employees➤ Enforcing company policies and practices.➤ Maintain compliance with state & local employment laws and regulations and review policies & practices to maintain compliance.➤ The job profile is indicative not exhaustive.

03. Recruitment of MIS Project Officer on Contract Basis:

1	Post	Management Information System (MIS) Project Officer on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	01 (One only)
3	Qualification	Essential Qualification: Any Graduate from a recognized University / Institution. Desirable Qualification: M.Com, M.B.A (Finance) will be given preference.
4	Experience	2 years in MIS
5	Compensation	Honorarium Rs.25000/- per month.
6	Age	Minimum 25 years and maximum 40 years as of 31.03.2023.
7	Duration of Contract	<ul style="list-style-type: none">➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time.➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
8	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
9	Place of Posting	Haveli Block (Pune)
10	Working Days	6 Days in week .Public holidays as per list approved by trust
11	Terms & Conditions	<ul style="list-style-type: none">➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case.➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
12	Job Profile	Responsibilities: - <ul style="list-style-type: none">➤ Overall responsibility includes monitoring of account related activities of self Help Groups.➤ Monitoring & verification of GMBVM Business Correspondent software. Generation of various report required at field.➤ Monitoring of Fund Flow of District office.➤ MIS PO responsible for overall MIS related work of GMBVM Self Help Group Software.➤ The job profile is indicative not exhaustive.

04. Recruitment of Field Supervisor on Contract Basis:

1	Post	Field Supervisor on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	10 (Ten only)
3	Qualification	Essential Qualification: Any Graduate from a recognized University / Institution. Desirable Qualification: Graduation in Agriculture, Social welfare or in areas relevant to the role will be given preference.
4	Experience	2 years in relevant areas like Self Help Groups, Women empowerment, Rural Development etc. Fresher's are also eligible, however preference will be given to experience candidates.
5	Compensation	Honorarium Rs.20000/- per month. + 20 Ltrs petrol/Month
6	Age	Minimum 25 years and maximum 40 years as of 31.03.2023.
7	Duration of Contract	<ul style="list-style-type: none">➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time.➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
8	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
9	Place of Posting	Five in Wai Block (Satara) Five in Haveli Block (Pune)
10	Working Days	6 Days in week .Public holidays as per list approved by trust
11	Terms & Conditions	<ul style="list-style-type: none">➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case.➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
12	Job Profile	Responsibilities: - <ul style="list-style-type: none">➤ Overall responsibility includes monitoring of Field Level Staff, Field work for formation of Self Help Groups of Rural Women, Credit Linkage, Monitoring, Recovery, Skill development Programs, Financial Literacy Programs, and Overall Social Welfare of Rural Women as per GMBVM Business Correspondent/Business Facilitators Model.➤ Credit appraisal, Gradation of Self Help Groups, monitoring of end use of funds, recovery of loans sanctioned to Self Help Groups.

		<ul style="list-style-type: none"> ➤ Plays Major Role in implementing community development programs. ➤ Field Supervisor will scrutinize & recommend self Help Group loans as per Trust guidelines. ➤ The job profile is indicative not exhaustive.
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05. Recruitment of Data Manager on Contract Basis:

1	Post	Data Manager on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	01 (One only)
3	Qualification	Essential Qualification: Any Graduate from a recognized University / Institution. Desirable Qualification: Graduation in areas relevant to the role will be given preference.
4	Compensation	Honorarium Rs.20000/- per month.
5	Age	Minimum 25 years and maximum 40 years as of 31.03.2023.
6	Duration of Contract	<ul style="list-style-type: none"> ➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time. ➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice. ➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice. ➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
7	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
8	Place of Posting	Haveli Block (Pune)
9	Working Days	6 Days in week .Public holidays as per list approved by trust
10	Terms & Conditions	<ul style="list-style-type: none"> ➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case. ➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
11	Job Profile	Responsibilities: - <ul style="list-style-type: none"> ➤ Overall responsibility includes management all member level & group level data of Self Help Groups of GMBVM trust. ➤ Develop and implement procedures for effective data management. ➤ Oversee and manage staff members in the daily use of data systems. ➤ Regularly monitor and evaluate information and data systems that could affect analytical results.

	<ul style="list-style-type: none"> ➤ Assess system performance and make recommendations for software, hardware, and data storage improvements. ➤ Assist with reports and data extraction when needed ➤ The job profile is indicative not exhaustive.
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6. Recruitment of Data Entry Operators on Contract Basis:

1	Post	Data Entry Operators on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	04 (Four only)
3	Qualification	Essential Qualification: Any Graduate from a recognized University / Institution.
4	Compensation	Honorarium Rs.12000/- per month.
5	Age	Minimum 21 years and maximum 35 years as of 31.03.2023.
6	Duration of Contract	<ul style="list-style-type: none"> ➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time. ➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice. ➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice. ➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
7	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
8	Place of Posting	Two in Wai Block (Satara) Two in Haveli Block (Pune)
9	Working Days	6 Days in week .Public holidays as per list approved by trust
10	Terms & Conditions	<ul style="list-style-type: none"> ➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case. ➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
11	Job Profile	Responsibilities: - <ul style="list-style-type: none"> ➤ Self Help Group Data entry in GMBVM software. ➤ Scrutiny of various Self Help Groups documents & forms. ➤ Maintenance of office documents. ➤ Assist the manager in routine work. ➤ The job profile is indicative not exhaustive.

7. Recruitment of Attendant/peon on Contract Basis:

1	Post	Attendant/peon on a fixed contractual term of Six Month and extendable at the discretion of Trust subject to satisfactory performance and prevailing guidelines at that point of time.
2	No. of Post	02 (Two only)
3	Qualification	Essential Qualification: 12 th pass.
4	Compensation	Honorarium Rs.10000/- per month.
5	Age	Minimum 21 years and maximum 35 years as of 31.03.2023.
6	Duration of Contract	<ul style="list-style-type: none">➤ The candidate shall be appointed on a fixed contractual term of six months initially and extendable at the discretion of trust subject to satisfactory performance and prevailing guidelines at that point of time.➤ The Trust will be entitled to terminate the contract at any time without assigning any reason whatsoever, by giving 30 days' notice or on payment of fixed Component Compensation equivalent to one Month's fixed component of the compensation in lieu of such Notice.➤ In case the appointee desires to terminate the contract before the expiry of the contractual period of Six Months, he / she will have to give to the Trust clear one month's notice or make payment of one month's fixed component of the compensation in lieu of such notice.➤ The performance of the selected candidate shall be reviewed by Dy. CEO of the Trust.
7	Leaves	One day Casual Leave Per Month with prior approval from Competent Authority.
8	Place of Posting	One in Wai Block (Satara) One in Hadapsar (Pune)
9	Working Days	6 Days in week .Public holidays as per list approved by trust
10	Terms & Conditions	<ul style="list-style-type: none">➤ The terms & conditions of engagement are whole and simple governed by the provisions of the contract and the engagement shall not be construed as employment in the Trust and the provisions of PF/Gratuity/Pension etc. shall not apply in this case.➤ No other Payment /benefit /facility from the Trust other than what has been specifically mentioned above, shall be payable.
11	Job Profile	Responsibilities: - <ul style="list-style-type: none">➤ Cleaning & maintenance of office premises.➤ Record keeping & filing.➤ Assist the office staff in routine work.➤ The job profile is indicative not exhaustive.

E. Selection Process:

1. Selection will be through personal interview/presentation. A preliminary screening of applications may be carried out by the Trust to shortlist eligible candidates with reference to candidate's qualifications, suitability / experience etc. While short listing the candidates, the Trust may consider additional qualifications, greater experience and level of responsibilities handled.
2. Final Selection will be on the basis of marks secured by the candidate in personal interview/presentation. Trust may change the mode of selection depending upon the number of candidates.

3. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the interview. Trust reserves the right to change the modalities/ criteria of selection/recruitment process etc.
4. Mere eligibility / admission to interview does not imply that the trust is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Trust would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts. If appointed, such a candidate may be summarily removed / terminated from the services of the Trust.

F. Procedure for Application:

a) How to Apply:

1. Applicants have to submit their applications in the format enclosed as annexure (a) along with self- attested documents.
2. Application may be submitted in hard copy on the address given in point No.07 below or through E-mail on- admin@gmbvm.in
3. Last date for submission of application is **06.05.2023**. No application shall be entitled beyond the stipulated date.
4. All eligible and interested candidates should apply in the prescribed application format to reach the address cited below on or before **06.05.2023**. Any application received after the due date will be summarily rejected.
5. Incomplete applications or not supported requisites documents will be rejected.
6. For submission of applications through E-mail, the candidates need to mail duly signed & scanned copies of application form and all other documents.
7. Address the application, superscripting "**APPLICATION FOR THE POST OF -----**" to

"Dy. CHIEF EXECUTIVE OFFICER"

Gramin Mahila Va Balak Vikas Mandal

HEAD OFFICE, "JANMNAGAL" Bank of Maharashtra Building", 3rd floor

S.NO.7A/2, Hadapsar Industrial Estate, PUNE 411 013".

b) Documents to be enclosed with application forms:

1. A recent recognizable passport size colour photograph should be firmly pasted on the application, signed across by the candidates and be forwarded.
2. Self-attested photocopy of documents / mark-sheets & certificates having your Date of Birth mentioned therein – documents like PAN Card, Driving License, Passport, Birth Certificate, School Leaving Certificate, SSC / HSC Mark-sheet or certificate wherein Date of Birth is mentioned etc.
3. NOC issued by the Competent Authority of present employer.
4. Attested copies of certificates / mark sheets and testimonials in proof of Educational Qualification from SSC, HSC, Graduation, Post-Graduation and Professional Qualification/s as applicable.
5. Experience certificate(s) stating designation / job profile, period of service (with specific dates), emoluments, activity profile of previous and present employers, etc.

G. General Information:

1. Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. Candidates are advised to check Trust's website regularly for details and updates. No separate intimation / advertisement etc. will be issued in case of any change / update. The above number of vacancies are provisional and may vary according to actual requirement of the Trust, subject to availability of suitable candidates.
2. The cut-off date for Eligibility Criteria and other details: - Age, Qualification, Experience, etc. as of 31.03.2023 for all posts.
3. No any fee is required for application
4. Trust may consider willing & suitable Ex-employees in clerical cadre & officer cadre from scale I to IV from Public sector banks, for such candidate's age up to 65 years may be considered.
5. The terms & conditions of contract are whole and simply governed by the provisions of the contract and the engagement shall not be construed as an employment in the Trust and the provisions of PF / Gratuity / Pension, etc. shall not apply in this case. Engagement on contract is for a specific period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Trust. Unless the Trust extends the contract for further period, on completion of the contractual period of six months, his / her engagement shall automatically come to an end. There will not be a need for issuance of communication by the Trust for termination of the contract after the above said period.
6. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, he/she will be disqualified from the selection process. If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for cancellation of contract without any notice or assigning any reasons whatsoever.
7. The decision of the Trust in all matters relating to recruitment shall be final and binding on all candidates, no individual correspondence will be entertained. Applications received after due date will not be entertained. The Trust is not responsible for any technical or other reasons or delay.
8. The Trust reserves the right to cancel the Recruitment at any stage through this Advertisement fully or partly on any grounds and such decision of the Trust will not be notified or intimated to the candidates.
9. The Trust reserves the right to change / modify the selection procedure / hold supplementary process, if necessary. The changes, if any shall be intimated to the candidates through Trust's website / registered e-mail in advance.
10. When called for Discussion and / or Interview, candidates have to bring submit original of documents for verifications. Candidates will not be allowed to participate in Discussion and / or Interview without production of the original documents.
11. The candidate called for Discussion / Interview will be informed through Trust's website / registered e-mail / SMS as per information provided by them in the application. Though Trust puts maximum efforts to send the communication by e-mail/SMS, if any candidate does not receive the same due to technical or any other reasons, Trust shall not be responsible for non-receipt of communication by the candidate. The candidates are advised to visit Trust's website frequently for updates.
12. **Candidates should satisfy themselves about their eligibility for the post applied for.** The Trust would admit to the interview (as the case may be) for all the candidates applying for the if any on the

basis of the information furnished in the application and shall determine their eligibility only at the time of interview.

13. Trust does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Trust.
14. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid completed application will be considered. Multiple attendance/ appearance by a candidate in interview will result in summary rejection/ cancellation of candidature.
15. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
16. The original documents regarding eligibility criteria and proof of date of birth should be produced for verification on the date of interview. Candidate will not be allowed to attend the interview if original certificates are not produced for verification on the date of interview.
17. Candidates are advised to keep their e-mail ID alive for receiving advices till completion of process.
18. No Travelling Allowance is payable to candidates who are called for interview.
19. The recruitment in Trust is done strictly as per merit in a systematic way. Canvassing in any form will disqualify the candidate.
20. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Pune and Courts/ Tribunals/ Forums at Pune only shall have sole and exclusive jurisdiction to try any cause/ dispute.

H. Announcements:

All further announcements/ details pertaining to this process will be published / provided only on <https://gmbvm.in> from time to time. No separate advertisement will be issued in this regard.

I. Disclaimer:

In case, it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material fact(s), his/ her/ their candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/ her/ their services are liable to be terminated. Decisions of Trust in all matters regarding eligibility, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Trust in this regard. **Trust reserves all rights pertaining to this recruitment and would be final.**

For more details, please visit Trust's website <https://gmbvm.in>

**Dy. Chief Executive Officer
Gramin Mahila Va Balak Vikas Mandal**

GRAMIN MAHILA VA BALAK VIKAS MANDAL,**APPLICATION FOR THE POST OF**

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To,
Dy. CEO
GMBVM,
“JANMNAGAL” Bank of Maharashtra building”,
3rd floor S/No 7A/2, Hadapsar Industrial Estate,
PUNE 411 013”.

<p>Affix passport size photograph and sign across the photograph.</p>
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With reference to your advertisement for selection of -----
dated -----on Trust's website, I submit my application in prescribed format along with requisite documents.

01.	Application for the post of			
02	Applicant's Full Name.			
03	Father's / Husband's Name			
04	Date of Birth		Nationality	
05	Gender		Marital status	
06	Landline No.		Mobile No. (Mandatory)	
07	Email Address (Mandatory)			
8	Address for correspondence			
9	Permanent Address			

10	Qualification Details: -				
	Sr	Qualification	Stream	Month / Year of Passing	% Scored

11	Work Experience Details: -						
	Sr	Name of Organization	Post Held	Service Period		Nature of duties performed	Reason of leaving
				From	To		

12	Whether In Service: - YES / NO.	
	01	Name of Organization
	02	Full Address
	03	Position
	04	Reporting to
	05	Salary / Compensation presently drawn
	06	Any other details

13	Languages Known: -				
	Sr	Language	Read	Write	Speak

14	Declaration: - <p>I hereby certify that the above information furnished is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or suppressed any material fact or factual information or I do not satisfy the eligibility criteria accordingly to the advertisement then my candidature will be rejected / terminated even after engagement without giving any notice or reasons thereof.</p> <p>I certify that I am satisfying the eligibility criteria for the post applied as per the advertisement in respect of age, educational qualification, and experience.</p> <p>I hereby agree that any legal proceedings in respect of any matter or claims or disputes arising out of application or out of said advertisement can be instituted by me at Pune only, shall have sole and exclusive jurisdiction to try any cause / dispute. I undertake to abide by all the terms and conditions of the advertisement given by the Trust.</p> <p style="margin-top: 20px;">Date: - _____</p> <p style="margin-top: 5px;">Place:- _____</p>			
	(_____) Name & Signature of Applicant			