



Odisha Livelihoods Mission

Panchayati Raj & Drinking Water Department,
Government of Odisha, Bhubaneswar - 751 012

GUIDELINES TO THE CANDIDATES

NOTE:

1. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying online. Odisha Livelihoods Mission shall not be responsible if candidates are not able to submit their applications on account of the last-minute rush.
2. Please retain print-out of the application form after successful submission for future references.
3. Please do not send hard copy of the application form or any documents to the office of Odisha Livelihoods Mission.
4. Candidates are requested to fill up the On-line application form with utmost sincerity to avoid any mistakes in the application form. It must be noted that once the documents are submitted it will be treated as final and the candidate cannot claim thereof.
5. The medium of examination will be “English” only.
6. Mode of examination: Will be in On-line mode, however the authority reserve the right to change the mode of examination with prior notice.

Important Dates:

Opening Date for On-line Registration of Application	17/06/2020 @ 12:01 AM
Closing Date of submission of Application	07/07/2020 @ 11:59 PM
Admit Card	Will be notifying soon
Exam Date	Will be notifying soon

General Instructions:

1. Read the Instructions carefully and select “**I agree to all terms & conditions stated above & in the advt. & I want to apply**” button to proceed further.
2. Candidates who fulfil all the eligibility criteria for the positions must only apply.
3. There is no application fee for any post / any category.
4. Candidates may apply for multiple posts, as per eligibility, however a Candidate cannot apply multiple time for a single designation with same email id & mobile number.
5. All Positions are offered on a contract basis for one year & will be renewed based on individual performance appraisal and subject of continuity of the project.

6. Odisha Livelihoods Mission Authority reserves the right to cancel or amend the recruitment process at any stage without assigning any reason thereof.
7. The candidates that have successfully applied for the post will be able to download their admit cards from the official website once the link is activated. Once you get your OLM admit card it is advised to cross-check all the details mentioned on it and in case of any discrepancies report it immediately to the authorities.
8. For technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: olmrecruitment2020@gmail.com or contact no.: +91 8456063156 from 10.30AM to 5.30PM.
9. OLM reserves the right of scheduling same or different date for selection for positions advertised. Candidates shortlisted for multiple positions will have to select best suitable option and accordingly participate in the selection process.
10. Written test for all advertised positions will be the base for shortlisting for next stages of recruitment process.
11. Posting of selected candidates is subject to the decision of OLM Management.
12. The Number of positions may increase or decrease based on requirement.
13. Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/ documents:
 - I. Valid E-mail ID & Mobile Number.
 - II. Scanned copy of the recent passport size colour Photograph (not older than 3 months). Candidates should ensure that the same photograph is used throughout this recruitment process.
 - III. Scanned signature.
 - IV. Scanned Copy of HSC/10th Certificate.
 - V. Scanned Copy of Highest Educational Certificate, as required for post in advertisement.
 - VI. Scanned copy of Work Experience Certificate.
 - VII. Category [General (UR)/SEBC/SC/ST] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.
14. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, OTP, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
15. Candidates should take utmost care to furnish the correct details while filling in the on-line application. You can only edit the information before final submission. Once the form is submitted, it can't be edited.

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

How to Apply:

The step by step process for submitting the On-line application form is given as below:

1. Visit the website **www.olm.nic.in** from the web browser preferably in Chrome.
 2. Navigate to Career page under the **Career tab**.
 3. Click on the advertisement link under - www.olm.nic.in for detailed advertisement.
 4. Click on the **Apply link** for submission of Online Application form.
 5. Page will be redirected to www.olmrecruitment.in website.
 6. Click on the Apply Now link against the desired post for filling of online application.
 7. Click on the **Terms and Conditions** link and page will navigate to the Application Screen.
 8. Fill-up all the required information in the field of application and Click on **Save and Next button**.
 9. In the next page applicant will upload the documents i.e. Photo, Signature, HSC/10th Certificate, Highest Educational Qualification & Work Experience Certificate.
 - a. First browse the document in desire format and desire size.
 - b. Click on Upload button for upload and preview.
 - c. Repeat same process one by one for all documents upload.
 10. Page will navigate to Preview Page for verification of the entries and confirmation.
 11. An email notification will be sent to the candidates' email-Id.
 12. In case candidate want to modify the details fields earlier or need to correct any entry may click the **Edit button**.
 13. If all entries are correct, Tick the boxes under Declaration section and Click on "**Submit & Apply**" button. Candidate can't modify any information after Submitting the application.
 14. An OTP will be sent to the candidate's email-Id/mobile number as a verification of mobile number before final submission.
 15. In case OTP is not received, candidate can click on Send Code Again button to receive another OTP.
 16. Enter the 4 digit OTP sent to your email-Id /mobile and Click on Verify Button.
 17. Then Application will be submitted successfully and message "Your Application has been registered" will be shown.
 18. Candidate can take the print or save as PDF of application form for future reference.
- **Guidelines for scanning and uploading of photograph and signature.**
 - Candidates are required to upload the scanned image (only in JPG format) of his/her latest passport size colour photograph.
 - Candidate should upload his/her full signature (only in JPG format).
 - The max. Size of passport size photo and signature should be 100KB.
 - Uploaded photograph and signature must be clearly identifiable/ visible.
 - Upload the HSC / 10th Certificate. (in JPG or PDF)
 - Upload the Experience Certificate. (in JPG or PDF)
 - Upload the higher educational Certificate as desire in concern post. (in JPG or PDF)

Note:

- Candidate should verify through the OTP which will be received in mobile/email for the successful submission of the Application.
- In case OTP is not received or due to technical issue candidate is not able to submit the application successfully, candidate can browse the website: www.olmrecruitment.in and Click on the Enrolled Applicant Login link.
- A Candidate cannot apply multiple time for a single designation with same email id & mobile number while different designations can be applied.
- Enter the user name as – the Id sent to your email/mobile
- Password: DOB in DDMMYYYY format.
- Enter the Captcha and Click on **Login** button.
- If the application is not successfully submitted, candidate can modify the details and submit.
- If the application is successfully submitted, candidate can only preview the application and download or take print out of the application.

Sd/-
SMD-cum-CEO
Odisha Livelihoods Mission