

Sundargarh Agricraft Producer Company Limited
(CIN No.: U01611OD2023PTC044160)

Letter. No – 02 /Date - 27.02.2024

RECRUITMENT ADVERTISEMENT FOR THE POST OF CEO,
ACCOUNTANT & CLUSTER CO-ORDINATOR

Sundargarh Agricraft Producer Company Limited (SAPCL)

INTRODUCTION & BACKGROUND:

Sundargarh Agricraft Producer Company Limited (SAPCL) was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The primary objective of SAPCL is to enhance the livelihoods of rural producers by creating better opportunities. SAPCL specializes in the procurement, value addition, and marketing of agricultural products. The core ethos of SAPCL is to provide comprehensive support, including forward and backward linkages, to the producers through the Women Self-Help Groups (WSHG)/Producer Groups and cluster approach.

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none">• Master's degree or Post-Graduation or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri-social Entrepreneurship, Agribusiness Management, or Other related fields• Graduation from any discipline, however, Graduation in Agriculture, Horticulture, Agricultural Science, Veterinary Science, biotechnology, or sociology will be given preference.	40 years	1 + years of experience working for farmers at the grass root level	15,000 + 1000 (Performance Incentive) + 3% commission on Total Profit

Job Profile:

1. Administering Producer Company (PC) activities and day-to-day business with the sole objective of ensuring the economic sustainability of the PC.
2. Managing the overall operation and resources of the PC daily.
3. Making major company decisions with approval from the Board of Directors.
4. Serving as the primary point of communication between the Board of Directors and the company operations, acting as the public face of the company.
5. Launching new products or services of the company.
6. Identifying and pursuing new business opportunities.
7. Cultivating deeper customer relationships.
8. Overseeing and monitoring company and financial matters.
9. Facilitating the use of digital tools and technology to bring efficiency to operations where necessary.
10. Leading the development of the company's short and long-term strategies

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) INR)
Accountant	01	<ul style="list-style-type: none">• 10+2 with Mathematics as a compulsory subject or with a Commerce or Accountancy background.• Knowledge of Accounting software (TALLY) etc. is a must.• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process	35 years	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software	10,000.00 (Consolidated)

Job Profile

1. Recording daily business transactions of Producer Company in Accounting software
2. Inventory Management
3. Assets Management
4. Dealing with Banks
5. Prepare Financial Records for Auditing
6. Manage Compliance with Tax and RoC

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Cluster Co-Ordinator	02	<ul style="list-style-type: none"> • Minimum +2 Pass • Locally available professional may be preferred • Candidates who have received vocational training from any skill programme (eg – DDU-GKY) will be given preference • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process. 	30 years	1 + years of experience working for farmers at the grass root level	Rs. 7000

Job Profile:

Cluster Coordinators will be working at the block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centers, and maintenance of records at the cluster level. They are expected to perform the following roles:

1. Collection of information relating to product volume and dates of delivery
2. Monitoring the grading, sorting, and other primary level of value addition works and thus ensuring the quality of the product
3. Assisting producers in price fixation of their products
4. Disseminating market information relating to market demand and market price
5. Supervising the roles of Udyog Mitra

PLACE OF POSTING: The place of posting for the CEO & Accountant will be at the Producer Company's office in Karamdihi, Subdega, Sundargarh, Odisha.

1. Details of role, responsibilities, qualifications, and other eligibility criteria for each Post and application forms are available on the notice board of Zilla Parishad Office, Sundargarh. Also, it is available on the district website www.sundargarh.nic.in. Interested candidates can download the details.
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of shortlisting of candidates based on academic qualifications, experience, telephone interview, and Written Ability Test followed by a personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. Only shortlisted candidates will be informed about further selection processes through text messages and email. Applicants should ensure that the mobile number and email ID given in the application form are active.
6. The PC reserves the right to cancel/reject any or all applications or to cancel/reject or amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post is 07.03.2024 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address – Deputy CEO, ORMAS office, Zilla Parishad office campus, District - Sundargarh, Odisha, PIN – 770001

Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Term of Reference

Designation	CEO
Qualification	<ul style="list-style-type: none">• Master's degree or Post-Graduation or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri-social Entrepreneurship, Agribusiness Management, or Other related fields.• Graduation from any discipline, however, Graduation in Agriculture, Horticulture, Agricultural Science, veterinary science, biotechnology or sociology will be given preference.
Experience	1 + years of experience working for farmers at the grass root level
Age	Maximum 40 Years
Monthly Salary	15,000 + 1000 (Performance Incentive) + 3% commission on Total Profit

Required position	1 (One)
Reporting	Board of Directors of the Producer Company
Job profile	
<ol style="list-style-type: none"> 1. CEO to administer PC activities and day-to-day business with the sole objective of making the PC economically sustainable. 2. Managing the overall operation and resources of the Producer Company on a daily basis. 3. Making major Company decisions with approval from BoD. 4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company. 5. Launching the new products or services of the company 6. Finding new business opportunities 7. Cultivating deeper customer relationship 8. Overseeing and monitoring company and financial matters 9. Facilitate the use of digital tools and technology, where necessary to bring efficiency to the operation 10. Leading the development of the company's short and long-term strategies. 	

Designation	Accountant
Qualification	<ul style="list-style-type: none"> • 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- per month(Consolidated)
Required position	1 (One)
Job profile	
<ol style="list-style-type: none"> 1. Recording daily business transactions of PC in Accounting software 2. Inventory Management 3. Assets Management 4. Dealing with Banks 5. Prepare Financial Records for Auditing 6. Manage Compliance pertaining to Tax and RoC 	

Designation	Cluster Co-Ordinator
Qualification	<ul style="list-style-type: none"> • Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent • Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture

	<p>Marketing/ Agri Business Management or in such other related area may be preferred</p> <ul style="list-style-type: none"> • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.
Experience	1 + years of experience working for farmers at the grass root level
Age	Maximum 30 Years
Monthly Salary	Rs. 7000
Required position	2 (Two)
Reporting	Board of Directors of the Producer Company
Job profile	
<p>11. Collection of information relating to product volume and dates of delivery</p> <p>12. Monitoring the grading, sorting, and other primary level of value addition works and thus ensuring the quality of the product</p> <p>13. Assisting producers in price fixation of their products</p> <p>14. Disseminating market information relating to market demand and market price</p> <p>15. Supervising the roles of Udyog Mitra</p>	

HOW TO APPLY:

1. The last date of receipt of applications for the above post(s) is 07.03.2023 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address: To Deputy CEO, ORMAS office, Zilla Parishad office campus, District - Sundargarh, Odisha, PIN – 770001

2. Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
3. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over

Selection Procedure:

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He will not come into the selection process.

Sd/-

**Managing Director, SAPCL
Acting Director, SAPCL**

BIODATA

PHOTO

1. personal Details

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POSITION APPLIED FOR		
Address		
Present	Permanent (Not necessary, if the Present Address and the Permanent Address are the same)	
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10thStandard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other training/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employer	Designation	Duration		Experiences in Month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any other (Please Specify)			

Declaration:

I do hereby declare that all statements/information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point in time, my candidature/ engagement will be canceled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be liable for disqualification.

Lephripada Mahila Producer Company Limited
(CIN No.: U01611OD2023PTC042547)

Letter. No – 02 /Date - 27.02.2024

RECRUITMENT ADVERTISEMENT FOR THE POST OF CEO AND
ACCOUNTANT

INTRODUCTION & BACKGROUND

Lephripada Mahila Producer Company Limited (LMPCL), (Promoted under the 10k FPO promotion program) invites applications from eligible candidates for contractual engagement in the following post:

Positions	No. of vacancies	Qualification	Max. Age Limi	Experience	Salary (Per Month)
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none">• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent• Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/Agri Business Management or in such other related area may be preferred• If any member of SHG or her family members meet the above criteria, they may be considered	40 years	1 + years of experience working for farmers at the grass root level	20,000.00 (Consolidated)

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) INR)
Accountant	01	<ul style="list-style-type: none"> • 10+2 with Mathematics as a compulsory subject or with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process 	35 years	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software	8,000.00 (Consolidated)

1. Details of role, responsibilities, qualifications, and other eligibility criteria for each Post and application forms are available on the notice board of Lephripada block office, all the notice boards of GPLF office of OLM & Zilla Parishad Building, Sundargarh. BPM/BLC of the respective block will be responsible for circulating the advertisement in GPLF. Also, it is available on the district website www.sundergerh.nic.in. Interested candidates can download the details
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of a short listing of candidates based on academic qualifications, experience, telephone interview, and followed by personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. Only shortlisted candidates will be informed about the further selection process through text message and email. Applicants should ensure that the mobile number and email given in the application form is active.
6. The FPO reserves the right to cancel/ reject any or all applications or to cancel/reject or amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post(s) is 07.03.2023 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address -

To The Additional Block Development Officer (ABDO), Lephripada Block Office, Lephripada Block. At:P.O: Lephripada, Dist.: Sundargarh Odisha PIN - 770012

Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates based on academic qualifications, and experience & skills, followed by a personal interview.

RECRUITMENT OF CEO & ACCOUNTANT FOR

- **Lephripada Mahila Producer Company Limited (LMPCL)**

INTRODUCTION & BACKGROUND: -

Lephripada Mahila Producer Company Limited (NMPCL), was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company deals with procurement, value addition, and marketing of Vegetables and other products. The idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through the WSHG/Producer Group and cluster approach.

Term of Reference

Designation	CEO
Qualification	<ul style="list-style-type: none"> • Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent • Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/ Agri Business Management or in such other related areas may be preferable • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.
Experience	1 + years of experience working for farmers at the grass root level
Age	Maximum 40 Years
Monthly Salary	Rs.20,000/- per month(Consolidated)
Required position	1 (One)
Reporting	Board of Directors of the FPO
Job profile	<ol style="list-style-type: none"> 1. CEO to administer FPO activities and day-to-day business with the sole objective of making the FPO economically sustainable. 2. Managing the overall operation and resources of FPO daily. 3. Making major Company decisions with approval from BoD. 4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company. 5. Launching the new products or services of the company 6. Finding new business opportunities 7. Cultivating deeper customer relationship 8. Overseeing and monitoring company and financial matters 9. Facilitate the use of digital tools and technology, where necessary to bring efficiency in the operation 10. Leading the development of the company's short and long-term strategies.

PLACE OF POSTING:

Designation	Accountant
Qualification	<ul style="list-style-type: none">• 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background.• Knowledge of Accounting software (TALLY) etc. is a must.• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.8,000/- per month(Consolidated)
Required position	1 (One)
Job profile	
<ol style="list-style-type: none">1. Recording daily business transactions of FPO in Accounting software2. Inventory Management3. Assets Management4. Dealing with Banks5. Prepare Financial Records for Auditing6. Manage Compliance pertaining to Tax and RoC	

The place of posting for the CEO & Accountant will be at the FPO office in the operational Block.

HOW TO APPLY:

The last date of receipt of applications for the above post(s) is 07.03.2024 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address:

To The Additional Block Development Officer (ABDO), Lephripada Block Office, Lephripada Block. At:P.O: Lephripada, Dist.: Sundargarh Odisha PIN - 770012

- Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
- Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He will not come into the selection process.

Sd/-

**Managing Director, LMPCL
Chairperson, LMPCL**

BIODATA

1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POST APPLIED FOR : (ACCOUNTANT/CEO)		
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are the same)
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.

- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other training/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employer	Designation	Duration		Experiences month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any Other (Please Specify)			

Declaration:

I do hereby declare that all statements/information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point in time, my candidature/ engagement will be canceled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be liable for disqualification.

Nuagaon Mahila Producer Company Limited
(CIN No.: U01611OD2023PTC042824)

Letter. No – 02 /Date - 27.02.2024

RECRUITMENT ADVERTISEMENT FOR THE POST OF CEO AND
ACCOUNTANT

Nuagaon Mahila Producer Company Limited (NMPCL), (Promoted under the 10k FPO promotion program) invites applications from eligible candidates for contractual engagement in the following post:

Positions	No. of vacancies	Qualification	Max. Age Limi	Experience	Salary (Per Month)
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none">• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent• Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/Agri Business Management or in such other related area may be preferred• If any member of SHG or her family members meet the above criteria, they may be considered	40 years	1 + years of experience working for farmers at the grass root level	20,000.00 (Consolidated)

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) INR)
Accountant	01	<ul style="list-style-type: none"> • 10+2 with Mathematics as a compulsory subject or with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process 	35 years	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software	8,000.00 (Consolidated)

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2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of a short listing of candidates based on academic qualifications, experience, telephone interview, and followed by personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. Only shortlisted candidates will be informed about the further selection process through text message and email. Applicants should ensure that the mobile number and email given in the application form is active.
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Address -

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Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates based on academic qualifications, and experience & skills, followed by a personal interview.

RECRUITMENT OF CEO & ACCOUNTANT FOR

- **Nuagaon Mahila Producer Company Limited (NMPCL)**

INTRODUCTION & BACKGROUND: -

Nuagaon Mahila Producer Company Limited (NMPCL), was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company deals with procurement, value addition, and marketing of Vegetables and other products. The idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through the WSHG/Producer Group and cluster approach.

Term of Reference

Designation	CEO
Qualification	<ul style="list-style-type: none"> • Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent • Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/ Agri Business Management or in such other related areas may be preferable • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.
Experience	1 + years of experience working for farmers at the grass root level
Age	Maximum 40 Years
Monthly Salary	Rs.20,000/- per month(Consolidated)
Required position	1 (One)
Reporting	Board of Directors of the FPO
Job profile	<ol style="list-style-type: none"> 1. CEO to administer FPO activities and day-to-day business with the sole objective of making the FPO economically sustainable. 2. Managing the overall operation and resources of FPO on a daily basis. 3. Making major Company decisions with approval from BoD. 4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company. 5. Launching the new products or services of the company 6. Finding new business opportunities 7. Cultivating deeper customer relationship 8. Overseeing and monitoring company and financial matters 9. Facilitate the use of digital tools and technology, where necessary to bring efficiency in the operation 10. Leading the development of the company's short and long-term strategies.

PLACE OF POSTING:

Designation	Accountant
Qualification	<ul style="list-style-type: none">• 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background.• Knowledge of Accounting software (TALLY) etc. is a must.• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.8,000/- per month(Consolidated)
Required position	1 (One)
Job profile	
<ol style="list-style-type: none">1. Recording daily business transactions of FPO in Accounting software2. Inventory Management3. Assets Management4. Dealing with Banks5. Prepare Financial Records for Auditing6. Manage Compliance pertaining to Tax and RoC	

The place of posting for the CEO & Accountant will be at the FPO office in the operational Block.

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To The Additional Block Development Officer (ABDO), Nuagaon Block Office, Nuagaon Block. At:P.O: Nuagaon, Dist.: Sundargarh Odisha PIN - 770035

- Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
- Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He does not come into the selection process.

Sd/-

**Managing Director, NMPCL
Chairperson, NMPCL**

BIODATA

1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POST APPLIED FOR : (ACCOUNTANT/CEO)		
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are the same)
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.

- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other training/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employer	Designation	Duration		Experiences month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any Other (Please Specify)			

Declaration:

I do hereby declare that all statements/information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point in time, my candidature/ engagement will be canceled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be liable for disqualification.

Tangarpali Producer Company Limited
(CIN No.: U01611OD2023PTC042676)

Letter. No – 02 /Date - 27.02.2024

RECRUITMENT ADVERTISEMENT FOR THE POST OF CEO AND
ACCOUNTANT

INTRODUCTION & BACKGROUND

Tangarpali Producer Company Limited (TPCL), (Promoted under the 10k FPO promotion program) invites applications from eligible candidates for contractual engagement in the following post:

Positions	No. of vacancies	Qualification	Max. Age Limi	Experience	Salary (Per Month)
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none">• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent• Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/Agri Business Management or in such other related area may be preferred• If any member of SHG or her family members meet the above criteria, they may be considered	40 years	1 + years of experience working for farmers at the grass root level	20,000.00 (Consolidated)

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) INR)
Accountant	01	<ul style="list-style-type: none"> • 10+2 with Mathematics as a compulsory subject or with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process 	35 years	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software	8,000.00 (Consolidated)

1. Details of role, responsibilities, qualifications, and other eligibility criteria for each Post and application forms are available on the notice board of Tangarpali block office, all the notice boards of GPLF office of OLM & Zilla Parishad Building, Sundargarh. BPM/BLC of the respective block will be responsible for circulating the advertisement in GPLF. Also, it is available on the district website www.sundargarh.nic.in. Interested candidates can download the details
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of a short listing of candidates based on academic qualifications, experience, telephone interview, and followed by personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. Only shortlisted candidates will be informed about the further selection process through text message and email. Applicants should ensure that the mobile number and email given in the application form is active.
6. The FPO reserves the right to cancel/ reject any or all applications or to cancel/reject or amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post(s) is 07.03.2023 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address -

To The Additional Block Development Officer (ABDO), Tangarpali Block Office, Tangarpali Block. At:P.O: Tangarpali, Dist.: Sundargarh Odisha PIN - 770011

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Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates based on academic qualifications, and experience & skills, followed by a personal interview.

RECRUITMENT OF CEO & ACCOUNTANT FOR

- **Tangarpali Producer Company Limited (TPCL)**

INTRODUCTION & BACKGROUND: -

Tangarpali Producer Company Limited (TPCL), was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company deals with procurement, value addition, and marketing of Vegetables and other products. The idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through the WSHG/Producer Group and cluster approach.

Term of Reference

Designation	CEO
Qualification	<ul style="list-style-type: none"> • Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent • Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/ Agri Business Management or in such other related areas may be preferable • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.
Experience	1 + years of experience working for farmers at the grass root level
Age	Maximum 40 Years
Monthly Salary	Rs.20,000/- per month(Consolidated)
Required position	1 (One)
Reporting	Board of Directors of the FPO
Job profile	
<ol style="list-style-type: none"> 1. CEO to administer FPO activities and day-to-day business with the sole objective of making the FPO economically sustainable. 2. Managing the overall operation and resources of FPO on a daily basis. 3. Making major Company decisions with approval from BoD. 4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company. 5. Launching the new products or services of the company 6. Finding new business opportunities 7. Cultivating deeper customer relationship 8. Overseeing and monitoring company and financial matters 9. Facilitate the use of digital tools and technology, where necessary to bring efficiency in the operation 10. Leading the development of the company's short and long-term strategies. 	

Designation	Accountant
Qualification	<ul style="list-style-type: none"> • 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.8,000/- per month(Consolidated)
Required position	1 (One)
Job profile	
<ol style="list-style-type: none"> 1. Recording daily business transactions of FPO in Accounting software 2. Inventory Management 3. Assets Management 4. Dealing with Banks 5. Prepare Financial Records for Auditing 6. Manage Compliance pertaining to Tax and RoC 	

PLACE OF POSTING:

The place of posting for the CEO & Accountant will be at the FPO office in the operational Block.

HOW TO APPLY:

The last date of receipt of applications for the above post(s) is 07.03.2024 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address:

To The Additional Block Development Officer (ABDO), Tangarpali Block Office, Tangarpali Block. At:P.O: Tangarpali, Dist.: Sundargarh Odisha PIN - 770011

- Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
- Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Selection Procedure:

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He will not come into the selection process.

Sd/-

**Managing Director, NMPCL
Chairperson, NMPCL**

BIODATA

1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POST APPLIED FOR : (ACCOUNTANT/CEO)		
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are the same)
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.

- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

3. Other training/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Employment/Experience Details:

Name and Address of the Employer	Designation	Duration		Experiences month	Brief description of Duties
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
Any Other (Please Specify)			

Declaration:

I do hereby declare that all statements/information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect at any point in time, my candidature/ engagement will be canceled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be liable for disqualification.