

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

No. 11 /LMPCL

Dated the 03rd August, 2024

**RECRUITMENT ADVERTISEMENT FOR THE POST OF  
CEO & ACCOUNTANT**

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

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none"><li>• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent</li><li>• Locally available professional with 10+2 and preferably Diploma in Agriculture/Agriculture Marketing/Agri Business Management or in such other related area may be preferable</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.</li></ul>	40 years	1 + year of experience of working for farmers at 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"> <li>Locally available professional with Mathematics as a compulsory subject or with a Commerce or Accountancy background.</li> <li>Knowledge of Accounting software etc. is a must.</li> <li>If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.</li> </ul>	35 years	1 + year of experience as an Accountant handling financial transactions with exposure to accounting software	8000.00 (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. Also, it is available on the district website [sundargarh.odisha.gov.in](http://sundargarh.odisha.gov.in). Interested candidates can download the details from the website.
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 short listing of candidates on the basis of academic qualifications, experience, Telephonic Interview and Written Ability Test 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 further selection process through text message and email. Applicants should ensure that the mobile number and email-id 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 to amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post(s) is 20.08.2024 up to 4.00 PM; with Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected summarily.

**Address:**

Block Development Officer, Lephripada Block. At:P.O: Lephripada, Dist.: Sundargarh Odisha -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 short listing of candidates on basis of academic qualifications, and experience & skills, followed by Written Test and personal interview.

**DETAILS OF CEO & ACCOUNATNAT**

**INTRODUCTION & BACKGROUND: -**

Lephripada Mahila Producer Company Limited (LMPCL) 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. Basically, 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	<b>CEO</b>
Qualification	<ul style="list-style-type: none"> <li>• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent</li> <li>• Locally available professional with 10+2 and preferably Diploma in Agriculture/Agriculture</li> </ul>

	<p>Marketing/ Agri Business Management or in such other related area may be preferable</p> <ul style="list-style-type: none"> <li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.</li> </ul>
Experience	1 + year of experience of working for farmers at 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
<b>Job profile</b>	
<ol style="list-style-type: none"> <li>1. CEO to administer FPO activities and day to day business with sole objective to make the FPO economically sustainable.</li> <li>2. Managing the overall operation and resources of FPO on daily basis.</li> <li>3. Making major Company decisions with approval from BoD.</li> <li>4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company.</li> <li>5. Launching the new products or services of the company</li> <li>6. Finding new business opportunities</li> <li>7. Cultivating deeper customer relationship</li> <li>8. Overseeing and monitoring company and financial matters</li> <li>9. Facilitate use of digital tools and technology, where necessary to bring efficiency in operation</li> <li>10. Leading the development of company's short and long term strategies.</li> </ol>	

Designation	<b>Accountant</b>
Qualification	<ul style="list-style-type: none"> <li>• Locally available professional with Mathematics as a compulsory subject or with a Commerce or Accountancy background.</li> <li>• Knowledge of Accounting software etc. is a must.</li> <li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.</li> </ul>
Experience	1 + year of 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)
Reporting	Board of Directors of the FPO
Job Profile	
	<ol style="list-style-type: none"> <li>1. Recording daily business transactions of FPO in different Accounting software's.</li> <li>2. Maintain the Inventory Management.</li> <li>3. Assets Management</li> <li>4. Dealing with different Banks for day to activities of the PC.</li> <li>5. Prepare of Financial Records for Auditing.</li> <li>6. Manage Compliance pertaining of Tax and RoC.</li> </ol>

PLACE OF POSTING:

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

Sd/  
Managing Director, LMPCL,  
Sundargarh  
MD  
Lephrpara Mahila  
Producer Company Ltd

## BIO DATA

### 1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
<b>Address</b>		
<b>Present</b>	<b>Permanent</b> (Not necessary, if the Present Address and the Permanent Address)	
<b>Mobile Number:</b>		
<b>Alternate Contact Number (If available):</b>		
<b>Email Address:</b>		
<b>Date of Birth: (DD/MM/YYYY):</b>		
<b>Category (ST/SC/SEBC/General):</b>		

### 2. Educational Qualification (10<sup>th</sup> 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 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 trainings/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	Briefdescription 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 of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**

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