

RECRUITMENT ADVERTISEMENT

DEOGARH FARMERS PRODUCER COMPANY LIMITED, DEOGARH, PIN-768119

Deogarh Farmers Producer Company Limited invites applications from candidates for contractual engagement for the following posts:

| Positions | Total Nos. | Qualification | Max. Age Limit | Experience in Yrs. | Consolidated Pay (Rs. Per Month) |
|----------------------------------|------------|--|----------------|--------------------|----------------------------------|
| Chief Executive Officer (CEO) | 01 | Master's Degree or Post Graduation or equivalent degree in Rural management/Development Management/Social Entrepreneur and other related fields. Computer knowledge is desired. | 40 years | 3-5 years | 15,000-20,000 |
| Accountant-cum-Marketing Manager | 01 | Graduate in Commerce and 1 year computer course with proficiency in Tally latest version. post-graduation in Social Entrepreneurship/ Rural Development /Marketing or related field will be given preference. Computer knowledge is desired. | 35 Years | 2-3 Years | 9000-12000 |
| Cluster Coordinator | 01 | +2 Pass. Candidates having experience in handling and coordinating activities at field level. | 45 years | 2-3 years | 6,000-8,000 |

*TA/DA Allowance and leave will be applicable as per Deogarh Farmers Producer Company Limited's Guideline.

*Performance Incentive will be given based on the achievement of targets and profit of Producer Company as per the decision taken by Governing Body.

- 1) Details of role, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at www.deogarh.nic.in
- 2) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 3) The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, followed by personal interview.
- 4) The prescribed eligibility conditions viz. age, qualifications and experience, etc. should have been acquired as on application closing date. Qualification should be from approved recognized institutions.
- 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 eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
- 7) Authority reserves the right either to cancel/to reject or to amend the clauses.
- 8) **The last date of receipt of application is 22.02.2021. For more detail E-mail dfpcldeogarh2020@gmail.com**

S/d

Chairperson, DFPCL

RECRUITMENT

PROCESS

OF

PERSONNEL

FOR

**Deogarh Farmers Producer Company Limited,
Deogarh**

RECRUITMENT OF PERSONNEL FOR DEOGARH FARMERS PRODUCER COMPANY LIMITED

INTRODUCTION & BACKGROUND: -

Deogarh Farmers Producer Company Limited (DFPCL) Incorporated under Part IXA, the Companies Act, 1956 Reference with companies Act 2013, Company Limited by Shares and formed in the year 2020 under NRETP with the support of District Administration, Deogarh. The objective of this Company is to enhance production, productivity and profitability of agriculture commodities of small producers in Deogarh District. The company will provide all type of support by promoting these people to have their village / GP level Producer Groups. This Company will promote various farm and non-farm activities in the district in convergence with different departmental schemes and covered maximum no. of marginal and small farmers to have better livelihoods options. The company provides all type of support to the farmers through SHG/Producer Group and cluster approach.

The major activity of the producer company will be Agri/Horti and Minor forest produces in the first year of its operation and gradually it will expand its business. The company is working on development of value chain of the product, marketing of the produce by making tie-up with different companies along with pre & post-harvest management of the activity.

Job Description: CEO

| Designation | Qualification | Experience | Age limit | Monthly Salary | Required Position |
|--------------------------------------|--|--|---------------|---|-------------------|
| Chief Executive Officer (CEO) | <ul style="list-style-type: none"> • Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri Social Entrepreneurship, Agribusiness Management and other related fields • Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology will be given preference | <ul style="list-style-type: none"> • 3-5 Years of work experience in commodity marketing and Producer company. or cooperative management. • Experience of Vendor management. | Max. 40 Years | <ul style="list-style-type: none"> • Rs. 15,000 - 20,000 per month. • Performance Incentive will be given based on the achievement of targets and profit of Producer Company. | 01 |

Job Profile of CEO

The CEO will also be the ex-officio Director of the Board and shall not retire by rotation. The CEO will be entrusted with substantial powers of management as may be determined by the Board. The following will be the key role of the CEO:

- Providing legal and administrative support for the functioning of the PC as Per the guidelines
- Support Community Mobilization and building local inclusive leadership with help of UdyogMitra
- Business Development of the PC
- Buildup share capital of the company
- Conduct market research and building profitable market linkages
- Integrating with technology and exploring alternatives for value addition of primary produce
- Help in providing timely inputs at affordable price to member producers

- Working with the Board of Directors for mobilization of more producers to join the PC.
- Act as an effective link between PD, DRDA/OLM/ORMAS and the PC.

Apart from these broad objectives, following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 1956:

- Perform administrative acts of a routine nature including managing the day-to-day affairs of the company;
- Operate bank accounts or authorize any Person, subject to the general or special approval of the Board
- Make arrangements for safe custody of cash and other assets of the Company
- Sign MOUs for business related activities as may be authorized by the Board' for and on behalf of the PC;
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members
- Furnish the members with Periodic information to appraise them of the operation and functions of the Company
- Make appointments to posts in accordance with the powers delegated to him or her by the Board
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof
- Exercise the powers as may be necessary in the ordinary course of business
- Discharge such other functions, and exercise such other powers, as may be delegated by the Board
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings.

Apart from these commitments towards the PC, the CEO will have the following commitments towards PC/ PD, DRDA/OLM/ORMAS

Provide all necessary data and information

- Participate in internal and external monitoring visits and audits
- Compliance with monitoring systems and processes
- Compliance with guidelines laid down by OLM and/or promoting agencies, If any.
- Participate in review meetings and provide regular updates and presentations
- Participate in workshops/summits/conferences/training sessions as may be deemed necessary
- Preparation of weekly/Monthly/ yearly project reports of the PC.

Suitability for CEO

- S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management
- S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics and educational levels
- S/he should be willing to engage with a large variety of stakeholders like processors, Retailers, Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers
- S/he should be willing to stay in cluster level at rural locations
- S/he should be willing to travel long distance by bus/two-wheelers
- S/he should have two-wheeler
- S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues
- S/he should be someone who pays a lot of attention to small details and can provide assistance for administrative work
- S/he should be Willing to learn and adapt

Job Description: Accountant-cum-Marketing Manager

| Designation | Qualification | Experience | Age limit | Monthly Salary | Required Position |
|---|--|---|------------------|---|--------------------------|
| Accountant-cum-Marketing Manager | <ul style="list-style-type: none">• Graduate in Commerce and 1 year computer course with proficiency in Tally latest version. Computer knowledge is desired.• Post-graduation in Social Entrepreneurship/ Rural Development /Marketing or related field will be given preference. | <ul style="list-style-type: none">• 2-3 Years relevant experience• Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) | Max 35 Years. | <ul style="list-style-type: none">• Rs. 9,000 - 12,000 per month.• Performance Incentive will be given based on the achievement of targets and profit of Producer Company. | 01 |

Job Profile: Accountant-cum-Marketing Manager

The Accountant-cum-Marketing Manager will be solely responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage. He is expected to perform following roles as well:

- Manage all accounting transactions
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations
- Other work related to financial transaction and documentations.
- Responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage.
- Preparation of costing of product.
- Management of outlets and maintain trader list and updated market information.
- Assess input requirement of the producers and make all necessary arrangement for procurement of quality inputs.
- Receive purchase requisition /approval.
- Solicit bids / quotations /negotiations and prepare summary of bid analysis.
- Obtain recommendation and approval and ensure the cost.
- Material procurement know-how for the PC and Quality control and management at cluster level.
- Prepare Purchase Order or Contract of Purchase.
- Ensure signing of contract (The Company and Vendor/traders) and follow up with vendors for timely delivery of the ordered items.

Job Description: Cluster co-ordinator

| Designation | Qualification | Experience | Age limit | Monthly Salary | Required Position |
|-----------------------------|--|--|------------------|--|--------------------------|
| Cluster co-ordinator | <ul style="list-style-type: none">• +2 Pass• Candidates who have received vocational training from any skill programme (e.g., DDU-GKY) will be given preference | <ul style="list-style-type: none">• Should have 2-3 Years' experience of working with community institution e.g., SHG, Producer groups, co-operative | Max 45 Years. | <ul style="list-style-type: none">• Rs. 6,000 - 8,000 per month.• Performance Incentive will be given based on the achievement of targets and profit of Producer Company. | 01 |

Job Profile: Cluster co-ordinator

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

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

PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Procurement Manager will be at Producer Company Office, Deogarh. Cluster Coordinator will be posted at Cluster/Block level as per the direction of the competent authority.

SELECTION PROCEDURE:

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

HOW TO APPLY:

- I. Candidates shall apply from **05.02.2021 to 22.02.2021** by downloading the application format from www.deogarh.nic.in
- II. A self-attested copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, cast certificate, etc. to be attached with the application form.
- III. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
- IV. Application along with necessary documents will be **received** through **register Speed Post/Courier by 22.02.2021.**
- V. Application along with necessary documents will be submitted at **ORMAS Deogarh, DRDA Building, Purunagarh, Deogarh, Odisha, Pincode 768119.**

The last date of receipt of application is **Dt: 22.02.2021, 5 P.M.**

DEOGARH FARMERS PRODUCER COMPANY LIMITED

APPLICATION FORM

| | | |
|----------------------|--|---|
| Position applied for | | Paste recent Passport size photograph here |
|----------------------|--|---|

1. Personal Details:

| | | |
|---------------------------------------|--------------|-----------|
| Name of the Candidate (Mr/Mrs/Ms.) | (FIRST NAME) | (SURNAME) |
| Address | Permanent | Present |
| Mobile | | |
| Telephone Residence | | |
| Email Address | | |
| Date of Birth | | |
| Category (ST/SC/SEBC/General) | | |

2. Educational Qualification (10th Standard onwards)

| Qualification | Institution | Board/University | Year of Completion | Division/ Grade | Perce ntage |
|---------------|-------------|------------------|-----------------------|--------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage. 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 Employee | Designation | Duration | | Experiences in Year and 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 along with the application while the original will be required at the time of verification.

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

| Language | Ability to Speak | Ability to read | Ability to Write |
|----------------------------------|------------------|-----------------|------------------|
| English | | | |
| Hindi | | | |
| Odiya | | | |
| Any other (Please Specify) _____ | | | |

Declaration:

I do hereby declare that all statements 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

Note:-Self attested Xerox copies of all certificate/mark sheet / copy of Aadhaar card / voter's card at any other relevant paper to be submitted. Candidates are cautioned not to enclosed any of the original certificate, mark sheet etc. along with application. They may be required to bring it at time of verification subject to receipt of information from us / authorized representative.