

RECRUITMENT ADVERTISEMENT**REMAL FARMERS PRODUCER COMPANY LIMITED, REAMAL, PIN-768109**

Remal 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	<ul style="list-style-type: none">• Should be either graduate in agriculture/agriculture marketing/agri business management or BBA or equivalent.• Locally available professionals with 10+2 and preferably diploma in agriculture/ agriculture marketing/agri business management or in such other related areas may be preferable.• If applicant is family member of SHG/Producer group members in the Deogarh District and meet the above criteria, he/she may be considered preferably in the selection process.	40 years	1+ years	<ul style="list-style-type: none">• Rs. 20,000/month fixed.• In addition to above Rs.2000/- (Fixed) will be given as TA/DA (Subject to submission of Tour diary) & Rs 3000/- will be given as performance incentives (Subject to satisfactory performance and approval of BODs)
Accountant	01	<ul style="list-style-type: none">• Should have educational qualification of 10-2 with Mathematics as a compulsory subject or alternatively with commerce or Accountancy background.• Knowledge of accounting software (tally etc) is must.• If applicant is family member of SHG/Producer group members in the Deogarh District and meet the above criteria, he/she may be considered preferably in the selection process.	35 Years	1+ Years	<ul style="list-style-type: none">• Rs. 9000/month fixed.• Rs. 1000/- will be given as performance incentives (Subject to satisfactory performance and approval of BODs)

- 1) Details of role, responsibilities, qualifications and other eligibility criteria for each position and application form 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 03.11.2021, 5.00 PM**

S/d

Chairperson, RFPCL

RECRUITMENT

PROCESS

OF

PERSONNEL

FOR

**Remal Farmers Producer Company Limited,
Reamal**

RECRUITMENT OF PERSONNEL FOR REMAL FARMERS PRODUCER COMPANY LIMITED

INTRODUCTION & BACKGROUND: -

Remal 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 2021 under Formation and Promotion of 10,000 Farmers Producer Organizations (FPOs) scheme of Department of Agriculture, Cooperation & Farmers' welfare, Ministry of Agriculture & Farmers' welfare, Government of India. The objective of this Company is to enhance production, productivity and profitability of agriculture commodities of small producers in Reamal Block of 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 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: Chief Executive Officer CEO

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Should be either graduate in agriculture/agriculture marketing/agri business management or BBA or equivalent. • Locally available professionals with 10+2 and preferably diploma in agriculture/agriculture marketing/agri business management or in such other related areas may be preferable. • If applicant is family member of SHG/Producer group members in the Deogarh District and meet the above criteria, he/she may be considered preferably in the selection process. 	<ul style="list-style-type: none"> • 1+ years of experience of working for farmers at grassroot level 	Max. 40 Years	<ul style="list-style-type: none"> • Rs. 20,000/month fixed. • In addition to above Rs.2000/- (Fixed) will be given as TA/DA (Subject to submission of Tour diary) & Rs 3000/- will be given as performance incentives (Subject to satisfactory performance and approval of BODs) 	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.
- Any other task given by the management.

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 ORMAS and/or promoting agencies, If any.
- Participate in review meetings and provide regular updates and presentations to promoting agencies.
- 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, corporates, 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

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Accountant	<ul style="list-style-type: none">• Should have educational qualification of 10-2 with Mathematics as a compulsory subject or alternatively with commerce or Accountancy background.• Knowledge of accounting software (tally etc) is must.• If applicant is family member of SHG/Producer group members in the Deogarh District and meet the above criteria, he/she may be considered preferably in the selection process.	<ul style="list-style-type: none">• 1+ Years relevant experience as an accountant handling financial transactions with exposure to accounting software's• Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP	Max 35 Years.	<ul style="list-style-type: none">• Rs. 9000/month fixed.• Rs. 1000/- will be given as performance incentives (Subject to satisfactory performance and approval of BODs	01

Job Profile: Accountant

The Accountant will perform following roles:

- Recording daily business transactions of FPO in accounting software.
- Inventory management
- Asset Management
- Dealing with Banks
- 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
- Manage compliances pertaining to TAX and RoC
- Other work related to financial transaction and documentations.

PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Accountant will be at Producer Company Office, Reamal and will visit the field as per the need or 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 **08.10.2021** to **03.11.2021** 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 **03.11.2021, 5.00 PM**
- 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: 03.11.2021, 5.00 PM

REMAL FARMERS PRODUCER COMPANY LIMITED

APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
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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 Employer	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.