

RECRUITMENT

PROCESS

OF

PERSONNEL

FOR

**Sakam Sindur Farmers Producer Company
Limited, Keonjhar**



**SAKAM
SINDUR**

FARMERS PRODUCER COMPANY LIMITED

Saxaswati Behera
Chairperson
SSFPCL
Hanchandipur, Keonjhar

RECRUITMENT OF PERSONNEL FOR SAKAM SINDUR FARMERS PRODUCER COMPANY LIMITED

INTRODUCTION & BACKGROUND: -

Sakam Sindur Farmers Producer Company Limited (SSFPCL) Incorporated under Part IXA, the Companies Act, 1956 Reference with companies Act 2013, Company Limited by Shares and formed in the year 2021 under OMBADC with the support of OLM , TATA CINI & District Administration, Keonjhar. The objective of this Company is to enhance production, productivity and profitability of agriculture commodities of small producers in Keonjhar 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 Livestock 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.

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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">• 2-5 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. 20,000 - 25,000 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

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- 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 & ORMAS
- 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:

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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-MIS in Charge

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Accountant-cum-MIS in Charge <i>Saxaswati Behera</i> Chairperson SSFPCL Hanchandarpur, Keonjhar	<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 /AgriBusiness management 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. 10,000 - 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-MIS in Charge

The Accountant-cum-MIS in Charge will look after every aspect of Finance, HR, IT & General Administration of Programmed support unit in the PC. 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.
- Maintain all HR related activities and responsible for maintenance of all Office items, Building etc.
- Will assist the CEO with every aspect of operations in Administration and shoulder responsibilities as and when required and delegated by CEO.

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Job Description: Marketing-cum-Procurement Manager

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Marketing-cum-Procurement Manager	<ul style="list-style-type: none">• Graduate from any discipline. Proficiency in MS-Office is desired.• Post-graduation in Social Entrepreneurship/ Rural Development /AgriBusiness management or related field will be given preference.	<ul style="list-style-type: none">• 2-3 Years relevant experience• Experience in Handling Commodity(Market side & production side)	Max 35 Years.	<ul style="list-style-type: none">• Rs. 12,000 - 15,000 per month.• Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01

Job Profile: Marketing-cum-Procurement Manager

The Marketing-cum-Procurement 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:

- Maintain a vendor List.
- Maintain trader list and updated market information.
- Preparation of costing of product.
- Management of outlets and supply chain.
- 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.

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Job Description: Cluster Co-ordinator

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Cluster co-coordinator	<ul style="list-style-type: none">+2 PassCandidates 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 in agricultural related activities and working with community institution e.g., SHG, Producer groups, co-operative and	Max 40 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.

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PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Marketing-cum-Procurement Manager, Accountant-cum-MIS in Charge & Cluster Coordinator will be at Producer Company Office, Tangriapal, Harichandanpur, Keonjhar. 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 **05.10.2021 to 24.10.2021** by downloading the application format from www.keonjhar.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 30.10.2021 (02 PM)**
- V. Application along with necessary documents will be submitted at **ORMAS, Keonjhar, DRDA Building, Keonjhar, Odisha, Pincode 758001.**

The last date of receipt of application is **Dt: 30.10.2021, 2P.M.**

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