

## RECRUITMENT ADVERTISEMENT

FARMER PRODUCER ORGANIZATION

**O/O-ORMAS, ZILLA PARISHAD, BHAWANIPATNA, KALAHANDI, ODISHA-766001**

Farmers Producer Organizations of Kalahandi invite 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)
<b>Chief Executive Officer (CEO)</b>	07	<ul style="list-style-type: none"><li>• Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, and Biotechnology &amp; Sociology will be given preference.</li><li>• Master's Degree or Post Graduation or equivalent degree in rural management/ Development, Management/Social Entrepreneur and other related fields with Computer knowledge is desired.</li></ul>	40 years	2-5 years in the related field (in handling commodity (market side and production side))	Rs.20.000 to 25,000/Month
<b>Accountant-cum-MIS In charge</b>	08	<ul style="list-style-type: none"><li>• 10+2 with Mathematics as a Compulsory Subject and 1 year computer course with proficiency in Tally latest version.</li><li>• Graduation in Commerce / Social Entrepreneurship/ Rural Development /Marketing or related field will be given preference. Computer knowledge is desired.</li></ul>	35 Years	1-2 Years as an accountant handling financial transactions with exposure to accounting software	Rs.10,000/- per month



**\*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 <https://kalahandi.odisha.gov.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 short listing 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 to cancel/to reject or to amend the clauses.
- 8) Authority reserves the right to reject any/ all applications without assigning reason thereof.
- 9) **The last date of receipt of application is 24/03/2025 by 5:00 PM through Registered/Speed post/Drop Box/Courier Service to the ORMAS, O/o Zillaparishad, Kalahandi, Bhawanipatna - 766001.**

S/d

**Chairperson, MCFPCL**



**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
<b>Accountant-cum-MIS in Charge</b>	<ul style="list-style-type: none"><li>• 10+2 with Mathematics as a Compulsory Subject and 1 year computer course with proficiency in Tally latest version. Computer knowledge is desired.</li><li>• Graduation in Commerce / Social Entrepreneurship/ Rural Development /Agri Business management or related field will be given preference.</li></ul>	<ul style="list-style-type: none"><li>• 1-2 Years relevant experience</li><li>• Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)</li></ul>	Max 35 Years.	<ul style="list-style-type: none"><li>• Rs.10,000/-per month.</li><li>• Performance Incentive will be given based on the achievement of targets and profit of Producer Company.</li></ul>	08



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/ CDO-Cum-EO, Zilla Parishad, Kalahandi/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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**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.



**PLACE OF POSTING:**

The place of posting for Chief Executive Officer (CEO)& Accountant-cum-MIS in Charge will be at **FPO office, Narla, Bhawanipatna, Golamunda, M.Rampur, Th.Rampur, Lanjigarh & Koksara under 10K FPO and Mukhyamantri Makka Mission Scheme.**

**SELECTION PROCEDURE:**

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

**HOW TO APPLY:**

- I. Candidates shall apply from **07.03.2025 to 24.03.2025** by downloading the application format from <https://kalahandi.odisha.gov.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**.
- V. The last date of receipt of application is **Dt: 24.03.2025 by 5.00PM**.



### APPLICATIONS 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 (10<sup>th</sup> Standard onwards)**

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

- 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 and 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) _____			

**6. Reference: (Two respected persons)**

Reference 1	Reference 2



### **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 enclose any of the original certificates, mark sheet etc. along with application. They may be required to bring it at the time of verification subject to receipt of information from us / authorized representative. Canvassing for employment in any manner will be a disqualification.