

KUCHINDA CBBO FARMER PRODUCER COMPANY LIMITED

RECRUITMENT ADVERTISEMENT

Advertisement No. 15 /

Dated the 12/4/2022

Kuchinda CBBO Farmer Producer Company Limited invites applications from eligible candidates for contractual engagement of the following posts:-

Positions	No. of vacancies	Qualification	Experience	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	Graduate in Agriculture/ Agriculture Marketing / Agri – Business Management or BBA or equivalent	2 years or above	20,000.00 (Consolidated)

1. Details of role, responsibilities, qualifications and other eligibility criteria for each Post and application forms are available in Kuchinda block office & 1st floor, ORMAS, DRDA building, Kacheri Road, Sambalpur, Pin-768001.
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 P.C. 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 26th April 2022 up to 4.00 PM; 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:

1st Floor, ORMAS, DRDA Building, Kacheri Road, Sambalpur, Odisha , PIN-768001

**RECRUITMENT OF STAFFS FOR
KUCHINDA CBBO FARMERS PRODUCER COMPANY LTD, SAMBALPUR**

INTRODUCTION & BACKGROUND: -

Kuchinda CBBO Farmers Producer Company Limited (KCFPCL) was established under Companies Act 2013, in the year 2021 with the support of District Administration, Sambalpur. The mission of this Producer Company is to enable the rural producers of Sambalpur District to improve their quality of life by delivering them handholding support to get them to take up business activities. This Producer Company is dealing with procurement and marketing of Chilly, Mango & Litchi. Basically, idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through WSHG/Producer Group and cluster approach.

Kuchinda Block is fortunately blessed with very conducive climate for Animal Husbandry & Chilly, Mango, Litchi Cultivation . The geographical area of the district is 6702SQ KM. Out of the total farm family, about 88% are small & marginal farmers. Out of 1,93,674 ha. of cultivable land about 1,60,294 ha. are medium & high lands. These medium & high lands have been diverted for cultivation of horticultural crops like fruit, vegetable, flower etc. So, to support the producers of Kuchinda Block this initiative has been taken place to support the farmers getting adequate return as well as adding best practices to their fields. The forest area comprises more than 50% of the District and hence many Non Timber Forest Produces are available in Sambalpur. The major products are chilly, Mango & Litchi, Thorn broom and Char seeds. The value additions of these items and selling to Govt. and private agencies is a major activity of the Farmer Producer Company.

A Farmer Producer Company is a hybrid between cooperative societies and private limited companies. The concept of PC is to organize farmers into a collective to improve their bargaining strength in the market. They are owned and governed by shareholder farmers and administered by professional managers. They adopt all the good principles of cooperatives and the efficient business practices of companies. The (KCFPCL) will undertake activities related to production, harvesting, procurement, grading, pooling, marketing, processing, etc., of agricultural produce in Sambalpur and will penetrate the other market very soon.

The challenge for the producer Company is to maintain the quality of produce and regular supply to its markets. Packaging, value addition and Marketing of these perishable items require a well-designed supply chain, although, there is a huge demand exists in the market for fresh and export quality products, packaging, branding and marketing has always been an issue considering a tight budget. Similarly marketing of (Chilly, Mango & Litchi) and its value added products are another core activity of the PC.

TOR

Designation	Chief Executive Officer (CEO)
Qualification	MBA/Master's Degree or Post Graduation Diploma or equivalent degree in Marketing Management/ Rural Management/ Development Management/Social Entrepreneur and other relevant fields.
Experience	2Years or above Post Educational work experience in Producer Company/ FPOs/Cooperative Management. Experience of Vendor management. However, experience in related industries will be given preference.
Age	Maximum 40 Years.
Monthly Salary	Rs.20,000/- per month (Consolidated)
Required position	1 (One)

Job profile

1. Providing Legal and Administrative support for the functioning of the PC as per the guidelines.
2. Act as an effective Link between P.D., DRDA / OLM /ORMAS / Mission Shakti & the Farmer Producer Company
3. Support Community Mobilization and building local inclusive leadership with help of Udyog Mitra.
4. Business Development of the PC.
5. Buildup share capital of the company.
6. Conduct market research and building profitable market linkages.
7. Integrating with technology and exploring alternatives for value addition of primary produce.
8. Aware of the latest trends in order to keep up with a demanding customer base.
9. Working with the Board of Directors for mobilization of more producers to

join the PC.

10. Conducting the basic Training program.
11. Management of outlets.
12. Ensure signing of contract (with The Company and Vendor/Traders)
13. Quality control and management at cluster level.
14. Maintain trader list and updated market information.
15. Assess input requirement of the producers and make necessary arrangement for procurement of quality inputs at affordable price.
16. Solicit bids/ quotations/negotiations.
17. Preparation of Catalogue, Leaflet, and other documentation.
18. Have creative perspective in understanding a product in terms of design and its marketability.
19. Any Other work / responsibility that will be entrusted by P.C./ ORMAS/ District Administration as and when required.

PLACE OF POSTING:

The place of posting for Accountant cum MIS Officer will be at Producer Company in respective Blocks.

HOW TO APPLY:

1. **The last date of receipt of applications for the above post(s) is 26.04.2022 up to 4.00 PM; 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:

1st Floor, ORMAS, DRDA Building, Kacheri Road, Sambalpur, Odisha PIN-768001

2. Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form **through Registered Post to the address given above.**

3. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

Reena Dehury
Sd/
Managing Director
Managing Director, KCFPCLtd.

Selection Procedure:

The selection process will consist of short listing of candidates on basis of academic qualifications, and experience & skills, followed by Written Ability Test, Computer Test and personal interview.

1. Personal Details

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

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage

- Where only division or grade is awarded, the candidate is required to convert it in terms of percent (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	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 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 with immediate effect without any further notice.

Date:

Place:

Signature of the Applicant

*Canvassing for employment in any manner will be a disqualification.

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Advertisement No. 16

Dated 12/4/2022

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Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Accountant-cum - MIS Officer	01	Graduation in Commerce, with PGDCA/BCA. (Post-Graduation in Commerce / Knowledge in TALLY will be given preference)	35 years	2 years or above	10,000.00 (Consolidated)

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TOR

Designation	Accountant cum MIS in Charge
Qualification	Minimum Graduation in Commerce Stream, with PGDCA /BCA (Post-Graduation in Commerce Stream/ Knowledge in TALLY will be given preference)
Experience	Post Education Qualification Work Experience for more than 2 years in the relevant field.
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- per month(Consolidated)
Required position	1 (One)

Job profile

1. The Accountant-cum-MIS in charge will look after every aspect of Finance, HR, IT and General Administration of Programmed Support Unit in the Farmer Producer Company.
2. To maintain and update all prescribed Registers / Cash Books / Bank Ledger / Stock Register /Sale – Purchase Register /Cheque Issue Register /BoD Resolutions etc.
3. To Reconcile the Bank Pass Book with Cash Book and Bank Ledger
4. To maintain GST Accounts and file GST Reports and Returns every month
5. To maintain Data base of all Share Holders
6. To collect Share Capitals from shareholders and maintain its accounts
7. To maintain both On-Line and of Line MIS Data of Producer Company
8. To maintain all Files / Registers / Guard files of the Producer Company.
9. He should actively participate in preparation and tracking of all budgets utilized at the Company Level, maintaining the contracts of all PC employees, all confidential files and personal files.
10. He is also responsible for all HR related activities and look after maintenance of all Office Items,

building etc.

11. He will assist the CEO with every aspect of operations in the Administration and also shoulder responsibilities as and when required and delegated by the CEO.
12. Prepare balance sheets, profit and loss statements and other financial reports.
13. To Produce all relevant documents / vouchers / registers etc. before Auditor at the time of Auditing of Accounts.
14. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.

Suitability for Accountant cum MIS in Charge

1. Thorough knowledge of basic accounting procedures and principles.
2. Thorough knowledge on MS Office.
3. Experience with creating financial statements.
4. Experience with general ledger functions and the month-end/year end close process.
5. Excellent accounting software user (Tally)
6. Accuracy and attention to detail.
7. Intermediate understanding of accounting and reporting standards.

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Sd/

Managing Director
Managing Director, KCFPC
Kuchinda CBDO Farmers PC Ltd.

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Any other (Please Specify)			

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Date:

Place:

Signature of the Applicant

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