

KUCHINDA CBBO FARMERS PRODUCER COMPANY LIMITED

RECRUITMENT ADVERTISEMENT

Advertisement No: 23

Dated: 21/11/2022

Kuchinda CBBO Farmers Producer Company Ltd. invites applications from eligible candidates for contractual engagement of the following posts:

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)

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, Pin768001.
2. Documents in support of identity, qualifications, experience, etc. must be 6 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 08/12/2022 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, DRDA Building, Kacheri Road, Sambalpur, Odisha PIN-768001

RECRUITMENT OF STAFF FOR
KUCHINDA CBBO FARMERS PRODUCER COMPANY LTD, SAMBALPUR

INTRODUCTION & BACKGROUND: -

Kuchinda CBBO Farmers Producer Company Limited (KCFPCL) was established under Central Sector Scheme titled "Formation and Promotion of 10,000 Farmer Produce Organizations (FPOs)", in the year 2021 with the support of District Administration, Sambalpur. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company is dealing with procurement, value addition and marketing of vegetables. 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.

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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	
<ol style="list-style-type: none"> 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. 	

15. 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.

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 08/12/2022 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.

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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 Dehusey
Managing Director
Kichinda CBDO Farmers PC Ltd

Selection Procedure:

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