



ZILLA PARISHAD, SAMBALPUR

Dist- Sambalpur, Odisha-768001

Ph: 0663-2410992, Email: ori-dsambalpur@nic.in

Letter No 260 / ORMAS

Date 10.3.2023

To

The DIO, NIC
Sambalpur

Sub: Web-hosting of Recruitment Advertisement of Kuchinda Apparel Cluster under SFURTI Project.

Sir,

In inviting a reference to the subject cited above, I am to inform you that Kuchinda Apparel Cluster is looking for a suitable candidate to be engaged as Cluster Development Executive (CDE) under its SFURTI project supported by the Ministry of MSME, Govt. of India in Sambalpur district of Odisha.

Therefore, you are requested to Web-hoist the aforesaid advertisement of Kuchinda Apparel Cluster in the district website for wide publication and circulation.

Yours faithfully

10.3.2023
CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur

Memo No 261 / Date 10.3.2022

Copy to DI & PRO, Sambalpur for information and he is requested to facilitate the advertisement in Odia Samaj newspaper for wide publicity.

10.3.2023
CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur

Memo No 262 / Date 10.3.2023

Copy submitted to CEO, ORMAS, Bhubaneswar, Director KVIC, Bhubaneswar & Ton Impact, Bhubaneswar and they are requested to web-hoist the aforesaid advertisement in their respective website for wide publicity.

10.3.2023
CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur

KUCHINDA APPAREL CLUSTER, SAMBALPUR

WANTED CLUSTER DEVELOPMENT EXECUTIVE (CDE) FOR KUCHINDA APPAREL CLUSTER, SAMBALPUR DISTRICT

Kuchinda Apparel Cluster is looking for a suitable candidate to be engaged as Cluster Development Executive (CDE) under its SFURTI project supported by the Ministry of MSME, Govt. of India in Sambalpur district of Odisha. The desirable qualification for the position is Graduate with working knowledge of computers. Preference will be given to candidates with MBA/ Masters in Rural Development / Enterprise Management Skill etc. Candidates preferably should have experience in the apparel sector. Interested candidates may send their resumes in the format enclosed along with photocopies of certificates to the following address through Registered Post/ Speed Post/ Courier within **10 days from the date of publication of this advertisement**. Shortlisted candidates will be intimated later on for written and /or personal interview wherein the candidates shall produce the original certificates for verification. For more details please visit the website. www.ormas.org, www.kvic.org.in, www.sambalpur.nic.in.

Documents to be enclosed in the application

1. Aadhar Card,
2. 10th onward education certificate & marksheet
3. Computer Certificate
4. Work experience certificate

Address for submission of application form

ORMAS, 1st Floor, Zilla Parishad Building, Kacheri Road, Sambalpur, Odisha, Pin Code-768001.

Cluster Development Executive Position Details

Kuchinda Apparel Cluster at Kuchinda Block in Sambalpur district is developed by Ministry of MSME, Govt. of India under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI). Odisha Rural Development and Marketing Society (ORMAS) at SIRD campus, Unit VIII, Bhubaneswar- 751012 is the Implementing Agency (IA), Kuchinda Apparel Cluster is the SPV, Khadi and Village Industries Commission (KVIC) is the Nodal Agency, and Ton Impact is the Technical Agency (TA) for the Kuchinda Apparel Cluster. The SPV is looking for a competent, self-motivated and dynamic candidate for the following position.

Panchamaj Majhi
Chairman
UJWALA APPAREL PRODUCTION CLUSTER
KUCHINDA

Chairman
UJWALA APPAREL PRODUCTION CLUSTER
KUCHINDA

KUCHINDA APPAREL CLUSTER, SAMBALPUR

CLUSTER DEVELOPMENT EXECUTIVE (CDE)

Job Profile: To coordinate with various agencies/ departments, undertake baseline survey, trainings, exposure programmes/ study tours, promote cluster product marketing, facilitate both forward and backward linkages, and prompt reporting of the cluster progress. The detailed TOR for CDE is uploaded in the website.

Basic Qualification: Graduation/ Post Graduation with working knowledge of computer.

Preferable Experience: Experience in the apparel sector or garment industry.

Age: Maximum 40 years as on date of advertisement.

Salary: Rs 20,000 (Based on qualification and experience of the candidate).

Place of Posting: At cluster level, Kuchinda

Prachami Mishra

Chairman
UJWALA APPAREL PRODUCTION CLUSTER
KUCHINDA

KUCHINDA APPAREL CLUSTER, SAMBALPUR

Terms of Reference (TOR) of CDE

The CDE will be responsible for the implementation of the program and to prepare annual action plan/ business plan besides promoting linkages with professional institutions, local institutions, PRIs assisting the sourcing of raw materials, tying up of credit linkages, marketing of finished goods, collection of user fees, operation and maintenance of CFCs, prompt reporting etc. The detailed TOR is as follows.

- Implement the project activities as per the approved DPR and the guideline and instructions of Ministry of MSME/Nodal Agency/ Technical Agency from time to time.
- Documenting the process of all programs executed under the project.
- Prepare the minutes and photography of all the project meetings and activities.
- Assist in purchase of the required raw materials and ensure quality, reasonable price and timely delivery at the artisan level.
- Contact and coordination with the beneficiaries and strengthening of the women artisan SHGs.
- Look after the successful functioning of the SPV and take all such measures to strengthen it for the sustainability of the project activities.
- Record keeping, maintaining stock registers & assets of the project etc.
- Maintain the daily diary of the project activities.
- Prepare and submit the monthly work plan in consultation with the artisans, Chairman of SPV and the Deputy CEO, ORMAS.
- Prepare and submit monthly, quarterly progress report and project completion report to ORMAS and other authorized organizations and undertake online submission of reports in Ministry of MSME portal.
- Assist the Deputy CEO, ORMAS in the project implementation and artisan development and execute all such activities which may be required for the successful execution of the project.
- Organize all the meetings, workshops, and contact with local administration, Bankers, Marketing agencies, buyers and artisan beneficiaries.
- Participate in local and outside exhibitions, state and national exhibitions along with artisans and their products in different places of Odisha and India.
- Ensure timely production of apparel as planned, ensure proper quality, undertake proper packaging, transportation and forwarding to different destinations and purposes.
- Establish good rapport with the artisans/women and their SHG leaders, coordinate with them on regular basis and resolve any conflict among them that arise in the course of project execution in consultation with the Deputy CEO, ORMAS.
- Look after the safe storage of raw material and finished products at the local level.
- The CDE shall remain the custodian of all assets of the project.
- The CDE will be assigned any other job besides the above in the interest of the project as and when required as directed by Deputy CEO, ORMAS/ KVIC or any other authorized agency under the project.

Chairman
Kuchinda Apparel Cluster

Purnamaji Majhi
Chairman

UJWALA APPAREL PRODUCTION CLUSTER
KUCHINDA