

Advertisement No. _____/

Dated _____

RECRUITMENT ADVERTISEMENT

Samaleswari Sambalpur NTFP 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 www.Sambalpur.nic.in
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 31.7.2021 up to 4.00 PM; The Applications can be submitted through E-mail I.D.: samaleswari.samabalpur@gmail.com or can also 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
SAMALESWARI SAMBALPUR NTFP FARMERS PRODUCER COMPANY LTD,
SAMBALPUR**

INTRODUCTION & BACKGROUND: -

Samaleswari Sambalpur NTFP Farmers Producer Company Limited (GGPCL) was established under Companies Act 2013, 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 Non Timber Forest Produce like Harida, Bahada, Sal seeds, Tamarind, Sal/Silai leaf plate making etc. and also farm produce like fruits, vegetables and flowers. 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.12,000/- 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.

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 Office. Presently, the Office functions at 1stFloor, DRDA Building, Kacheri Road, Sambalpur (it may be changed to other location in future)

HOW TO APPLY:

1. The last date of receipt of applications for the above post(s) is 19.7.2021 up to 4.00 PM; The Applications can be submitted through E-mail I.D.: samaleswari.sambalpur@gmail.com or can also 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 Scanned copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form in the company Email ID samaleswari.sambalpur@gmail.com through Registered Post.
3. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

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.

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 percentage (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 without any further notice.

Date:

Place:

Signature of the Applicant

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