

**Debjharan Producer Enterprise**  
**Jujomura, Sambalpur**  
**(UDYAM Regd. No:UDYAM-28-0021550)**  
*A Millet based Producer Enterprise*

Advertisement No.:Dated 01/18/07/2024.

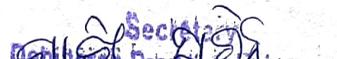
**RECRUITMENT ADVERTISEMENT FOR ENTERPRISE COORDINATOR**

Debjharan Producer Enterprise, Jujomura, Sambalpur invites applications from eligible candidates for contractual engagement of the following post:

| Positions              | No. of vacancies | Qualification   | Max. Age Limit | Salary (Per Month) INR) |
|------------------------|------------------|---|----------------|-------------------------|
| Enterprise Coordinator | 01               | <ul style="list-style-type: none"><li>• Matriculation/10+2 or equivalent</li><li>• Knowledge of Computer</li><li>• Preferences may be given to the local personnel</li><li>• Preferences may be given to who must have prior experience on the specific product value chain as per the current market need(preferably from the local area)</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process</li></ul> | 35 years       | 8333/- (Consolidated)   |

1. Details of role, responsibilities, qualifications and other eligibility criteria for each Post and application forms are available in notice board of Jujomura block office, all the notice board of GPLF office of OLM& DRDA building, Kacheri Road, Sambalpur, Pin:768001. Also it is available in the district website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). Interested candidates can download the details
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.

  
President  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

  
Secretary  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

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 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 PE 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 26.07.2024 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 summararily.

Address:

Block Development Officer, Jujomura Block. At:P.O: Jujomura, Dist.: Sambalpur Odisha PIN-768105 (OLM section)

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 short listing of candidates on basis of academic qualification, experience and skills followed by Computer test and Personal interview.

## RECRUITMENT OF ENTERPRISE COORDINATOR FOR DEBJHARAN PRODUCER ENTERPRISE, JUJOMURA, SAMBALPUR

### INTRODUCTION & BACKGROUND: -

Debjharan Producer Enterprise is a milletbased producer enterprise was established in Jujomura block with the support of District Administration, Sambalpur. The purpose of this Producer Enterprise is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Enterprise is dealing with procurement, value addition of Millet based products. Basically, idea of this Producer Enterprise is to provide all types of support i.e., forward and backward linkage to the producers through WSHG/Producer Group and cluster approach.

21/7/24  
President  
Debjharan Producer Enterprise,  
Jujomura, Sambalpur

Secretary  
Debjharan Producer Enterprise,  
Jujomura, Sambalpur

### Term of Reference

|   |   |
|---|---|
| Designation   | Enterprise Coordinator  |
| Qualification   | <ul style="list-style-type: none"><li>• Matriculation/10+2 or equivalent</li><li>• Knowledge of Computer</li><li>• Preferences may be given to the local personnel</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the process</li></ul> |
| Experience  | Experience on the specific product value chain as per the current market need   |
| Age   | Maximum 35 Years  |
| Monthly Salary  | Rs.8333/- per month(Consolidated)   |
| Required position   | 1 (One)   |
| Job profile   |   |
| <ul style="list-style-type: none"><li>• The concerned Enterprise Coordinator will be responsible for the day-to-day operation of Enterprise</li></ul> |   |

#### PLACE OF POSTING:

The place of posting for Enterprise Coordinator will be at PE office in respective Block.

#### HOW TO APPLY:

1. The last date of receipt of applications for the above post(s) is 26.07.2024 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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ଧର୍ମେନ୍ଦ୍ର କୁମାର  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

ଶ୍ରୀମତୀ ସୁମିତ୍ରା  
Secretary  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

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.

Sd/

Selection Procedure:

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

ପାର୍ଶ୍ଵକରିଷ୍ଣ ଦତ୍ତ  
President  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

ଗାଈଁ ସୁବ୍ରତ୍  
Secretary  
Debjharan Producer Enterprise  
Jujomura, Sambalpur

# BIO DATA

## 1. Personal Details

Photo

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

## 2. Educational Qualification (10<sup>th</sup> Standard onwards)

| Qualification | Institution | Board/University | Year of Completion | Division | Percentage of Marks |
|---------------|-------------|------------------|--------------------|----------|---------------------|
|               |             |                  |                    |          |                     |
|               |             |                  |                    |          |                     |
|               |             |                  |                    |          |                     |
|               |             |                  |                    |          |                     |
|               |             |                  |                    |          |                     |

- 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<br>Address of the Employer | Designation | Duration |    | Experiences<br>in Month | Brief description<br>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 |  |  |  |
|-----------|--|--|--|

**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 liable for disqualification.