



SAMBANDHO

Mahila Bunkar
PRODUCER COMPANY LIMITED

Letter No: 59/SAMBANDHO/MBPCL/SBP

Date: 24/04/2026

NOTICE

Sub: Advertisement notice for recruitment of Chief Executive Officer (CEO) under Sambandho MBPCL.

Sambandho Mahila Bunkar Producer Company Limited seeking to recruit one number of **Chief Executive Officer (CEO)**. The details of Job Description and Application Form enclosed. The interested eligible candidate needs to download the application form and submit the filled in application form, enclosing the Passport size photo, self-attested ID proof, photo copies educational qualifications and experience etc.

Instructions: -

1. The applications along with updated resume, educational qualification and experience certificate should be submitted through designated email Id i.e. secretariat@sambandho.in.
2. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience related to JD.
3. Only short-listed candidates will be informed about selection process through Phone or email.
4. Applicants should ensure that the mobile number and email-id given in the application form is active.
5. The above Producer Company reserves the right to cancel/ reject any or all the applications or to amend any clause laid down in the advertisement.
6. The last date of receipt of applications for the above post is **15/05/2026 by 05:00 PM**.
7. Candidates should note that incomplete applications, applications received after due date and time are liable to be summarily rejected.
8. For any further information kindly contact-7750044279 during the office hour only.

For SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

Bhumisuta meher

Director
Sambandho Mahila Bunkar Producer
Company Limited
Bhumisuta Meher
Chairperson/Director



Copy submitted to:

CDO-Cum-EO, Zilla Parishad Sambalpur for favour of kind information and necessary action.
DPM, OLM Sambalpur, FDRVC, New Delhi, SMMU, OLM Bhubaneswar for information.

Sambandho Mahila Bunkar Producer Company Limited

Reg. Office: Plot no 1136/4082, Near Dhanupali Saraswati Sishu Mandir, Sambalpur,

Odisha, Pin- 768005 Email: secretariat@sambandho.in

Mobile: +91 7008370021 | Website: www.sambandho.in

GSTIN: 21ABKCS6896C1Z4 CIN NO: U131290D2023PTC042449



Job Description of CEO

The CEO will also be the ex-officio Director of the Board and shall not retire by rotation. The CEO will be entrusted with substantial powers of management as may be determined by the Board. The following will be the key role of the CEO:

- Providing legal and administrative support for the functioning of the PC as Per the guidelines
- Business Development of the PC
- Building share capital of the company
- Conduct market research and build profitable market linkages
- Integrating with technology and exploring alternatives for value addition of primary produce
- Help in providing timely inputs at affordable prices to member producers
- Working with the Board of Directors for the mobilization of more producers to join the PC.
- Act as an effective link between PD, DRDA/OLM/ORMAS and the PC.

Apart from these broad objectives, the following are the routine tasks that will be required to

be performed by the CEO, as per the guidelines of the Companies Act, 1956:

- Perform administrative acts of a routine nature including managing the day-to-day affairs of the company;
- Operate bank accounts or authorize any Person, subject to the general or special approval of the Board
- Make arrangements for safe custody of cash and other assets of the Company
- Sign MOUs for business related activities as may be authorized by the Board' for and on behalf of the PC;
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members
- Furnish the members with Periodic information to appraise them of the operation and functions of the Company
- Make appointments to posts in accordance with the powers delegated to him or her by the Board.
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof.

Exercise the powers as may be necessary in the ordinary course of business

- Discharge such other functions, and exercise such other powers, as may be delegated by the Board
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings.

Apart from these commitments towards the PC, the CEO will have the following commitments towards PC/CDO-cum-EO, Zilla Parishad/OLM/ORMAS

Provide all necessary data and information

- Participate in internal and external monitoring visits and audits
- Compliance with monitoring systems and processes
- Compliance with guidelines laid down by OLM and/or promoting agencies, If any.
- Participate in review meetings and provide regular updates and presentations
- Participate in workshops/summits/conferences/training sessions as may be deemed necessary
- Preparation of weekly/Monthly/ yearly project reports of the PC

Despite these commitments, it is to be noted that the CEO will be under the employment of the PC and OLM/ORMAS acts only as a resource institution for the promotion of the PC.

A. Suitability for CEO

- S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management
- S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics and educational levels
- S/he should be willing to stay in cluster level at rural locations
- S/he should be willing to travel long distance by bus/two-wheelers
- S/he should have two-wheeler
- S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues
- S/he should be someone who pays a lot of attention to small details and can assist in administrative work
- S/he should be Willing to learn and adapt
- S/he Should know Odia and Hindi

B. Desired qualification for CEO

Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri Social Entrepreneurship, Agribusiness Management, Textile Management and other related fields

- Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Textile, Biotechnology and Sociology will be given preference.

C. Work experience for CEO

- 1-3 Years of work experience in Handloom and Handicraft sector with top-line and bottom-line responsibilities.
- Experience in managing the financial affairs.
- Experience of Vendor management.
- Managerial experience in handloom or handicraft sector.

D. Remuneration for CEO

Rs.30,000/- with annual increment of 6%.



Application Form

1. Personal Details

Photo

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 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 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 liable for disqualification.