

# OFFICE OF THE PANCHAYAT SAMITI, UMERKOTE

Letter No. 202

Date 15-03-2021

To

The District Informatic Officer  
NIC, Nabarangpur

Sub- Advertisement Of Different Posts Of NREFP On NIC, Nabarangpur.

Sir,

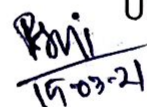
With refference to the subject cited above, I am to inform you that there is requirements of different posts in **NABARANGI RURAL ECONOMY FARMERS PRODUCERS COMPANY LTD.(NREFP)** which is promoted under NRETP-OLM, Govt. of Odisha i.e **01 no. of Chief Executive Officer, 01 no. Of Marketing manager, 01 no. of Accountant-cum-Mis person and 03 nos.of Cluster Coordinator.** The details advertisement alongwith terms and condition is here with enclosed in the given document. So, kindly publish the above advertisement on Nabarangpur district portal.

This is for the favour of kind information and necessary action.

Yours faithfully,



Block Development Officer  
Umerkote



15-03-21

5	Establishment cost and training to BOD and Exposure visit	1	200000	200000	
6	MIS and Software	1	200000	200000	
7	Specialized training	1	200000	200000	
8	Working Capital	1	2500000	2500000	Based on Business Plan
9	Total			6150000	

### Recruitment Process

In order to ensure a transparent recruitment process, PC should follow all necessary formalities. At the initial stage TSA should help PC in recruitment of CEO and other core staffs. A Panel interview will be conducted for the recruitment of CEO where panelists will be SRLM representative or AD ORMAS, DPM, OLM, External Experts, Agril, Horticulture Department Dist head, TSA, District Manager, NABARD and Chairperson of the Board and Director of PC.

### Selection of CEO

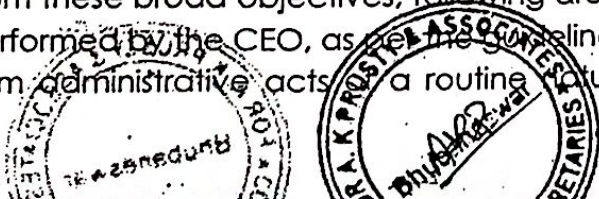
#### Job Description of CEO

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
- Support Community Mobilization and building local inclusive leadership with help of UdyogMitra
- Business Development of the PC
- Buildup share capital of the company
- Conduct market research and building profitable market linkages
- Integrating with technology and exploring alternatives for value addition of primary produce
- Help in providing timely inputs at affordable price to member producers
- Working with the Board of Directors for 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, 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 as 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/ PD,DRDA/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/DSMS acts only as a resource institution for the promotion of the PC.

**Qualification 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 engage with a large variety of stakeholders like processors, Retailers, Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers.



- 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 spread awareness on a variety of issues
- S/he should be someone who pays a lot of attention to small details and can assist for administrative work
- S/he should be Willing to learn and adapt

#### Desired qualification

- Master's Degree or Post-Graduation Diploma or an equivalent degree in the Rural Management, Development Management, Forest Management, Agri Entrepreneurship, Agribusiness Management and other related fields
- Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology given preference

#### Work Experience

- 1-3 Years of work experience in commodity marketing and PC. Or coop management.
- Experience in managing the financial affairs
- Experience of Vendor management

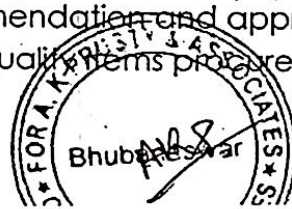
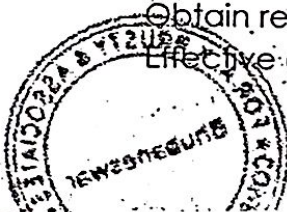
#### Remuneration

Rs 20,000/- per month for Candidates having one year experience and RS 25000/- for candidates having two or more than two years of experience, Rs 1500/- Allowance and Mobile allowance of Rs. 900/ and Performance Incentives 2% to 5% of Company's net profit, wherever the Profit earned by PC is more than Rs.10 Lakhs (financial year). Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs. Performance incentive will be given based on achievement of target (90-100%). (Based on the producer company Profit)

#### Selection of Manager, Marketing and Procurement

The Manager, Marketing & Procurement will be solely responsible for assessing product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage. He is expected to perform the following roles as well:

- Maintain a vendor list
- Maintain trader list and updated market information
- Assess input requirement of the producers and make all necessary arrangement for procurement of quality inputs.
- Receive purchase requisition /approval
- Solicit bids / quotations /negotiations
- Prepare summary of bid analysis
- Obtain recommendation and approval and ensure the cost effectiveness and quality of items procured for the PC.



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- Prepare Purchase Order or Contract of Purchase
- Ensure signing of contract (The Company and Vendor/Traders)
- Follow up with vendors for timely delivery of the ordered items.

**Panelists in the Interview Panel**

Panel interview will be conducted for the recruitment of Marketing Manager where panelists will be Chairperson of the Board of Directors, CEO of PC, SRLM representative, AD ORMAS/ DPM OLM/ District Heads of Agriculture and Horticulture Department/ TSA/ District Manager, NABARD and External Subject Matter Specialists

**Qualification**

Graduation from any discipline. However, Post-graduation in Social Entrepreneurship, Agribusiness Management and other related fields will be given preference.

**Work Experience**

Experience in handling commodity (market side and production side)  
2-3 years relevant experience

**Remuneration**

15000/- Per month and Travel Allowance Rs 1500/ and Rs 500/ as Mobile allowances ; 5,000 (Performance incentive) plus Travel and Subsistence Costs (Rs.2000) will be given. Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs

**Function of Accountant -cum-MIS In charge**

Accountant-cum-MIS In charge will look after every aspect of Finance, HR, IT and General Administration of Programmed Support Unit in the PC. He holds specific responsibility for maintaining all hand written financial records and ledgers, providing support such as typing and filing for the section, entering the computerized financial data for the monthly TALLY report, participating actively 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. S/he is also responsible for all other HR related activities and look after maintenance of all office items, filing etc. He will assist the CEO with every aspect of operations in the Administration and also other responsibilities as and when required and delegated by the CEO.

**Panelists in the Interview Panel**

Panel interview will be conducted for the recruitment of Accountant cum MIS In charge where panelists will be SRLM representative, AD ORMAS, DPM, OLM, External experts, District heads of Agriculture and Horticulture Department, TSA, District Manager, NABARD CEO and Chairperson of the Board of Director of PC.

**Qualification:**

+3 Commerce. However, Post-graduation in Social Entrepreneurship, Agribusiness Management and other related fields will be given preference.



*Abhida*



### Work Experience

Experience in handling commodity (market side & production-side)  
2-3 years relevant experience

### Remuneration

Rs 12,000/-Per month (Fixed) + Travel Allowance of Rs 500/- and Mobile Allowance of 500/- Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs

### Selection of Cluster coordinators

Cluster Coordinators will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centres and maintenance of records at cluster level. They are expected to perform the following roles:

- Collection of information relating to product volume and dates of delivery
- Monitoring the grading, sorting and other primary level value addition works and thus ensuring quality of product
- Assisting producers in price fixation of their products
- Disseminating market information relating to market demand and market price
- Supervising the roles of UdyogogMitra

### Panellists in the interview panel

Chairperson of Board of Director, CEO, TSA, SRLM representative.

### Qualification

- +2 Pass
- Candidates who have received vocational training from any skill programme (e.g. DDU-GKY) will be given preference

### Work Experience

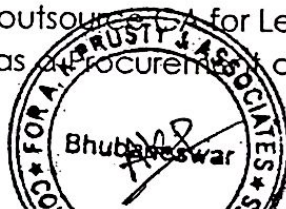
- Should have 1-2 years of experience of working with community institution e.g. SHG, Producer Groups, Cooperatives
- Experience in handling commodity (market side & production-side) for 1-2 years will be given preference

### Remuneration

Rs 8,000 per month (Fixed) Travel Allowance of Rs 800/- and Mobile allowance of Rs 500/- Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs

### Other ex-officio Personnel

- PC will add up to 2 Expert directors on the board of the directors.
- Producer enterprise can outsource for Legal and accounting compliance UdyogMitra will function as a Procurement agent and get remuneration on b



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of Retainer fee + Commission based on turnover of procurement centre  
 Village level – CRP will mainly focus on community mobilization of SHG members  
~~Grievance redressed Committee should comprise of CEO, Village CRP, Udyog~~  
 Mitra Board members and PC staff  
 Note-The above mentioned structure is negotiable, BOD and Panelist can negotiate with the candidates.)

**Joining**

Newly selects Personnel are to be issued to Offer letter by PC mentioning the position offered, duration remuneration & allowance, job description( JD), documents to be submitted at the time of Joining and time within which he has to join in the offered position. A contract is to be executed with the newly joined staff on the day of Joining. A contract will be signed by Chairperson and Joiners.

**Joining formalities**

- Duly Filled Personal History Form
- Names of two referees for reference check
- Acceptance of offer and intimation of exact date of joining
- Self-attested copies of date of birth proof, educational qualification certificates and experience certificates from previous employer
- Medical clearance from registered practicing physician.
- Self-attested copy of Aadhar Card
- Self-attested copy of PAN Card
- Self-attested copy of Driving License
- Self-attested copy of Bank Pass Book If not available should have registered for one.

Leave: The staff will get 12 days CL Per annum. A staff should not take more than 5 days CL time. No other leave is applicable. In emergencies with the Permission of MD or Chairperson 5 days, ML will be applicable subject to produce of Medical certificate.

**Working Time**

The working time will be from 9.30 Am to 5.00 PM and lunch break from 2 to 3 PM. Sunday will be holiday.

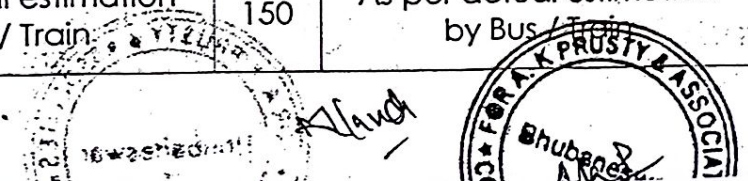
**Travel Allowance**

Following TA & DA allowances are applicable for the Directors and staff

**Days**

Official holidays- 10days (Not more than 10days) BOD will decide the date of official holidays annually.

CATEGORISATION	INSIDE STATE		OUTSIDE STATE	
	TA	DA	TA	DA
Chairperson & Managing Director	As per actual estimation by Bus / Train	150	As per actual estimation by Bus / Train	300



CEO	As per actual estimation by Bus / Train	150	As per actual estima by Bus / Train
Other Staff	As per actual estimation by Bus / Train	120	As per actual estima by Bus / Train

**Percentage of DA is applicable as per the following**

- Travelling hour more than 12 hours : Full DA
- More than 6 hours and less than 12 hours : 60%
- More than 3 hours and less or equal to 6 hours : 30%
- Travelling By Own Motorcycle : Rs.3.20 per km to be pa

**Tour Diary with claim will be produced for approval**

CEO will hand it to the MD/ Chairperson and the rest of the staff will give it to the approval.

**Monthly Honorarium to Directors**

Chairperson and Managing Director : Rs.500/- per month

Other Directors : Rs.500/- per month

The said amount will be paid to the Directors after one year subject to realization of the Company.

**Incentives to the Director**

Company will assign separate work to the board of director for which incentive the work will be given. This incentive will be 10% of profit earned against assigned off.

**Sitting Allowance of Directors in the Meeting**

Rs. 200 For attending the Board / Annual General Meeting.

**Disengagement of Staff**

If the organization will find any misconduct or misappropriation of Company not abiding to the rules of the Company, he/she will be terminated by the Chairperson/ Managing Director without mentioning any reason thereof.

Besides, if the staff wants to resign from the post he holds in the Company, he/she must take prior Permission with one month notice to the Company and after clearing all dues.

**Review of Performance of CEO and Staff**

In Every six month, Performance will be reviewed/ assessed by the Board. If a staff is found not working for the benefit of the company and have not provided profit / Performance is not up to the mark, such staff will be given one month notice to improve their Performance. If his performance is still found to be unsatisfactory action as decided by Board will be taken up- such as dismissal from service, forfeiture of incentive, and decrease in salary depending on the circumstances.

**Record Keeping**

- File ledger/index register (Sample Form Annexure in Annexure-1)
- File management (Annexure-2)



*Mlanda*



# APPLICATION FORM

## POST APPLIED FOR:

<b>Name:</b>		
<b>Address: Present</b>	At: Post:- Dist: State: Pin:	Mob No: Telephone: E.Mail Id:
<b>Permanent</b>	At: Post:- Dist: State: Pin:	Mob No: Telephone: E.Mail Id:

*(Please tick box to indicate which address and contact numbers we may use)*

**Date of Birth:** .....

Certificate of proof to be attached

**Marital Status:**

Married :

Un-Married:

*PHOTO TO BE PASTED HERE*

**Parent:  
Name:**

**Father**

**Mother**

**Address:**

**Occupation and key positions held:**

*Please use page 6 if you have insufficient space to complete your answer*

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**Education History:**

	<u>Institution &amp; University Names</u>	<u>Specialization/ Degree/ Diploma</u>	<u>Dates</u>	<u>Division</u>
Graduation:				
Professional Qualifications: P.G				
Others:( 10 <sup>th</sup> & 12 <sup>th</sup> )				

**Employment History:** Please provide details of **all** positions held - starting with your present employment and going back to the first - in the space below:

<u>Organization</u>	<u>Designation</u>	<u>Key Responsibilities</u>	<u>Dates</u>
		•	
		•	
		•	
		•	

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**Computer Literacy:** Please provide brief details of computer skills, or information in support of your ability to work with computers, in the space below. Please emphasize knowledge of packages relating to desktop publishing and website design:

<u>Package/ Application</u>	<u>Details of Exposure and Assessed Proficiency</u>

**Medical History:** Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

**Joining Time:**

**Language Proficiency:** Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage):

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other [please specify Kui (Tribal Language)]									

*Please use page 6 if you have insufficient space to complete any answer*

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**Understanding of Job; Skills, Interests and Experience of Relevance to your Application:**  
Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

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**Referees:** Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

**Additional Space:** Please use the space below to elaborate on answers for which you found the form allowed too little space.

**HOW TO APPLY:**

- Download the above application form and fill all the asking data properly.
- Send the application form to **M/S NABARANGI RURAL ECONOMY FARMERS PRODUCERS COMPANY LTD. At- Anchala, Po-Ekamba, Block- Umerkote, Nabarangpur, Pin-764073. Director- Tulasi Sori** before **05 April 2021 upto 5 pm** with all the relevant documents in an envelope mentioning the post applied for on the upper side of the envelope and with clear name and address on it.

**DOCUMENTS TO BE ATTACHED:**

- Adhaar Card
- Matriculation Certificate
- 12<sup>th</sup> Certificate
- Graduation Certificate
- Master Degree certificate( As required for the Post)
- Computer Certificate
- Experience certificate