

# ADVERTISEMENT FOR RECRUITMENT

The "KALARASUNI AGRO PRODUCER COMPANY LIMITED" is an FPOs incorporated under CBBO scheme of Government of India and its registered office at C/o Monahar Gajibili, Muniguda, District Rayagada inviting applications from eligible candidates for contractual engagement of the following posts i.e., CEO & Accountant-cum-MIS.

## Details of Position

Position	No of Vacancies	Essential Qualification	Max. Age Limit	Experience	Salary
Chief Executive Officer	1	MBA/Master's Degree or Post Graduation Diploma or equivalent degree in Marketing Management/Rural Management/Development Management/ Social Entrepreneur and other relevant fields (or) graduation degree in agriculture / agriculture marketing / agri-business management or BBA (or) any equivalent degree. Post Qualification Experience in managing FPOs, PCs will be given preference.	40 Yrs	Minimum 02 years & above	20,000/-
Accountant -cum- MIS	1	Graduation in Commerce with PGDCA/BCA. (Post-Graduation in Commerce / Knowledge in TALLY will be given preference)	30 Yrs	Minimum 02 years & above	10,000/-

1. Details of role, responsibilities, qualifications and other eligibility criteria for each Post and application forms are available in [www.rayagada.nic.in](http://www.rayagada.nic.in)
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' at the time of physical interview.
3. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience followed by personal interview. The company reserves right of change in exam pattern based upon the number of applications received.
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 short-listed 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 above FPOs (Producer Companies) 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 27/07/2022 up to 5.00 PM. The applications should be submitted as per the prescribed format available in the website along with Xerox copies of certificates through Registered Post / Speed Post to the following address
8. Candidates should note that incomplete applications received after due date and time are liable to be summarily rejected.
9. For any further information kindly contact **7978905530** during the official hours only.

**Address for submitting applications**

OFFICE OF THE PANCHAYAT SAMITI, MUNIGUDA  
OLM Section,  
Po- Muniguda  
Dist- Rayagada  
ODISHA  
Pin- 765020

*Chairperson*  
"KALARASUNI AGRO PRODUCER COMPANY LIMITED"

Name of the FPO	Office Address	No. of Posts (Vacant)	
		CEO	Accountant-cum-MIS
KALARASUNI AGRO PRODUCER COMPANY LIMITED	C/o Monahar Gajibili, Muniguda, Rayagada	1 (One)	1 (One)

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**RECRUITMENT OF PROFESSIONALS FOR KALARASUNI AGRO PRODUCERS COMPANY REGISTERED UNDER CBBO SCHEME OF GOVERNMENT OF INDIA**

**INTRODUCTION & BACKGROUND**

The main aim of "AGRO PRODUCER COMPANY LIMITED" to improve farmer's quality of life by delivering simple yet innovative solution for consolidating their livelihood activities. The above Companies are promoted under different Farm & Non-Farm, NTFP, Agricultural activates in the District in convergence with different departmental schemes and covered maximum no, of tribal people to have better livelihoods options. The company provides all types of support to the farmers as well as farmers SHG/Producer Groups and cluster approach.

**Terms of Reference**

**01. CEO (Chief Executive Officer)**

<b>Roles</b>	To administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable.
<b>Reporting</b>	Chairperson & Board of Directors of the FPO
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Managing the overall operations and resources of FPO on daily basis</li> <li>• Making major company decisions with approval from BoDs Acting as the main point of communication between the board of directors (the board) and company operations and being the public face of the company</li> <li>• Launching new products or services of the company</li> <li>• Finding new business opportunities</li> <li>• Cultivating deeper customer relationships</li> <li>• Overseeing and monitoring company and financial matters Facilitate use of digital tools and technology where necessary to bring efficiency in</li> </ul>

	<p>operations</p> <ul style="list-style-type: none"> <li>Leading the development of the company's short- and long-term strategy.</li> </ul>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>MBA/Master's Degree or Post Graduation Diploma or equivalent degree in Marketing Management/Rural Management/Development Management/ Social Entrepreneur and other relevant fields. (Or)</li> <li>Graduation Degree in agriculture / agriculture marketing / agri-business management or BBA (Or) any equivalent degree.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 02 years &amp; above in the relevant field.</li> </ul>
<b>Preference</b>	<ul style="list-style-type: none"> <li>Post Qualification Experience in managing FPOs, PCs will be given preference.</li> <li>Any member of SHG/PG or her family members</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>Fixed Consolidated Salary of Rs.20,000/- per month (Rs. 3,000 TA/DA + Rs. 2000 Performance Based) with annual increment up to 5% is to be provided on performance basis</li> </ul>

## 02. ACCOUNTANT -CUM- MIS

<b>Roles</b>	To administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable
<b>Reporting</b>	CEO of FPO / Chairperson & Board of Directors of FPO
<b>Key Responsibility</b>	<ul style="list-style-type: none"> <li>Recording daily business transactions of FPO in accounting software</li> <li>Inventory Management</li> <li>Asset Management</li> <li>Dealing with Banks</li> <li>Prepare financial records for Auditing</li> <li>Manage Compliances pertaining to TAX and RoC</li> </ul>
<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>Graduation degree in Commerce or Accountancy background (Or)</li> <li>Completed 10+2 with Mathematics as a compulsory subject in both</li> <li>Knowledge of accounting software (tally etc) is must</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 02 years &amp; above</li> </ul>
<b>Preference</b>	<ul style="list-style-type: none"> <li>Post Qualification Experience on account management in any recognized institution will be given preference.</li> <li>Completed PGDCA from authorized institution.</li> <li>Any member of SHG/PG or her family members</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>Maximum Rs.10,000/ per month with annual increment up to 5% is to be provided</li> </ul>

**Place of Posting**

The place of posting for the CEO and Accountant will be at the Producers' Company office in Muniguda.

### **How to apply**

1. Candidates shall apply from Date: 13/07/2022 to Date: 27/07/2022 by downloading the application format from the [www.rayagada.nic.in](http://www.rayagada.nic.in)
2. A self-attested copy of documents in support of identity, qualification, experiences, age proof certificate etc to be attached with the application form.
3. Candidates shall have a valid personal email ID and mobile number which should be kept till the recruitment process is over.
4. Application along with necessary documents will be received only through Registered Post / Speed Post/ Courier.
5. The last date of receipt of application is : Date: 27/07/2022/ Time: 05:00 PM

### **Selection Procedure**

The selection procedure will consist of shortlisted candidates on the basis of academic qualifications, experience, skills, followed by personal interview. The selection committee reserve all right to accept or reject the application and recruitment process. Candidate will not claim for any expenditure incurred for process of selection,

## APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
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### 1. Personal Details:

<b>Name of the Candidate</b>	Mr/Mrs/Ms.	
<b>Name of the Father</b>	Mr	
<b>Address</b>	<i>Permanent</i>	<i>Present</i>
<b>Mobile Number</b>		
<b>Alternate Number</b>		
<b>Email Address</b>		
<b>Date of Birth</b>		
<b>Category</b> ST/SC/SEBC/General		

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

Qualification	Institution/	Board / University	Year of Completion	Division / Grade	Percentage of Marks
B.S.E					
C.B.S.E					
Graduation					
Post Graduation					

Where only division or grade is awarded, the candidate is required to convert it in terms of percentage. Self-attested Xerox copies of all mark sheets and certificates of all examinations shall be enclosed.

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		Experience in Years/ Months	Brief Description of Duties and Responsibilities
		From	To		

N.B. Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted along with the application. The Originals will be required at the time of verification.

**5. Language Proficiency: (Please tick in the appropriate box)**

Language	Ability to Speak	Ability to Read	Ability to Write
English			

Odiya			
Hindi			
Any other Language (Plz. Specify)			

**6. Reference (At least two reputed / respected persons with designation)**

Reference-1	Reference-2

**Declaration:**

I do hereby declare that all statements 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

Note: Self attested Xerox copies of all certificate/ mark sheet / copy of Aadhaar card / voter's card at any other relevant paper to be submitted along with filled in application format.

***Candidates are cautioned not to enclose any of the original certificate, mark sheet etc. along with application. They may be required to bring it at time of verification subject to receipt of information from us / authorized representative. Canvassing for employment in any manner will be a disqualification.***