

RECRUITMENT

PROCESS

OF

PERSONNEL

FOR

**Kandhamal Farm & Craft Producer Company
Limited, Kandhamal**

RECRUITMENT OF PERSONNEL FOR KANDHAMAL FARM & CRAFT PRODUCER COMPANY LIMITED

INTRODUCTION & BACKGROUND: -

Kandhamal Farm & Craft Producer Company Limited (KFCPCL) Incorporated under Part IXA, the Companies Act, 1956 Reference with companies Act 2013, Company Limited by Shares and formed in the year 2021 under NRETP with the support of District Administration, Kandhamal. The objective of this Company is to enhance production, productivity and profitability of agriculture commodities of small producers in Kandhamal District. The company will provide all type of support by promoting these people to have their village / GP level Producer Groups. This Company will promote various farm and non-farm activities in the district in convergence with different departmental schemes and covered maximum no. of marginal and small farmers to have better livelihoods options. The company provides all type of support to the farmers through SHG/Producer Group and cluster approach.

The major activity of the producer company will be Agri/Horti and Minor forest produces in the first year of its operation and gradually it will expand its business. The company will work on development of value chain of the product, marketing of the produce by making tie-up with different companies along with pre & post-harvest management of the activity.

For KANDHAMAL FARM &
CRAFT PRODUCER CO. LTD.

Sugbari Bhusabari
Director

Job Description: CEO

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Chief Executive Officer (CEO)	<ul style="list-style-type: none">• 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 and other related fields.• Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology will be given preference	<ul style="list-style-type: none">• 1-2 Years of work experience in commodity marketing and Producer company. or cooperative management• Experience in Vendor-Business management	Max. 40 Years	<ul style="list-style-type: none">• Rs. 20,000 per month.• Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01

Job Profile 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

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Gy Sboani Bhurabal
Director

- 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 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/ 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.

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 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

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Sugbani Bhusabel
Director

- 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 provide assistance for administrative work
- S/he should be Willing to learn and adapt

Job Description: Manager, Marketing and Procurement

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Manager, Marketing and Procurement	Graduation from any discipline. However, Post-graduation in Social Entrepreneurship, Agri business Management and or related fields will be given preference.	1-2 Years of Relevant Experience	Max 35 Years	<ul style="list-style-type: none"> • Rs. 15,000 per month. • Performance Incentive will be given based on the achievement of targets and profit of Producer Company. 	01

Job Profile: - Manager, Marketing and Procurement

The Manager, Marketing & Procurement will be solely responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage. He is expected to perform 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
- Effective and quality items procured for the PC.
- 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.

For KANDHAMAL FARM &
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Gyubansi Bhurabae
Director

Job Description: Accountant-cum- MIS In Charge

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Accountant-cum- MIS In Charge	Graduate in Commerce and 1 year computer course with proficiency in Tally latest version. Computer knowledge is desired. Post-graduation in Social Entrepreneurship/ Rural Development /Marketing or related field will be given preference.	1-2 Years relevant experience Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)	Max 35 Years.	Rs. 12,000 per month. Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01

Job Profile: Accountant-cum- MIS In Charge

The 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 is expected to perform following roles as well:

- To maintain and update all prescribed Registers / Cash Books / Bank Ledger / Stock Register /Sale – Purchase Register /Cheque Issue Register /BoD Resolutions etc.
- To Reconcile the Bank Pass Book with Cash Book and Bank Ledger.
- To maintain GST Accounts and file GST Reports and Returns every month.
- To maintain Data base of all Share Holders.
- To collect Share Capitals from share holders and maintain its accounts.
- To maintain both On-Line and Of Line MIS Data of Producer Company.
- To maintain all Files / Registers / Guard files of the Producer Company.
- 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.
- He is also responsible for all HR related activities and look after maintenance of all Office Items, building etc.
- 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.
- Prepare balance sheets, profit and loss statements and other financial reports.

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Eusabani Dhasabai
Director

PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Procurement Manager and Accountant-cum- MIS In Charge will be at Producer Company Office, Phulbani, Kandhamal.

SELECTION PROCEDURE:

The selection process of Chief Executive Officer and Manager Marketing and Procurement will consist of short listing of candidates on the basis of academic qualifications, experience & skills, followed by personal interview. The selection of Accountant cum MIS In Charge will consist of short listing of candidates on the basis of academic qualifications, experience & skills, followed by Computer Based Test on subject knowledge and Personal Interview. The selection process however against any position may be modified in case of receiving huge applications against the post.

HOW TO APPLY:

- I. Candidates shall apply from **25.05.2021 to 17.06.2021** by downloading the application form from www.kandhamal.nic.in
- II. A self-attested copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be attached with the application form.
- III. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
- IV. Application along with necessary documents will be **received** through **e-mail /register Speed Post by 17.06.2021.**
- V. Application along with necessary documents will be submitted through e-mail to kandhamalfarmproducers@gmail.com or Speed post to **The Director, Kandhamal Farm and Craft Producer Company Ltd, DCIO Building, DIC Campus, Phulbani-762001.**

The last date of receipt of application is **Dt: 17.06.2021** by 5P.M. Applications received after due date will not be considered.

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Sugbani Ghujabak
Director