

RECRUITMENT ADVERTISEMENT

Balangir Farming and Non Farming Producer Company Limited, Ratanpur, Deogaon of Balangir District invites applications from candidates for contractual engagement for the post of Chief Executive Officer(1), Accountant-cum-MIS Coordinator(1)& Cluster Coordinator(4).The Details of Age, experience, consolidated pay, role, responsibilities, qualifications, other eligibility criteria for each position, how to apply and detailed recruitment advertisement with application form are available at www.balangir.nic.in and <https://drive.google.com/drive/folders/1bzQJ5-Fb3CLkqipNhM4uHqwomaSKV3EQ?usp=sharing>.The last date of receipt of application is 25.02.2021. Authority reserves the right either to cancel/to reject or to amend the clauses.e-mail ID. balangirproducercompany@gmail.comSD/-

MD, BFNFPCL

Sanju Sika
Managing Director (0.02.21)
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir

RECRUITMENT ADVERTISEMENT

**BALANGIR FARMING AND NON FARMING PRODUCER COMPANY LTD.
RATANPUR, DEOGAON, BALANGIR, PIN-767067**

Balangir Farming And Non Farming Producer Company Limited invites applications from candidates for contractual engagement for the following posts:

Positions	Total Nos.	Qualification	Max. Age Limit	Experience in Yrs.	Consolidated Pay (Rs. Per Month to each employee)
Chief Executive Officer (CEO)	01	Master's Degree or Post Graduation or equivalent degree in Rural management/Development Management/Social Entrepreneur and other related fields. Computer knowledge is desired.	40 years	3-5years	18,000
Accountant-cum-MIS Coordinator	01	Graduate in Commerce and 1 year computer course with proficiency in Tally latest version.	35 years	2-3 years	10,000
Cluster Coordinator	04	10 th Pass. Candidates having experience in handling and coordinating activities at field level.	45 years	5 years	6,000

Performance Incentive will be given based on the achievement of targets and profit of Producer Company as per the decision taken by Governing Body.

- 1) Details of role, responsibilities, qualifications and other eligibility criteria for each position, detailed recruitment advertisement with application form are available at www.balangir.nic.in and <https://drive.google.com/drive/folders/1bzQJ5-Fb3CLkqjN4uHqWomaSKV3EQ?usp=sharing>.
- 2) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 3) The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, followed by personal interview.
- 4) The prescribed eligibility conditions viz. age, qualifications and experience, etc. should have been acquired as on application closing date. Qualification should be from approved recognized institutions.
- 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 eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
- 7) Authority reserves the right either to cancel/to reject or to amend the clauses.
- 8) The last date of receipt of application is 25.02.2021. E-mail: D.balangirproducercompany@gmail.com

Sd/-
MD, BFNFPCL
Sanjay Sika
Managing Director (10.02.21)
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir

RECRUITMENT
PROCESS
OF
PERSONNEL
FOR
BALANGIR FARMING AND NON
FARMING PRODUCER COMPANY
LTD.
RATANPUR, DEOGAON, BALANGIR

Sanju Sika
Managing Director 10.02.21
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir

**RECRUITMENT OF PERSONNEL FOR BALANGIR FARMING AND NON FARMING PRODUCER
COMPANY LTD.**

INTRODUCTION & BACKGROUND: -

Balangir Farming and Non Farming Producer Company Limited (BFNFPCL) was established under Companies Act 2013, in the year 2020 under NRLM with the support of District Administration, Balangir. The objective of this Company is to enhance production, productivity and profitability of agriculture commodities as well as non agriculture produces, of small producers in Balangir District. The company will provide all type of support by promoting these people to have their village / GP level Producer Groups as well as farmers. This Company has promoted 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 as well as artisans through SHG/Producer Group and cluster approach.

The major activity of the producer company will be Minor forest produces in the first year of its operation and gradually it will expand its business in other farm and non-farm activities like Mango, Groundnut, Onion, Vegetables, Handicrafts, Terracotta, Handloom, etc. The company is working 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.

Sanju Sika
Managing Director (10-02-21)
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir

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Applications are invited from eligible candidates for filling up the post mentioned below:

Designation	qualification	Experience	Age	Monthly Salary	Required position	Job profile
Chief Executive Officer (CEO)	<p>Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management/ Development Management/Social Entrepreneurship and other related fields. Fluency in English, Odia, Hindi is desired</p>	<ul style="list-style-type: none"> 3-5 Years of work experience in Producer company or cooperative management ent. Experience of Vendor management ent. 	<p>Max. 40 Yrs.</p>	<p>Rs.18,000/- per month</p> <p>*Performance Incentive will be given based on the achievement of targets and profit of Producer Company.</p>	1	<ul style="list-style-type: none"> 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 Udyog Mitra. 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. Helping providing timely input staff or table price to member producers. Working with the Board of Directors for mobilization of more producers to join the PC. Conducting the basic and thematic training programme. Management of outlets. Preparation of Catalogue, Leaflet and other documentation. Have creative perspective in understanding a product in terms of design and its marketability. Must have a deep sense of aesthetic to guide the artisans in terms of design. Must have the keenness to understand a product development process and understanding of material feasibility. Responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage. Preparation of costing of product. Management of outlets. 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.


Managing Director (10-02-2)

Balangir Farming and Processing Company
 Producer Company Limited
 Ratanpur, Deogarh, Balangir

- Solicit bids / quotations/negotiations.
- Prepare summary of bid analysis.
- Obtain recommendation and approval and ensure the cost.
- Material procurement know-how for the PC.
- Quality control and management at cluster level.
- 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 order editem.

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-wheeler.
- 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.

Saraju Sika
 Managing Director 10.02.21
 Balangir Fanning and Non-Fanning
 Producer Company Limited

Resident, Bhubaneswar, Bhubaneswar

<p>Accountant-cum-MIS Coordinator</p>	<p>Graduate in Commerce and 1 year computer course with proficiency in Tally latest version.</p>	<ul style="list-style-type: none"> • 2-3 Years relevant experience • Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) 	<p>Max. 35 Yrs.</p>	<p>Rs.10,000 Per month</p> <p>*Performance Incentive will be given based on the achievement of targets and profit of Producer Company.</p>	<p>1</p>	<ul style="list-style-type: none"> • Manage all accounting transactions • Prepare budget forecasts • Publish financial statements in time • Handle monthly, quarterly and annual closings • Reconcile accounts payable and receivable • Ensure timely bank payments • Compute taxes and prepare tax returns • Manage balance sheets and profit/loss statements • Report on the company's financial health and liquidity • Audit financial transactions and documents • Reinforce financial data confidentiality and conduct database backups when necessary • Comply with financial policies and regulations • Other work related to financial transaction and documentations.
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Sachin Sika
Managing Director 10.02.21
 Balagir Fanning and Non-Fanning
 Producer Company Limited
 Ratanpur, Deoghar, Balagir

Cluster Coordinator	<ul style="list-style-type: none"> • 10th Pass 	Should have 5 years of experience of working with community institution e.g. SHG, Producer Groups, Cooperatives.	Max. 45 yrs	Rs.6,000 /- per month to each employee *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	4	<p>Cluster Coordinators will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centers and maintenance of records at cluster level. They are expected to perform following roles:</p> <ul style="list-style-type: none"> • Collection of information relating to product volume and dates of delivery. • Monitoring the grading, sorting and other primary level of 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 UdyogMitra.
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PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), will be at Producer Company Office, Balangir.
 Cluster Coordinator will be posted at Cluster/Block level as per the direction of the competent authority.

Saraju Sika
 Managing Director 10.02.21
 Balangir Fanning and Non-Fanning
 Producer Company Limited
 Ratanpur, Deogaon, Balangir

HOW TO APPLY:

- I. Candidates shall apply from **12.02.2021 to 25.02.2021** by downloading the application format from www.balangir.nic.in and <https://drive.google.com/drive/folders/1bzQJ5-Fb3CLkajpNhM4uHqwomasKV3EQ?usp=sharing>
- II. A self-attested copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, cast 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 register Speed Post/Courier by dt: **25.02.2021 Time: 5.00 PM.**
- V. Application along with necessary documents will be submitted at **Managing Director, c/o Ashok Kumar Bhandra, At-Ratanpur, Po-Deogaon, Balangir, Odisha, Pin code 767067.**
- VI. The last date of receipt of application is **Dt: 25.02.2021, 5.00P.M.**
- VII. The shortlisted candidates will be intimated via email for the interview process.

Selection Procedure:

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

Sanju Sika
Managing Director 10.02.21
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir

**BALANGIR FARMING AND NON FARMING PRODUCER COMPANY LTD.
APPLICATION FORM**

Position applied for		Paste recent Passportsize photograph here
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1. Personal Details:

Name of the Candidate (Mr/Mrs/Ms.)	(FIRST NAME)	(SURNAME)
Address	Permanent	Present
Mobile		
Telephone Residence		
Email Address		
Date of Birth		
Category (ST/SC/SEBC/General)		


2. Educational Qualification (10" Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division/Grade	Percentage

- 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 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


Managing Director
 Balangir Farming and Non-Farming
 Producer Company Limited
 Ratanpur, Deogaon, Balangir

10.02.21

4. Employment/Experience Details:

Name and Address of the Employee	Designation	Duration		Experiences in Year and 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 along with the application while the original 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			
Hindi			
Odiya			
Any other (Please Specify) _____			

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. Candidates are cautioned not to enclosed 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.

Sanyu Sika
Managing Director 10.01.21
Balangir Farming and Non-Farming
Producer Company Limited
Ratanpur, Deogaon, Balangir