KALAHANDI FOOD AND CRAFT PRODUCER COMPANY LTD.

ADVERTISEMENT

Ref.No 01 Date 11.05.2022

Application is invited from eligible candidates for the post of CEO, Accountant cum-MIS in charge, Cluster Coordinator of Kalahandi Food and Craft Producer Company Ltd. (KFACPCL) at ORMAS, O/o-DRDA, Kalahandi, Bhawanipatna, Kalahandi, Odisha- 766001. The detailed advertisement along with terms and conditions may be downloaded from the following websites- www.kalahandi.nic.in from 11.05.2022 to 21.05.2022 The last date and the time of receipt application **23.05.2022** up to 5.00 PM through Reg-post/ speed/ Currier post only.

The Chairman (KFACPCL) Kalahandi reserves the right to reject any or all application without assigning any reason thereof.

Sahandini Gahir

Sd/

Chairman
KFACPCL, Kalahandi

RECRUITMENT ADVERTISEMENT

KALAHANDI FOOD AND CRAFT PRODUCER COMPANY Ltd, (KFACPCL),

O/O-ORMAS, DRDA BUILDING, BHAWANIPATNA, KALAHANDI, ODISHA-766001

KFACPCL 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)
Chief Executive Officer (CEO)	01	• Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, and Biotechnology & Sociology will be given preference. • Master's Degree or Post Graduation or equivalent degree in rural management / Development, Management / Social Entrepreneur and other related fields with Computer knowledge is desired.	40 years	2-5 years in the related field (in handling commodity (market side and production side)	Rs.21,000/Month
Accountant-cum-MIS In charge	01	• Graduate in Commerce and 1 year computer course with proficiency in Tally latest version. • Post-graduation in Social Entrepreneurship/ Rural Development / Marketing or related field will be given preference. Computer knowledge is desired.	35 Years	2-3 Years as an accountant handling financial transactions with exposure to accounting software	Rs.10,000/- per month
Cluster Coordinator	02	• +2 Pass • Candidates who have received vocational training from any skill programme (e.g. DDU-GKY) will be given preference	45 Years	2-3 Years of experience of working with community institution e.g. SHG, Producer Groups, FPO	Rs.6,000/- per month

Sumandini Panigrahi

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

* TA/DA & leave will be applicable as per the KFACPCL's guideline.

*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 and application forms are available at https://kalahandi.nic.in/

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 short listing 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 to cancel/to reject or to amend the clauses.

8) Authority reserves the right to reject any/ all applications without assigning reason thereof.

9) **The last date of receipt of application is 23.05.2022 by 5:00 PM through Registered / Speed post to the ORMAS, O/o DRDA Kalahandi, Bhawanipatna - 766001.**

Sunanadini Gani

S/d

Chairperson, KFACPCL

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

Job Description: CEO

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Chief Executive Officer (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 and other related fields • Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology will be given preference	• 2-5 Years of work experience in commodity marketing and Producer Company. Or Cooperative Management. • Experience of Vendor Management.	Max. 40 Years	• Rs. 21,000/- 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 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
- 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.

Surandini Sahir

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

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 & ORMAS
- 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.

Suvandini Manir

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

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
- 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: 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 /Agri Business management or related field will be given preference.	• 2-3 Years relevant experience • Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)	Max 35 Years.	• Rs.10,000/- per month. • Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01

Sunandini Ganir

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

Job Profile: Accountant-cum-MIS in Charge

The Accountant-cum-MIS in Charge will look after every aspect of Finance, HR, IT & General Administration of Programmed support unit in the PC. He is expected to perform following roles as well:

- Manage all accounting transactions
- 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.
- Maintain all HR related activities and responsible for maintenance of all Office items, Building etc.
- Will assist the CEO with every aspect of operations in Administration and shoulder responsibilities as and when required and delegated by CEO.

Job Description: Cluster Co-ordinator

Designation	Qualification	Experience	Age limit	Monthly Salary	Required Position
Cluster co-coordinator	• +2 Pass • Candidates who have received vocational training from any skill programme (e.g., DDU-GKY) will be given preference	• Should have 2-3 Years' experience in agricultural related activities and working with community institution e.g., SHG, Producer groups, co-operative and	Max 40Years.	• Rs. 6,000 /- per month. • Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	02

Sumandini Gayin

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Accountant-cum-MIS in Charge & Cluster Coordinator will be at Producer Company Office, Kalahandi Food And Craft Producer Company Ltd, (KFACPCL), **O/O-ORMAS, DRDA Building, Bhawanipatna, Kalahandi, Odisha-766001** Cluster Coordinator will be posted at Cluster/Block level as per the direction of the competent authority.

SELECTION PROCEDURE:

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

HOW TO APPLY:

I. Candidates shall apply from **11.05.2022 to 21.05.2022** by downloading the application format from www.kalahandi.nic.in

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.**

V. The last date of receipt of application is **Dt: 23.05.2022 by 5.00PM.**

Sunandini Sahir

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

RECRUITMENT OF PROFESSIONALS
FOR KALAHANDI FOOD AND CRAFT PRODUCER COMPANY LTD,
ORMAS, KALAHANDI, O/O-DRDA, KALAHANDI, BHAWANIPATNA, KALAHANDI, ODISHA- 766001

INTRODUCTION & BACKGROUND

Kalahandi Food And Craft Producer Company Ltd was established under in the year 2021 **Kalahandi**. The mission of this company is to enable the people of **Kalahandi** to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Company has promoted Farm/Non-Farm / NTFP in the district in convergence with different departmental schemes and covered maximum no. marginalized WSHG members to have better livelihoods options. The company provides all type of support to the farmers as well as farmer SHG/Producer Group and Producer Clusters.

"Kalahandi Food And Craft Producer Company Ltd, (KFACPCL)" with technical guidance and hand holding support from Department of Mission Shakti, Odisha Livelihoods Mission (OLM), Odisha Rural Development and Marketing Society (ORMAS) and the Technical Support Agency (TSA), who will be identified to provide the forward market linkage in rural product promotion and marketing. The company has been set-up in 2021 to dispense end-to-end support to Producers' Groups and Producers' Companies to holistically produce, process, position and promote their products online marketing as well as in wholesale and retail outlets.

APPROVAL & ADVERTISMENT

Step 1: The Notification for recruitment of the above-mentioned candidates has been approved in a Board of Director Meeting.

Step 2: After the approval, the approved advertisement notice for the same has been circulated in respective papers as well as public place for wide publicity.

Sunandini Gani 8

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

KALAHANDI FOOD AND CRAFT PRODUCER COMPANY LTD, APPLICATION FORM

Position applied for		Paste recent Passport size photograph here

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 (10th 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 and 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.

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Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi

3. Other trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

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) _____			

6. Reference: (Two respected persons)

Reference 1	Reference 2

Sunandini Sahu

Chairman
Kalahandi Food & Craft Producer Company Ltd
Kalahandi

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 enclose any of the original certificates, mark sheet etc. along with application. They may be required to bring it at the time of verification subject to receipt of information from us / authorized representative. Canvassing for employment in any manner will be a disqualification.

Samandini Gahir

Chairman
Kalahandi Food & Craft Producer Company Ltd.
Kalahandi