

ADVERTISEMENT FOR RECRUITMENT

The "KOLNARA NARI SHAKTI AGRO PRODUCER COMPANY LIMITED" is an FPOs incorporated under CBBO scheme of Government of India and its registered office at C/o Jogulu Kondagiri, Ward No.5 House No.23, Pandratola, Mukundapur, Kolnara 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	Desired Qualification	Minium Age Limit	Experience	Salary (Consolidated)
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. Post Qualification Experience in managing FPOs, PCs will be given preference.	21 Yrs	Minimum 05 years & above	Rs.20,000/-
Accountant -cum- MIS	1	Graduation in Commerce, with PGDCA/BCA. (Post-Graduation in Commerce / Knowledge in TALLY will be given preference)	21 Yrs	Minimum 02 years & above	Rs.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
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, Interview and Written Ability Test followed by personal interview.
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 **22/3/2022 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.

Address for submitting applications

**AD, ORMAS,
Collectorate Campus,
Po/Dist – Rayagada (Odisha)
PIN – 765 001**

S/d-

Chairperson/Director

“KOLNARA NARI SHAKTI AGRO PRODUCER COMPANY LIMITED”

RECRUITMENT OF PROFESSIONALS FOR FOLLOWING FARMERS PRODUCER COMPANIES REGISTERED UNDER CBBO

Name of the FPO	Office Address	No. of Posts (Vacant)	
		CEO	Accountant-cum-MIS
Kolnara Nari Shati Agro Producer company Limited	C/o Jogulu Kondagiri, Ward No.5 House No.23, Pandatola, Mukundapur, Kolnara District Rayagada	1 (One)	1 (One)

INTRODUCTION & BACKGROUND

The main aim of "KOLNARA NARI SHAKTI AGRO PRODUCER COMPANY LIMITED" to improve their 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 for FPO)

Roles	CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable
Reporting	Chairperson & Board of Directors of the FPO
Key Responsibilities	<ul style="list-style-type: none"> • Managing the overall operations and resources of FPO on daily basis • 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 • Launching new products or services of the company • Finding new business opportunities • Cultivating deeper customer relationships • Overseeing and monitoring company and financial matters Facilitate use of digital tools and technology where necessary to bring efficiency in operations • Leading the development of the company's short- and long-term strategy.

	<ul style="list-style-type: none"> • Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent. • Locally available professionals with 10+2 and preferably diploma in agriculture / agriculture marketing / agri-business management or in such other related areas may be preferable • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process
Experience	<ul style="list-style-type: none"> • Minimum 05 years & above in the relevant field
Remuneration	<ul style="list-style-type: none"> • 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

02. ACCOUNTANT -CUM- MIS

Roles	CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable
Reporting	CEO of FPO
Key Responsibility	<ul style="list-style-type: none"> • Recording daily business transactions of FPO in accounting software • Inventory Management • Asset Management • Dealing with Banks • Prepare financial records for Auditing • Manage Compliances pertaining to TAX and RoC
Desired Qualification	<ul style="list-style-type: none"> • Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background. • Knowledge of accounting software (tally etc) is must • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process
Experience	<ul style="list-style-type: none"> • Minimum 02 years & above
Remuneration	<ul style="list-style-type: none"> • Maximum up to Rs.10,000/month with annual increment up to 5% is to be provided

Place of Posting

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

How to apply

1. Candidates shall apply from Date: **8/3/2022** to Date: **22/3/2022** by downloading the application format from the 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 through Registered Post / Speed Post/ Courier.
5. The last date of receipt of application is: Date: **22/3/2022 Time: 5.00 pm.**

Selection Procedure

The selection procedure will consist of short listed 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:

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

3. Educational Qualification (10th 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 employee	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)

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.