

RECRUITMENT PROCESS OF PERSONNEL FOR BARGARH HANDLOOM AND AGRI PRODUCER COMPANY LIMITED, BARGARH

INCORPORATED UNDER THE COMPANIES ACT, 2013

(PART IXA of Companies Act 1956)

(COMPANY LIMITED BY SHARES)

Introduction and Background

I. The Name of the Company is BARGARH HANDLOOM AND AGRI PRODUCER COMPANY LIMITED.

II. Main objective of the producer company

- To carry on in India the business of production, harvesting, procurement, grading, pooling, handling, marketing, selling, export of Farm and Non-farm produce of the members or import of goods or services for their benefits.
- To carry on the business of production, harvesting, procurement, grading, pooling, handling, marketing, processing, resource development, development of System of Rice Intensification (SRI) , development of System of Crop Intensification (SCI) , development of System of Maize /Millet Intensification (SMI) , development of System of Wheat Intensification(SWI) and storage, bottling, packing, trading of all agricultural, horticulture, vegetables, medicinal, spices crops, Handicraft, Handloom, poultry, goat-keeping, Beekeeping , Pisciculture and trading of all Agro inputs like seeds, manure, fertilizers, pesticides, farm machinery and Farm Tools by and for its members.
- To carry on the business to produce, process, prepare, buy, sell, run, import, export of handloom products, fragrances, garments, tasar silk, handicrafts from different materials, bamboo and non timber forest products.

In the field of agriculture, Bargarh District known as “The Rice Bowl of Odisha” for its record in paddy production and contribution of one-fourth of paddy requirement of the state at present. The creativity of the local crafts Bargarh District has diverse forms of Handicrafts. Especially Handloom weaving famous just likes its Agriculture. In the first year of Producer Company’s Incorporation, PC will going to procurement of final products (Vegetables, Minor Forest Producer & handloom products) of their members in bulk and run the business through the proper value chain.

Job Description: Accountant – cum – MIS

Designation	Required Position	Qualification	Experience	Age	Monthly Salary
Accountant - cum- MIS	01	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ 3-5 Years of work experience in commodity marketing and Producer Company. Or cooperative management. ✓ Experience of Vendor management. 	Max. 35 Years	<ul style="list-style-type: none"> ✓ Rs. 8,000- 12,000 per month. ✓ Performance Incentive will be given based on the achievement of targets and profit of Producer Company.

Job Profile: Accountant – cum – MIS

- 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.
- S/he holds specific responsibility for maintaining all hand written financial records and ledgers, providing support such as typing and filing for the section, entering the computerized financial data for the monthly TALLY report, participating actively 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.
- S/he is also responsible for all other HR related activities and look after maintenance of all office items, building etc. S/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.
- 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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