

**RECRUITMENT PROCESS OF PERSONNEL FOR
DADHIBAMAN FRUITS AND VEGETABLES FARMERS
PRODUCER COMPANY LIMITED, BARGARH**

INCORPORATED UNDER THE COMPANIES ACT, 2013

(COMPANY LIMITED BY SHARES)

Introduction and Background

- I. The Name of the Company is **DADHIBAMAN FRUITS AND VEGETABLES FARMERS PRODUCER COMPANY LIMITED.**
- II. **Main objective of the FPO**
 - To carry on in India the business of production, harvesting, procurement, grading, pooling, handling, marketing, selling, export of 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, fruits, medicinal, spices crops 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 agro products, Fruits and other farm products.

In the field of agriculture, Bhatli block under Bargarh District known for its vegetables & fruits cultivation. In the first year of FPO's Incorporation, "Dadhibaman Fruits & Vegetables Farmers Producer Company Ltd." will be going to procure the products from their members in bulk and sell it in a profitable price through proper value chain.

Job Description: Chief Executive Officer

Designation	Required Position	Qualification	Age	Monthly Salary
Chief Executive Officer (CEO)	01	<ul style="list-style-type: none"> ✓ Graduate in Agriculture/ Agriculture Marketing/ Agribusiness Management or BBA or Equivalent or Professionals with 10+2 and Preferable Diploma in Agriculture / Agriculture Marketing/ Agribusiness Management or in such other related areas may be preferable. 	Max. 40 Years	<ul style="list-style-type: none"> ✓ Rs. 20,000 - 25,000 per Month. ✓ Performance Incentive will be given based on the achievement of targets and profit of FPO.

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 FPO as Per the guidelines
- Support Community Mobilization and building local inclusive leadership with help of Udyog Mitra, Community Members
- Business Development of the FPO
- Buildup share capital of the FPO
- 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 FPO
- Act as an effective link between PD, DRDA/OIM/ORMAS and the FPO

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 FPO;

- 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 FPO, the CEO will have the following commitments towards FPO/ PD, DRDA/OLM/ORMAS
Provided 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 FPO.

Sustainability of 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

Job Description: Accountant – cum – MIS

Designation	Required Position	Qualification	Age	Monthly Salary
Accountant - cum- MIS	01	<ul style="list-style-type: none"> • 10+2 with Mathematics as a Compulsory subject or alternatively with Commerce or Accountancy background. • Knowledge in Computer & Tally 	Max. 35 Years	✓ Rs. 8,000-10,000 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 FPO.
- 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 FPO 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.

PLACE OF POSTING: The place of posting for Chief Executive Officer (CEO) and Accountant-cum-MIS will be at FPO Office, Bhatli.

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

HOW TO APPLY:

- I. Candidates shall apply from dt. 24.06.2024 to 30.06.2024 by downloading the application format from www.bargarh.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 Registry Post/ Speed Post/Courier only.
 - V. Application along with necessary documents will be submitted at Dadhbanan Fruits & Vegetables Farmers Producer Company Limited, C/o- Block Development Officer, Bhatli Block Office, Dist- Bargarh, Odisha, Pin code 768030.
- The last date of receipt of application is Dt: 30.06.2024, 05.00 P.M.

DADHIBAMAN FRUITS AND VEGETABLES FARMERS PRODUCER COMPANY LIMITED

APPLICATION FORM

Position applied for		Paste recent Passport size 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

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.