



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonapur@gmail.com

Notice No. SPCL/ADMN./09/22

Date. 19/04/2022

RECRUITMENT ADVERTISEMENT

Subarnashree Producer Company Ltd. invites applications from interested and experienced candidates as contractual engagement for the following posts:

Positions	Total No. of vacancies	Qualification	Max. Age Limit	Experience in Yrs.	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	Master's Degree or Post Graduation Diploma or equivalent degree in Rural Management, Rural Development, MSW, Forest Management, Agri Social Entrepreneurship, Agri Business Management and other relevant fields. Computer Knowledge is desirable.	40 years	More than 3 Years	25,000.00 (Including FTA & Mobile Allowance)
Accountant cum MIS	01	Graduation in +3 Commerce, Post-Graduation will be given preference. Proficiency in Computer and Tally is Mandatory.	35 years	2-3 years	11000.00 (Consolidated) (Including FTA & Mobile Allowance)
Cluster Coordinator	01	+2 Pass, Vocational training from any skill programme (e.g DDU-GKY) will be given preference. Computer Knowledge is desirable.	35 years	1-2 years	6000.00 (Consolidated) (Including FTA & Mobile Allowance)

*Performance Incentive will be given based on the achievement of targets and profit of Producer Company with approval from the Board of Directors.

Sagita Mishra
Managing Director
SPCL, Subarnapur



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonapur@gmail.com

1. Details of role, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at www.subarnapur.nic.in
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of short listing of candidates on basis of academic qualifications, experience, Telephonic Interview, 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. **The last date for receipt of applications for the above posts is 10.05.2022 up to 5.00 PM; the Application can be submitted through Registered Post/ Speed Post/ Courier to the address given below. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected summarily.**

Address:

To

**The Managing Director,
Subarnashree Producer Company Ltd., Subarnapur
1st Floor, C/o- ORMAS, DRDA Building, Subarnapur. Odisha,
Pin-767017**

Sagita Mishra

**Managing Director
SPCL, Subarnapur**



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonapur@gmail.com

RECRUITMENT OF STAFFS FOR SUBARNASHREE PRODUCER COMPANY LTD, SUBARNAPUR

INTRODUCTION & BACKGROUND: -

Subarnashree Producer Company Limited (SPCL) was established under Companies Act 2013, in the year 2022 with the support of District Administration, Subarnapur. The mission of this Producer Company is to enable the rural producers of Subarnapur District to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Producer Company is promoting Processed Farm & Nonfarm activities in the district in convergence with different departmental schemes and covered maximum no. of poor rural people to have better livelihoods options. The Producer Company provides all types of support to the producers through WSHG/Producer Group and cluster approach.

TOR

Designation	Chief Executive Officer (CEO)
Qualification	Master's Degree or Post Graduation Diploma or equivalent degree in Rural Management, MSW, Social Development Management, Forest Management, Agri Social Entrepreneurship, Agri Business Management and other relevant fields. Computer Knowledge is desirable.
Experience	3 Years or above of work experience in Start-up Company/ Producer Company/ FPOs/Cooperative Management. Experience of Vendor management.
Age	Maximum 40 Years.
Monthly Salary	Rs.25,000/- per month (Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of the Producer Company.
Required position	1

Job profile

1. 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.
2. Business Development of the PC.
3. Buildup share capital of the company.
4. Conduct market research and building profitable market linkages.
5. Integrating with technology and exploring alternatives for value addition of primary produce.
6. Help in providing timely inputs at affordable price to member producers.
7. Working with the Board of Directors for mobilization of more producers to join the PC.
8. Management of outlets.
9. Preparation of Catalogue, Leaflet, and other documentation.
10. Act as an effective link between ORMAS and the PC

Suitability for CEO

1. S/he should be passionate, energetic, pro-active, and committed to the concept of rural development through market integration and professional management.
2. S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics, and educational levels.

Sagita Mishra

Managing Director
SPCL, Subarnapur



subarnoshree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonepur@gmail.com

3. 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.
4. S/he should be willing to stay in cluster level at rural locations.
5. S/he should be willing to travel long distance by bus/two-wheelers.
6. S/he should have two-wheeler
7. S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues.
8. S/he should be someone who pays a lot of attention to small details and can help with administrative work.
9. S/he should be willing to learn and adapt.

TOR

Designation	Accountant cum MIS
Qualification	Graduation in +3 Commerce, however post-graduation in Social Entrepreneurship/ Agribusiness Management and other related field will be given preference. Proficiency in Computer and Tally is Mandatory.
Experience	Experience in handling commodity (market side and production side), Accounting with Tally, 2-3 Years relevant experience
Age	Maximum 35 Years
Monthly Salary	Rs.11,000/- per month(Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of Producer Company.
Required position	1

Job profile

1. Prepare balance sheets, profit and loss statements and other financial reports.
2. He holds specific responsibility for maintaining all hand written financial records and ledgers.
3. Providing support such as typing and filling the section.
4. Entering the computerized financial data for the monthly tally report.
5. Suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
6. Prepare asset, liability, and capital account entries by compiling and analysing account information.
7. Document financial transactions by entering account information.
8. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
9. Maintain accounting controls by preparing and recommending policies and procedures
10. Secure financial information by completing database backups.
11. Analyse financial information and summarise financial status.
12. Prepare financial statements and produce budget according to schedule.
13. Direct internal and external audits to ensure compliance.

Suitability for Accountant

SAGITA MISHRA
Managing Director
SPCL, Subarnapur



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonapur@gmail.com

1. Thorough knowledge of basic accounting procedures and principles.
2. Thorough knowledge on MS Office.
3. Experience with creating financial statements.
4. Experience with general ledger functions and the month-end/year end close process.
5. Excellent accounting software user (Tally)
6. Accuracy and attention to detail.
7. Intermediate understanding of accounting and reporting standards.

TOR

Designation	Cluster Coordinator
Qualification	+2 Pass, Candidates who have received Vocational training from any skill programme (e.g. DDU-GKY) will be given preference. Computer Knowledge is desirable
Experience	1-2 years of experience working with community institution e.g SHG, Producer Groups, Cooperatives and experience in handling commodity (market side and production side).
Age	Maximum 35 Years.
Monthly Salary	Rs.6,000/- per month (Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of the Producer Company.
Required position	1
Job profile	
01. Collection of information relating to product volume and dates of delivery. 02. Monitoring the grading, sorting and other primary level of value addition works and thus ensuring quality of product. 03. Assisting producers in price fixation of their products. 04. Disseminating market information relating to market demand and market price. 05. Supervising the roles of Udyog Mitra.	
Suitability for Cluster Coordinators	
01. S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics, and educational levels. 02. S/he should be willing to stay in cluster level at rural locations. 03. S/he should be willing to travel long distance by bus/two-wheelers. 04. S/he should have two-wheeler.	

PLACE OF POSTING:

The place of posting for Chief Executive Officer (CEO), Accountant cum MIS and Cluster Coordinator will be at Producer Company Office, C/o ORMAS at DRDA office Building, DRDA, Subarnapur .

SAGITA MISHRA
Managing Director
SPCL, Subarnapur



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spelsonepur@gmail.com

HOW TO APPLY:

1. Candidates shall apply from **20.04.2022** to **10.05.2022** by downloading the application format from www.subarnapur.nic.in
2. A self-attested copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate to be attached with the application form in PDF format only.
3. Candidates shall have a valid personal email (ID) and mobile number for future communication.
4. **In the subject line the applicants must mention "Application for CEO, SPCL" for the post of Chief Executive Officer, "Application for Accountant cum MIS, SPCL" for the post of Accountant cum MIS. And "Application for Cluster Coordinators, SPCL" for the post of Cluster Coordinators.**
5. The last date of receipt of application is: **10.05.2022, 05.00 PM.**

SELECTION PROCEDURE:

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

Sagita Mishra
Managing Director
SPCL, Subarnapur



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spelsonapur@gmail.com

APPLICATION FORMAT

1. Personal Details

Title	(FIRST NAME)	(SURNAME)
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are same)
Mobile Number:		
Alternate Contact Number(If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	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.



subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)

C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017

e-mail: spclsonapur@gmail.com

3. Trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Work Experience Details:

Name and Address of the Organization	Designation	Duration		Experiences in 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 at the time of verification.

5. Language Proficiency: (Please tick in the appropriate box)

Language	Speak	Read	Write
English			
Hindi			
Odia			
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

Canvassing for employment in any manner will be a disqualification.