

subarnashree

Producer Company Limited

(CIN: U01100OR2022PTC038620)
C/o- ORMAS, 1st FLOOR, DRDA OFFICE BUILDING, SUBARNAPUR – 767017
e-mail: spclsonapur@gmail.com

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)
Manager (Marketing & Procurement)	01	MBA/Graduation from any recognized University, Post-Graduation in Social Entrepreneurship, Agri Business Management and or related fields will be given preference.	40 years	More than 2 Years	13000.00 (Consolidated) (Including FTA & Mobile Allowance)
Cluster Coordinator	02	+2 Pass, Vocational training from any skill Programme (e.g., DDU-GKY) will be given preference. Computer Knowledge is desirable.	30 years	1-2 years	7000.00 (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.

Sabita Mishra
DIRECTOR
Subarnashree Producer
Company Limited
Managing Director
SPCL, Subarnapur

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.

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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 02.10.2022 up to 5.00 PM; the Application can be submitted through Subarnashree Registered E-mail id spclsonepur@gmail.com. Candidates should note that described your details briefly at the time of composing or sending mail, incomplete application or applications received after due date and time are liable to be rejected summarily.**

Sagita Mishra

DIRECTOR
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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	Manager (Marketing and Procurement)
Qualification	MBA/Graduation from any recognized University, Post-Graduation in Social Entrepreneurship, Agri Business Management and or related fields will be given preference..
Experience	2-3 Years or above of work experience in handling commodity (market side and production side).
Age	Maximum 40 Years.
Monthly Salary	Rs.13,000/- 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	
<ol style="list-style-type: none">1. Maintain a vender list.2. Maintain trader list and update market information.3. Assess input requirement of the producers and make all necessary arrangement for procurement of quality inputs.4. Receive purchase requisition / approval.5. Solicit bids/quotations/negotiations.6. Prepare summary of bid analysis.7. Obtain recommendation and approval and ensure the cost.8. Effective and quality items procured for the PC.9. Prepare purchase Order or Contract of purchase.10. Ensure signing of contract (The Company and Vender/traders).11. Follow up with vendors for timely delivery of the order items.	
Suitability for Manager (Marketing and Procurement)	
<ol style="list-style-type: none">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.	

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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	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.7,000/- 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	2
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 Manager (Marketing and Procurement) and Cluster Coordinator will be at Producer Company Office, C/o ORMAS at DRDA office Building, DRDA, Subarnapur.

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HOW TO APPLY:

1. Candidates shall apply from 26.09.2022 to ~~09.10.2022~~ ^{09.10.22} 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 Manager (Marketing and Procurement), SPCL" for the post of Manager (Marketing and Procurement). And "Application for Cluster Coordinators, SPCL" for the post of Cluster Coordinators.
5. The last date of receipt of application is: ~~09.10.2022~~ ^{09.10.22}, 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.

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DIRECTOR
Subarnashree Producer
Company Limited

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.

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