



# GANJAM GRUHINI PRODUCER COMPANY LTD.

Corporate ID No: U01100OR2020PTC033619

TAN: BBNG02294F

Phone:9692286487

Advertisement No. 10 /2021

Date: 05/02/2021

## RECRUITMENT ADVERTISEMENT

Ganjam Gruhini Producer Company Ltd. invites applications from eligible candidates for contractual engagement of the following post:

Position	No. of vacancy	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	Master's Degree or Post Graduation Diploma or equivalent degree in Agribusiness Management (ABM)/Business Administration (MBA) Rural Management/Development Management/Social Entrepreneur and other related fields. Prior Experience in managing FPOs, PCs and sales, marketing and logistics will be given preference	40 years	2 years or above	18,000.00 (Consolidated)

Office Address:  
1st Floor, Old DRDA  
Building  
DRDA Campus,  
Chatrapur  
Ganjam, PIN-761020

1. Details of role, responsibilities, qualifications and other eligibility criteria for each Post and application forms are available in [www.ganjam.nic.in](http://www.ganjam.nic.in)



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2. Documents in support of identity, qualifications, ~~Experience, etc.~~ <sup>Date:</sup> must be produced in 'originals' as and when required.
3. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience, Telephonic Interview and Written Ability Test followed by personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed **Post Education work experience** will be counted / taken into consideration.
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 P.C. reserves the right to cancel/ reject any or all applications or to cancel / reject or to amend any clause laid down in the advertisement without assigning any reason thereof.
7. The selected candidate is required to sign an agreement with the PC at the time of his/her joining. The agreement paper containing terms & conditions, job responsibilities, etc., will be provided by the PC.
8. **The last date of receipt of applications for the above post is 20.2.2021 up to 4.00 PM; The Applications can be submitted through E-mail I.D.: ggpcl.ganjam@gmail.com or can also be submitted through Registered Post 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:**

1st Floor, Old DRDA Building, DRDA Campus, Chatrapur,  
Ganjam, Odisha PIN-761020

Office Address:  
1st Floor, Old DRDA  
Building  
DRDA Campus,  
Chatrapur  
Ganjam, PIN-761020

*Purpransu Lipati*  
Chairperson  
Ganjam Gruhini Producer Company Ltd.  
DRDA Campus, Chatrapur-761020

*14/02/21 DTW*  
Managing Director  
Ganjam Gruhini Producer Company Ltd.  
DRDA Campus, Chatrapur-761020

**RECRUITMENT OF STAFFS FOR  
GANJAM GRUHINI PRODUCER COMPANY LTD, CHATRAPUR, GANJAM**

**INTRODUCTION & BACKGROUND: -**

Ganjam Gruhini Producer Company Limited (GGPCL) was established under Companies Act 2013, in the year 2020 with the support of District Administration, Ganjam. The mission of this Producer Company is to enable the rural producers of Ganjam District to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Producer Company is promoting Processed Food 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.

Berhampur's Achar, Badi and Papad showcase the unique specialty, making them rule the whole nation with their taste. These three give away such a wonderful flavor to the mouth that it is liked by the folks of Odisha at any and every point of time. What makes this traditional cuisine even more rich is the fact that it is prepared from local ingredients by the local inhabitants themselves. This trio is enough to speak for itself for when it comes to describing the food area of expertise. Not just limited to Badi, Papad and Achar, the women members of SHGs and PGs now have achieved new milestones with adding wide varieties of product to their portfolios. Now these rural Producers are not just limited to Badi, Papad and Pickle, they have started producing different home-made products ready for the market e.g., different varieties of Indian Snacks, Desi Ghee, Millet Based products and so on.

The challenge for the producer Company is Branding and Marketing of these hand made products in the market, although, there is a huge demand exists in the market for hand made products, packaging and branding has always been an issue considering a tight budget.

The Details of requisites of the post / Job Profile / Suitability etc and Application forms are given here under at Annexure "A" and "B" respectively. Candidates are requested to go through the infra mentioned Annexures carefully before submitting their application forms.

**Annexure-A****TOR**

<b>Designation</b>	<b>Chief Executive Officer (CEO)</b>
<b>Qualification</b>	Master's Degree or Post Graduation Diploma or equivalent degree in Agribusiness Management (ABM)/Business Administration (MBA) Rural Management/Development Management/Social Entrepreneur and other related fields.
<b>Experience</b>	2Years or above Post Educational work experience in Producer Company/ FPOs/Cooperative Management. Experience of Vendor management. Prior Experience in managing FPOs, PCs and sales, marketing and logistics will be given preference
<b>Age</b>	Maximum 40 Years.
<b>Monthly Salary</b>	Rs.18,000/- per month (Consolidated)
<b>Required position</b>	1 (One)

**Job profile for CEO**

1. Providing Legal and Administrative support for the functioning of the PC as per the guidelines.
2. Act as an effective Link between P.D. DRDA / OLM /ORMAS / Mission Shakti & the P.C.
3. Support Community Mobilization and building local inclusive leadership with help of Udyog Mitra.
4. Business Development of the PC.
5. Buildup share capital of the company.
6. Conduct market research and building profitable market linkages.
7. Integrating with technology and exploring alternatives for value addition of primary produce.
8. Aware of the latest trends in order to keep up with a demanding customer base.
9. Working with the Board of Directors for mobilization of more producers to join the PC.
10. Conducting the basic Training program.
11. Management of outlets.
12. Ensure signing of contract (with The Company and Vendor/Traders)

13. Quality control and management at cluster level.
14. Maintain trader list and updated market information.
15. Assess input requirement of the producers and make necessary arrangement for procurement of quality inputs at affordable price.
16. Solicit bids/ quotations/negotiations.
17. Preparation of Catalogue, Leaflet and other documentation.
18. Have creative perspective in understanding a product in terms of design and its marketability.
19. **Any Other work / responsibility that will be entrusted by P.C. as and when required.**

#### **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.
3. S/he should be willing to be engaged with a large variety of stakeholders like producers, Retailers, Corporate traders, input suppliers, government officials, administrative officials, field staffs 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 owned a two-wheeler vehicle.
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.
10. Women candidates are encouraged to apply.

### **PLACE OF POSTING:**

The place of posting for Chief Executive Officer (CEO) will be at Producer Company Office. Presently, the Office functions at 1stFloor, Old DRDA Building, DRDA Campus, Chatrapur, Ganjam (it may be changed to other location in future)

### **HOW TO APPLY:**

1. The last date of receipt of applications for the above post(s) is 20.2.2021 up to 4.00 PM; The Applications can be submitted through E-mail [I.D.: ggpcl.ganjam@gmail.com](mailto:ggpcl.ganjam@gmail.com) or can also be submitted through Registered Post 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:**

**1st Floor, Old DRDA Building, DRDA Campus, Chatrapur,  
Ganjam, Odisha PIN-761020**

2. Self-attested Scanned copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form in the company Email ID [ggpcl.ganjam@gmail.com](mailto:ggpcl.ganjam@gmail.com) or through Registered Post.

3. Candidates shall have a valid personal email (ID) and mobile number which should be kept active till the recruitment process is over.

### **Selection Procedure:**

The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, followed by Written Ability Test and personal interview.

The selected candidate is required to sign an agreement with the PC at the time of his/her joining. The agreement paper containing terms & conditions, job responsibilities, etc., will be provided by the PC.

**Annexure-B**

**GANJAM GRUHINI PRODUCER COMPANY LTD.**

**1st FLOOR, OLD DRDA BUILDING, CHATRAPUR, GANJAM**

**APPLICATION FORM**

**1. Post applied for:**

**2. Personal Detail**

**Name & Address of the Candidate: (Please fill up relevant data in the appropriate box given below)**

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

### 3. Educational Qualification (10<sup>th</sup>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 (documentary proof in support of conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.

### 4. Other trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

**5. Employment/Experience Details:**

Name and Address of the Employer	Designation	Duration		Experience in Month	Brief description of Duties	Last Salary drawn
		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 / information 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 false or incorrect at any point of time, my candidature/ engagement is liable be cancelled/ terminated without any further notice.

Date:

Place:

**Signature of the Applicant**