

**SAMPOORNA SUKANYA  
PRODUCER COMPANY LTD**

Corporate ID No: U01100OR2021PTC036335

TAN: ABFCS9914A

Email: sampoornasukanya@gmail.com

Letter No - 02/2020-21

**RECRUITMENT ADVERTISEMENT**

**CHATRAPUR, GANJAM, ODISHA**

Sampoorna Sukanya Producer Company Ltd. invites applications from potential candidates for 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	Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent.	35 years	1 years or above	18,000.00 (Consolidated)
Accountant cum MIS Officer	01	10 +2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background Knowledge of accounting software (tally etc) is must	35 years	1 years or above	10,000.00 (Consolidated)

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

1. Details of role, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at [www.ganjam.nic.in](http://www.ganjam.nic.in)
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.

  
Managing Director  
Sampoorna Sukanya Producer Company Ltd

3. The selection process will consist of short listing of candidates on basis of academic qualifications, experience, Telephonic Interview, Written Ability Test 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 either to cancel/to reject or to amend the clauses.
8. **The last date of receipt of application is 13.07.2021. Contact no. 7889033711**  
**E-mail I.D. sampoornasukanya@gmail.com**

**RECRUITMENT OF STAFFS FOR SAMPOORNA SUKANYA PRODUCER COMPANY LTD.**  
**CHATRAPUR, GANJAM**

**INTRODUCTION & BACKGROUND: -**

Sampoorna Sukanya Producer Company Limited (SGPCL) was established under Companies Act 2013, in the year 2021 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 augmentation of their livelihood activities. This Producer Company is promoting Farmer producer activities in the district in convergence with different departmental schemes and covering 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.

In Chatrapur block of Ganjam District, many of the households, more specifically the women members of the households are engaged in the production of Chilli in huge quantities. Products made from chilli have huge demand in the Odisha markets in Berhampur and other Districts as well. The conventional way of marketing these products is limited to few retail outlets and Mandis in Berhampur only. Most of the producers work in form of WSHGs, which are supported by ORMAS through technological innovations and marketing inputs. These conventional way of marketing of the products have already created a demand in the markets in other parts of the state.

The challenge for the producer Company is Branding and Marketing of these hand made products in the market, although, there is a huge demand existing in the market for organic high-quality products, packaging and branding has always been an issue considering a tight budget. So, company will create a uniform and better platform for the producers for creating a sustainable livelihood

## Job Description

### 1.CEO- Farmer Producer Organization (FPO)

<b>Location</b>	<b>Chatrapur, Ganjam, Odisha</b>
<b>Roles</b>	<b>CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable.</b>
<b>Reporting</b>	<b>Board of Directors of the FPO</b>
<b>Key Responsibility</b>	<ul style="list-style-type: none"><li>• <b>Managing the overall operations and resources of FPO on daily basis</b></li><li>• <b>Making major company decisions with approval from BoDs</b></li><li>• <b>Acting as the main point of communication between the board of directors (the board) and company operations and being the public face of the company</b></li><li>• <b>Launching new products or services of the company</b></li><li>• <b>Finding new business opportunities</b></li><li>• <b>Cultivating deeper customer relationships</b></li><li>• <b>Overseeing and monitoring company and financial matters</b></li><li>• <b>Facilitate use of digital tools and technology where necessary to bring efficiency in operations</b></li><li>• <b>Leading the development of the company's short-and long-term strategy.</b></li></ul>
<b>Qualification</b>	<ul style="list-style-type: none"><li>• <b>Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent.</b></li></ul>
<b>Experience</b>	<b>1+ years of experience of working for farmers at grass root-level</b>
<b>Remuneration</b>	<b>Rs.18,000/month (consolidated)</b>

## Job Description

### 2.ACCOUNTANT- Farmer Producer Organization (FPO)

<b>Location</b>	<b>Chatrapur, Ganjam, Odisha</b>
<b>Roles</b>	<b>Accountant to look after its day-to-day accounting work</b>
<b>Reporting</b>	<b>CEO of the FPO</b>
<b>Key Responsibility</b>	<ul style="list-style-type: none"><li>• <b>Recording daily business transaction of FPO in accounting software</b></li><li>• <b>Inventory Management</b></li><li>• <b>Asset Management</b></li><li>• <b>Dealing with banks</b></li><li>• <b>Prepare financial records for Auditing</b></li><li>• <b>Manage Compliances Pertaining to TAX and RoC</b></li></ul>
<b>Qualification</b>	<ul style="list-style-type: none"><li>• <b>Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternative with Commerce or Accountancy background</b></li><li>• <b>Knowledge of accounting software (tally etc.) is must</b></li><li>• <b>If any member of SHG or her family member meet the above criteria, they may be considered preferably in the selection process</b></li></ul>
<b>Experience</b>	<b>1+ years of work experience as an accounting handling financial transaction with exposure to accounting software's</b>
<b>Remuneration</b>	<b>Rs.10,000/month (consolidated)</b>

### **HOW TO APPLY**

1. Candidates shall apply from 24.06.2021 to 13.07.2021 by downloading the application format from [www.ganjam.nic.in](http://www.ganjam.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. Application along with the updated CV and other necessary documents will be received through **email only in PDF format only.**
5. **In the subject line the applicants must mention "Application for CEO, SSPCL" for the post of Chief Executive Officer, "Application for Accountant, SSPCL" for the post of Accountant.**

### **SELECTION PROCEDURE:**

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

**FPO NAME**  
**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<sup>th</sup> 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) _____			

**6. Reference: (Two respected persons)**

Reference 1	Reference 2

**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.

Canvassing for employment in any manner will be a disqualification.