



# GANJAM GRUHINI PRODUCER COMPANY LTD.

Corporate ID No: U01100OR2020PTC033619

TAN: BBNG02294F

Phone: 9692286487

Letter no - 48

Date: 20/11/2021

## RECRUITMENT ADVERTISEMENT

GANJAM GRUHINI PRODUCER COMPANY LTD.

1<sup>st</sup>FLOOR, OLD DRDA BUILDING, CHATRAPUR, GANJAM

Ganjam Gruhini Producer Company Ltd. invites applications from potential candidates for contractual engagement for the following posts:

Positions	Total No. of vacancie	Qualification	Max. Age Limit	Experien ce in Yrs.	Salary (Per Month)
Procurement - cum- Marketing Manager	01	BBA or Graduation from any discipline, However Post-graduation in Social Entrepreneurship/Rural Development/ marketing management or related field will be given preference.	35 years	2 years or above	13,000.00 (Consolidated) + Fixed Travel allowance (Rs. 2000)

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

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

*Purpanasipati*

Chairperson  
Ganjam Gruhini Producer Company Ltd  
DRDA Campus, Chatrapur-761020

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.
3. The selection process will consist of shortlisting 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 30.11.2021. Qualification should be from approved recognized institutions.
5. The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
6. Authority reserves the right either to cancel/to reject or to amend the clauses.
7. **Applicants shall attend the written and personal interview on 30.11.2021 at 10 AM carrying the original bio data along with self-attested photographs with Xerox copy to submit the relevant documents at ORMAS OFFICE, 1<sup>st</sup> floor DRDA old building.**

*p. s. pandey*

Chairperson  
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 richer 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. So, company will create a uniform and better platform for the producers for creating a sustainable livelihood.

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<b>Designation</b>	<b>Procurement -cum-Marketing Manager</b>
<b>Qualification</b>	Graduation from any discipline. However, post-graduation in Social Entrepreneurship, Agribusiness Management or related field will be given preference.
<b>Experience</b>	Experience in handling commodity (market side and procurement side). 2 or more Years of relevant experience
<b>Age</b>	Maximum 35 Years
<b>Monthly Salary</b>	Rs.13,000/- per month (Consolidated) + FTA (Rs. 2000) Performance Incentive will be given based on the achievement of targets and profit of Producer Company.
<b>Required position</b>	1

### Job profile

1. Responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage.
2. Preparation of costing of product.
3. Management of outlets.
4. Maintain trader list and updated market information.
5. Assess input requirement of the producers and
6. Make all necessary arrangement for procurement of quality inputs.
7. Receive purchase requisition /approval.
8. Prepare tender documents.
9. Solicit bids/ quotations/negotiations.
10. Prepare summary of bid analysis.
11. Facilitate for procurement of Raw materials/ input for PC & PG'S.
12. Quality control and management at cluster level.
13. Prepare Purchase Order or Contract of Purchase.
14. Ensure signing of contract (The Company and Vendor/traders)
15. Follow up with vendors for timely delivery of the ordered items.
16. Marketing tie-up with local vendor's/ online platforms.
17. Organize buyer seller meet in frequent interval.
18. Conduct market survey/market research/ price analysis
19. Any other work assigned by the CEO
20. Women candidates are encouraged to apply

**PLACE OF POSTING:**

Conference Hall, DRDA Campus, Chatrapur, Ganjam. Odisha

**HOW TO APPLY:**

- 1. Applicants shall attend the written and personal interview on 30.11.2021 at 10 AM carrying the original bio data along with self-attested photographs with Xerox copy to submit the relevant documents .**
2. Candidates shall have a valid personal email (ID) and mobile number for future communication.

**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.

## APPLICATION FORMAT

### 1. Personal Details

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

### 2. 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. 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
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**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.**