

# GANJAM GRUHINI PRODUCER COMPANY LTD.

Corporate ID No: U01100OR2020PTC033619

TAN: BBNG02294F

Phone:9692286487

Letter No- 68

Date: 12/05/2022

## 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)
Accountant - Cum- MIS Incharge	01	Graduation in B.COM, Post-Graduation will be given preference	35 Years	2 years or above	10,000.00
Cluster Coordinator	01	Matric passed having experience in livelihood/ Rural product Marketing Sector	45 Years	1 Years	Rs 6000/- (consolidated)+ Fixed Travel Allowance (Rs 1000/-)
Salesperson	01	Matric Passed	30 Years	Not Required	Rs 4000/- (Consolidated)

\*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

*Puspansali Pali*  
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 of Accountant -Cum- MIS Incharge will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview, Written Ability Test followed by personal interview.
4. The selection process of Cluster Coordinator and Salesperson will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview followed by personal interview.
5. 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.
6. 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.
7. The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
8. Authority reserves the right either to cancel/to reject or to amend the clauses.
9. **The last date of receipt of application is 29.05.2022. Contact no. 9438905263E-mail I.D. ggpcl.ganjam@gmail.com**

*Puspamalapat*

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.

**TOR**

<b>Designation</b>	<b>Accountant -Cum- MIS Incharge</b>
<b>Qualification</b>	Graduation in B.Com, Post-Graduation will be given preference
<b>Experience</b>	2 Years or above; Candidate must be proficient in handling TALLY Software and have prior experience regarding the same
<b>Age</b>	Maximum 35 Years
<b>Monthly Salary</b>	Rs.10,000/- per month (Consolidated)
<b>Required position</b>	1

**Job profile**

1. Prepare balance sheets, profit and loss statements and other financial reports.
2. Reports organization's finances to management.
3. Suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
4. Prepare asset, liability, and capital account entries by compiling and analysing account information.
5. Document financial transactions by entering account information.
6. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
7. Maintain accounting controls by preparing and recommending policies and procedures
8. Secure financial information by completing database backups.
9. Verify, allocate, post, and reconcile transactions
10. Produce error-free accounting reports and present their results.
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.
14. Any other work assigned by the CEO
15. Women candidates are encouraged to apply

**Suitability for Accountant**

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

<b>Designation</b>	<b>Cluster Coordinator</b>
<b>Qualification</b>	Matric passed
<b>Experience</b>	Post Education Qualification work experience for 1 years or above in livelihood/ Rural product Marketing Sector,
<b>Age</b>	Maximum 35 Years
<b>Monthly Salary</b>	Rs.6,000/- per month(Consolidated)+ Rs.1,000/- Fixed Travel Allowance Performance Incentive will be given based on the achievement of targets and profit of Producer Company.
<b>Required position</b>	1

### **Job profile**

Cluster Coordinators will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centres and maintenance of records at cluster level. They are expected to perform following roles:

1. Collection of information relating to product volume and dates of delivery.
2. Monitoring the grading, sorting and other primary level of value addition works and thus ensuring quality of product.
3. Assisting producers in price fixation of their products.
4. Disseminating market information relating to market demand and market price.
5. Supervising the roles of Udyog Mitra and Udyog mitra LSPs.
6. Any other work assigned by the Marketing cum Procurement Manager and CEO
7. Women candidates are encouraged to apply

## TOR

Designation	Salesperson
Qualification	Matric passed
Experience	Not Required
Age	Maximum 27 Years
Monthly Salary	Rs. 4,000/- per month(Consolidated) Performance Incentive will be given based on the achievement of targets and profit of Producer Company.
Required position	1

### Job profile

Salesperson will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery and maintenance of records at cluster level. They are expected to perform following roles:

1. Responsible for sale of products/ Produce of Producer Companies directly to customers or through "Ganjam Haat" ( A marketing Society formed for the sale and display of Women SHGs and Producer Groups products/produce).
2. Process and follow up on order as necessary.
3. Keep sales, stock and cash book updated.
4. Participate in exhibition, trade shows as directed by CEO and Marketing Manager.
5. Collection of information relating to product volume and dates of delivery.
6. Monitoring the grading, sorting and other primary level of value addition works and thus ensuring quality of product.
7. Any other work assigned by the Marketing cum Procurement Manager and CEO.
8. Women candidates are encouraged to apply.

### PLACE OF POSTING:

Chatrapur, Ganjam. Odisha

### HOW TO APPLY:

1. Candidates shall apply from 14.05.2022 to 29.05.2022 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 Accountant, GGPCL" for the post of Accountant -Cum- MIS Incharge, "Application for Senior Cluster Coordinator GGPCL" for the post of Senior Cluster Coordinator and "Application for Junior cluster coordinator, GGPCL" for the post of Junior Cluster Coordinator.
6. The last date of receipt of application is: 29.05.2022, 06.00 PM.

#### **SELECTION PROCEDURE:**

- The selection process of Accountant -Cum- MIS Incharge will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview, Written Ability Test followed by personal interview.
- The selection process of Cluster Coordinator and Salesperson will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview followed by personal interview.

# APPLICATION FORM FOR THE POST OF ACCOUNTANT -CUM- MIS IN CHARGE

## 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 (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.**

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