



GANJAM PARIDHAN PRODUCER COMPANY LTD.

Corporate ID No: U01100OR2020PTC033311

TAN: BBNG02276B

Letter No - 70

Date: 11/10/2022

RECRUITMENT ADVERTISEMENT
GANJAM PARIDHAN PRODUCER COMPANY LTD.
1st FLOOR, OLD DRDA BUILDING, CHATRAPUR, GANJAM

Ganjam Paridhan 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)
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)
Cluster Coordinator	01	Matric Passed candidates having experience in livelihood/ Rural production marketing sector	45 Years	1-2 Years	6000.00 +Fixed Travel Allowance (Rs 1000)
Security Guard	02	Matriculation	45	0	Rs 9000.00

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

GANJAM PARIDHAN PRODUCER COMPANY LTD.

1st Floor, Old DRDA Building

DRDA Campus, Chatrapur

Ganjam, PIN-761020

Phone: +91 8144995260

Beenu Rana
Managing Director
Ganjam Paridhan Producer Company Ltd.
DRDA Campus, Chatrapur-761020

Bharati Pradhan
Chairperson
Ganjam Paridhan Producer Company Ltd.
DRDA Campus, Chatrapur-761020

Managing Director
Ganjam Paridhan Producer Company Ltd.
DRDA Campus, Chatrapur-761020

Ganjam Paridhan 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
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process of Procurement -Cum- Marketing Manager 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 Security Guard will consist of shortlisting of candidates on basis of academic qualifications, experience 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 26.10.2022 Contact no-9438905264 E-mail ID- ganjamparidhan@gmail.com

Beauty Rao

Managing Director
Ganjam Paridhan Producer Company Ltd.
DRDA Campus, Chatrapur-761020

Bharati Pradhan

Chairperson
Ganjam Paridhan Producer Company Ltd.
DRDA Campus, Chatrapur-761020



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

INTRODUCTION & BACKGROUND: -

Ganjam Paridhan Producer Company Limited (GPPCL) was established under Companies Act 2013, in the year 2020 with the support of District Administration, Ganjam. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company is promoting stitching and related 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.

GPPCL anticipates extending a helping hand to all the rural producers and artisans those depend upon the stitching and related works. In Ganjam District, so many producers are there who can stitch in a huge scale and also in skillful manner. But they cannot get the advantage of their hard work because of poor marketing strategy and insufficient hand holding support. So, company will create a uniform and better platform for the producers for creating a sustainable livelihood.

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Designation	Procurement -cum-Marketing Manager
Qualification	Graduation from any discipline. However, post-graduation in Social Entrepreneurship, Agribusiness Management or related field will be given preference.
Experience	Experience in handling commodity (market side and procurement side). 2 or more Years of relevant experience
Age	Maximum 35 Years
Monthly Salary	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.
Required position	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 vendors/ 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

Designation	Cluster Coordinator
Qualification	Matric Passed
Experience	Candidates having experience in livelihood/ Rural product Marketing sector
Age	Maximum 45 Years
Monthly Salary	Rs. 6,000/- per month (Consolidated) + FTA Rs 1000./- Performance incentive will be given based on the achievement of targets and profit of Producer Company
Required position	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 producer in Price fixation of their products.
4. Disseminating market information relating to market demand and market price.
5. Supervising the roles of Udyog Mitra.
6. Any other works assigned by the CEO.
7. Women candidates are encouraged to apply.

Designation	Security Guard
Qualification	Matriculation
Experience	
Age	Maximum 45 Years
Monthly Salary	Rs.9,000/- per month
Required position	1

Job profile

21. Perform building inspections
22. Any other work assigned by the CEO
23. To undertake minor maintenance and repairs as when required
24. To open and close office as operationally required
25. Ensure staff safety at all times

PLACE OF POSTING:

Chatrapur, Ganjam. Odisha



HOW TO APPLY:

1. Candidates shall apply from **14.10.2022** to **26.10.2022** by downloading the application format from 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 Procurement -cum- Marketing Manager, GPPCL" for the post of Procurement -cum- Marketing Manager; "Application for Cluster Coordinator, GPPCL" for the post of Cluster Coordinator, GPPCL; "Application for Security Guard, GPPCL" for the post of Security Guard, GPPCL**
6. The last date of receipt of application is: **26.10.2022, 06.00 PM.**

SELECTION PROCEDURE:

1. The selection process of Procurement -Cum -Marketing Manager will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview, Written Ability Test followed by personal interview.
2. The selection process of Cluster Coordinator and Security Guard will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview followed by personal interview.

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			
Anyother (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.