



SABUJA GANJAM PRODUCER COMPANY LTD.

Corporate ID No: U01119OR2020PTC033419

TAN: BBNS10074B

Letter No:- 83

Date: 11/10/22

RECRUITMENT ADVERTISEMENT SABUJA GANJAM PRODUCER COMPANY LTD. 1stFLOOR, OLD DRDA BUILDING, CHATRAPUR, GANJAM

Sabuja Ganjam 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)
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)

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

Greta kameli Behara

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

Babanti Verma
Chairperson

SABUJA GANJAM PRODUCER COMPANY LTD.
DRDA Campus, Chatrapur-761020

1st floor, Old DRDA Building
DRDA Campus, Chatrapur
Ganjam, PIN-761020
Phone: +91 9937687763,



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 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: 9438905265 , E-mail I.D. : sgpcl.ganjam@gmail.com**

Balaram Chak

Chairperson

Sabuja Ganjam Producer Company Ltd.
DRDA Campus, Chatrapur-761020



RECRUITMENT OF STAFFS FOR SABUJA GANJAM PRODUCER COMPANY LTD, CHATRAPUR, GANJAM

INTRODUCTION & BACKGROUND: -

Sabuja Ganjam Producer Company Limited (SGPCL) 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 them handholding support to get the This Producer Company is initially dealing with farm produce like fruits, vegetables and flowers. Animal produce like milk, meat & eggs are going to be included on soon. Basically, idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through WSHG/Producer Group and cluster approach.

Ganjam district is fortunately blessed with very conducive climate for Horticulture and animal husbandry. The geographical area of the district is 8070.60 sqm. Out of the total farm family, about 88% are small & marginal farmers. Out of 4,34,000 ha. of cultivable land about 3,01,380 ha. are medium & high lands. These medium & high lands have been diverted for cultivation of horticultural crops like fruit, vegetable, flower etc. So, to support the producers of Ganjam district this initiative has been taken place to support the farmers getting adequate return as well as adding best practices to their fields.

A Farmer Producer Company is a hybrid between cooperative societies and private limited companies. The concept of PC is to organize farmers into a collective to improve their bargaining strength in the market. They are owned and governed by shareholder farmers and administered by professional managers. They adopt all the good principles of cooperatives and the efficient business practices of companies. The SGPCL will undertake activities related to production, harvesting, procurement, grading, pooling, marketing, processing, etc., of agricultural produce in Ganjam and will penetrate the other market very soon.

The challenge for the producer Company is to maintain the quality of produce and regular supply to its markets. Packaging, value addition and Marketing of these perishable items require a well-designed supply chain, although, there is a huge demand exists in the market for fresh and export quality products, packaging, branding and marketing has always been an issue considering a tight budget.

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Designation	Procurement-cum-Marketing Manager
Qualification	GRADUATION from any Discipline. However, Post-Graduation in Social Entrepreneurship, Agri Business 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.2,000/-) 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 in trader list and updated market information .
5. Assess input requirement of the producers .
6. Make all necessary arrangement for procurement of quality inputs.
7. Receive purchase requisition/approval.
8. Prepare tender documents.
9. Solicit bids /quotation /negotiations.
10. Prepare summary of bid analysis .
11. Facilitate for procurement of Raw materials /input for PC and PGs.
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 .

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Designation	Cluster Co-ordinator
Qualification	Matric passed
Experience	Post Education Qualification work experience for 1 years or above in livelihood/ Rural product Marketing Sector,
Age	Maximum 45 Years
Monthly Salary	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.
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 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 Udyogmitra LSPs.
6. Any other work assigned by the Marketing cum Procurement Manager and CEO
7. Women candidates are encouraged to apply

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, SGPCL”** for the post of Procurement -cum- Marketing Manager; **“Application for Cluster Coordinator, SGPCL”** for the post of Cluster Coordinator, SGPCL.
6. The last date of receipt of application is: **26/10/2022, 06.00 PM.**

SELECTION PROCEDURE:

- 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.
- The selection process of Cluster Coordinator will consist of shortlisting of candidates on basis of academic qualifications, experience, Telephonic Interview followed by personal interview.

APPLICATION FORMAT

1. Post Applied For :

2. 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):		

3. 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.

4. Trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

5. Work Experience Details:

Name and Address of the Organization	Designation	Duration		Experiences in Month	Briefdescription 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.

6. 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.