

# SAMPOORNA SUKANYA PRODUCER COMPANY LTD.

CIN: U01100OR2021PTC036335

TAN: BBNS11123A

Date: 24/4/23

Letter No. - 03/SSPCL/04/2023

## RECRUITMENT ADVERTISEMENT SAMPOORNA SUKANYA PRODUCER COMPANY LTD. 1<sup>st</sup>FLOOR, OLD DRDA BUILDING, CHATRAPUR, GANJAM

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)
Accountant - Cum- MIS In charge	01	10+2 with Mathematics as a compulsory subject or any graduates.	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.

  
Chairperson  
Sampoorna Sukanya Producer Company Ltd.

SAMPOORNA SUKANYA PRODUCER COMPANY LTD  
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Ganjam, PIN-761026  
Phone: +91 9178794054,  
Email: sampoornasukanya@gmail.com

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, 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 29/04/2023. Contact no. 7609920460 E-mail I.D. [sampoornasukanya@gmail.com](mailto:sampoornasukanya@gmail.com)**

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

**INTRODUCTION & BACKGROUND: -**

Sampoorna Sukanya Producer Company Limited (SSPCL) 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

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<b>Designation</b>	<b>Accountant -Cum- MIS Incharge</b>
<b>Qualification</b>	10+2 with Mathematics as a compulsory subject or alternatively with any graduation.
<b>Experience</b>	1 Years or above
<b>Age</b>	Maximum 35 Years
<b>Monthly Salary</b>	Rs.10,000/- per month (Consolidated)
<b>Required position</b>	1
<b>Job profile</b>	
<ol style="list-style-type: none"><li>1. Prepare balance sheets, profit and loss statements and other financial reports.</li><li>2. Reports organization's finances to management.</li><li>3. Suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.</li><li>4. Prepare asset, liability, and capital account entries by compiling and analysing account information.</li><li>5. Document financial transactions by entering account information.</li><li>6. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.</li><li>7. Maintain accounting controls by preparing and recommending policies and procedures</li><li>8. Secure financial information by completing database backups.</li><li>9. Verify, allocate, post, and reconcile transactions</li><li>10. Produce error-free accounting reports and present their results.</li><li>11. Analyse financial information and summarise financial status.</li><li>12. Prepare financial statements and produce budget according to schedule.</li><li>13. Direct internal and external audits to ensure compliance.</li><li>14. Any other work assigned by the CEO</li><li>15. Women candidates are encouraged to apply</li></ol>	
<b>Suitability for Accountant</b>	
<ol style="list-style-type: none"><li>1. Thorough knowledge of basic accounting procedures and principles.</li><li>2. Thorough knowledge on MS Office.</li><li>3. Experience with creating financial statements.</li><li>4. Experience with general ledger functions and the month-end/year end close process.</li><li>5. Excellent accounting software user (Tally)</li><li>6. Accuracy and attention to detail.</li><li>7. Intermediate understanding of accounting and reporting standards.</li></ol>	

**PLACE OF POSTING:**

Chatrapur, Ganjam. Odisha

**HOW TO APPLY:**

1. Candidates shall apply from 22/04/2023 to 29/04/2023 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. The last date of receipt of application is: 29/04/2023, 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.

# 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

**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.**