

Angul Fresh Producer Company Limited, Angul

C/o- DRDA Office Building, DRDA, Angul, Odisha, India

PIN: 759122 Email: - angulfreshpcl@gmail.com

CIN-U014000R2021PTC035778, PAN-AAUCA88290, TAN-BBNA04836G

Notice No. 255, Date 13.07.2022

Angul Fresh Producer Company Ltd. invites applications from interested and experienced candidates as contractual engagement for the following posts:

Positions	Total No. of vacancies	Qualification	Max. Age Limit	Experience in Yrs.	Salary (Per Month) (INR)
Manager(Marketing & Procurement)	01	Graduation from any discipline, Post-Graduation in Social Entrepreneurship, Agri Business Management and or related fields will be given preference.	40 years	2-3 years	17000.00 (Consolidated) (Including FTA & Mobile Allowance)
Accountant cum MIS	01	Graduation in +3 Commerce, Post-Graduation will be given preference. Proficiency in Computer and Tally is Mandatory.	35 years	2-3 years	13,000.00 (Consolidated) (Including FTA & Mobile Allowance)
Cluster Coordinator	02	+3 Pass in any stream Computer Knowledge is desirable.	35 years	1-2 years	9,300.00 (Consolidated) (Including FTA & Mobile Allowance)

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

* AFPCl is a Private Entity.

* Passion towards multitask assignment and hardcore marketing.

*Extensive field visit.

* All the candidates those who have applied in the previous advertisement for the Post of CEO, AFPCl, Accountant cum MIS, AFPCl and Cluster Coordinators, AFPCl vide Advertisement No.17, Dated 26.07.2021, AFPCl vide Advertisement No.124, Dated 10.01.2022 of AFPCl, Angul and AFPCl vide Advertisement No.214, Dated 25.05.2022 of AFPCl, Angul are not eligible to apply for this post.

Paelmatati Senapati
13.07.22
Managing Director
AFPCl, Angul

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1. Details of role, responsibilities, qualifications and other eligibility criteria for each position are available at **office of the Angul Fresh Producer Company Ltd., Angul, www.angul.nic.in and notice board in ORMAS, Angul, DRDA, Angul, Collectorate, Angul and Sub-Collector, Angul**
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 short listing of candidates on basis of academic qualifications, experience 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 to cancel/to reject or to amend the clauses.
8. **The last date for receipt of applications for the above posts is 25.07.2022 up to 5.00 PM; the Application can be submitted through Registered Post/ Speed Post/ Courier/ By Hand to the address given below. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected summarily.**
9. **The Post applied for should be mentioned in the top of the envelope.**

Address:

To

**The Managing Director,
Angul Fresh Producer Company Ltd., Angul
2nd Floor, DRDA Building, Collectorate Campus, DRDA, Angul, Odisha,
Pin-759122**

Padmabati Senapati
13.07.22

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RECRUITMENT OF MANAGER(MARKETING AND PROCUREMENT), ACCOUNTANT CUM MIS AND CLUSTER COORDINATORS FOR ANGUL FRESH PRODUCER COMPANY LTD, ANGUL

INTRODUCTION & BACKGROUND: -

Angul Fresh Producer Company Limited (AFPCCL) was established under Companies Act 2013, in the year 2021 with the support of District Administration, Angul. The mission of this Producer Company is to enable the rural producers of Angul District to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Producer Company is promoting Processed Farm & Nonfarm 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.

TOR

Designation	Manager(Marketing and Procurement)
Qualification	Graduation from any discipline, Post-Graduation in Social Entrepreneurship, Agri Business Management and or related fields will be given preference
Experience	2-3 Years or above of work experience in handling commodity (market side and production side)
Age	Maximum 40 Years.
Monthly Salary	Rs.17,000/- per month (Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of the Producer Company.
Required position	1

Job profile

1. Maintain a vender list.
2. Maintain trader list and updated market information.
3. Assess input requirement of the producers and make all necessary arrangement for procurement of quality inputs.
4. Receive purchase requisition /approval.
5. Solicit bids/quotations/negotiations.
6. Prepare Summary of bid analysis.
7. Obtain recommendation and approval and ensure the cost
8. Effective and quality items procured for the PC.
9. Prepare Purchase Order or Contract of Purchase
10. Ensure signing of contract (The Company and Vender/traders)
11. Follow up with vendors for timely delivery of the ordered items

Suitability for Manager(Marketing and Procurement)

1. S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management
2. S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics, and educational levels
3. S/he should be willing to engage with a large variety of stakeholders like processors, Retailers Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers
4. S/he should be willing to stay in cluster level at rural locations

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5. S/he should be willing to travel long distance by bus/two-wheelers.
6. S/he should have two-wheeler
7. S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues.
8. S/he should be someone who pays a lot of attention to small details and can help with administrative work.
9. S/he should be willing to learn and adapt.

TOR

Designation	Accountant cum MIS
Qualification	Graduation in +3 Commerce, however post-graduation in Social Entrepreneurship/ Agribusiness Management and other related field will be given preference. Proficiency in Computer and Tally is Mandatory.
Experience	Experience in handling commodity (market side and production side), Accounting with Tally, 2-3 Years relevant experience
Age	Maximum 35 Years
Monthly Salary	Rs.13,000/- per month(Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of Producer Company.
Required position	1

Job profile

1. Prepare balance sheets, profit and loss statements and other financial reports.
2. He holds specific responsibility for maintaining all hand written financial records and ledgers.
3. Providing support such as typing and filling the section.
4. Entering the computerized financial data for the monthly tally report.
5. Suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
6. Prepare asset, liability, and capital account entries by compiling and analysing account information.
7. Document financial transactions by entering account information.
8. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
9. Maintain accounting controls by preparing and recommending policies and procedures
10. Secure financial information by completing database backups.
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.

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.

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Designation	Cluster Coordinators
Qualification	+3 Pass in any stream from recognised University. Computer Knowledge is desirable.
Experience	1-2 years of experience working with community institution e.g SHG, Producer Groups, Cooperatives and experience in handling commodity (market side and production side).
Age	Maximum 35 Years.
Monthly Salary	Rs.9,300/- per month (Consolidated) including FTA & Mobile Allowance Performance Incentive will be given based on the achievement of targets and profit of the Producer Company.
Required position	2
Job profile	
01. Collection of information relating to product volume and dates of delivery. 02. Monitoring the grading, sorting and other primary level of value addition works and thus ensuring quality of product. 03. Assisting producers in price fixation of their products. 04. Disseminating market information relating to market demand and market price. 05. Supervising the roles of Udyog Mitra.	
Suitability for Cluster Coordinators	
01. S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics, and educational levels. 02. S/he should be willing to stay in cluster level at rural locations. 03. S/he should be willing to travel long distance by bus/two-wheelers. 04. S/he should have two-wheeler.	

PLACE OF POSTING:

The place of posting for Manager (Marketing & Procurement), Accountant cum MIS and Cluster Coordinators will be at Producer Company Office, C/o DRDA office Building, DRDA, Angul .

HOW TO APPLY:

1. Candidates shall apply prescribed application from 14.07.2022 to 25.07.2022, by downloading the application format from www.angul.nic.in
2. A self-attested copy of Documents in support of Identity, Qualifications and Mark sheet, 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. **In the subject line the applicants must mention "Application for Manager (Marketing and Procurement), AFPCL" for the post of Manager (Marketing and Procurement), "Application for Accountant cum MIS, AFPCL" for the post of Accountant cum MIS. And "Application for Cluster Coordinators, AFPCL" for the post of Cluster Coordinators.**
5. The last date of receipt of application is: **25.07.2022, 05.00 PM.**

SELECTION PROCEDURE:

The selection process will consist of short listing of candidates on basis of academic qualifications, and experience & skills followed by personal interview.

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APPLICATION FORMAT

Applied for the Post:

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. Enclose Self-attested Xerox copies of all mark sheets of all examinations.

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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 should be submitted along with application.

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.