

Advertisement for filling the post of CEO and Accountant in FPO

PROCEDURE FOR SUBMISSION OF APPLICATION FORM

Applications are invited from the eligible candidates to fill up the following posts to be engaged on contractual basis at different FPOs in Nabarangpur district.

The details of the post are as follows

Name of the Post	Total Number of Post
CEO(Chief Executive Officer)	08
Accountant	06

1. Eligible applicant should download the prescribed application form, from the website-

[https:// nabarangpur.odisha.gov.in](https://nabarangpur.odisha.gov.in) and fill the application manually with Black ink Pen and paste a recent passport photo at the proper place given.

2. After filling the application, the scanned copy of the filled application should mail to the

E.Mail ID-matadongrifpo@gmail.com

Starting Date-01.09.2024 & Last Date of Submission of Application- 08.09.2024

(Through E.Mail Only)

3. Do not attach any other Documents with the application form.

TIME LINE

<u>Sl.No</u>	<u>Activities</u>	<u>Date Line</u>
01	Publishing of Advertisement In 2(Two) Odia Daily, One English Daily & web hosting in District Portal	01.09.2024
02	Receipt of Application from the candidates (Time Period) 7 Days , Through Email only In prescribed Format Only	08.09.2024 Time- Upto 12.00 Mid Night
03	Screening and Scrutinization of Application	Completed by 10.09.2024
04	Written Examination	13.09.2024
05	Certificate verification and Viva Round (Personal Interview)	17.09.2024
06	Selection of Suitable Candidates	18.09.2024
07	Issuance of Offer Letter and Appointment	20.09.2024

For any clarification one can contact to Ms Monalisha Hial

Chief Executive Officer, M/S Mata Dongri FPO.

Mobile No- 9861222894

APPLICATION FORM

Name of the Post Applied For:.....

PERSONAL DATA

Name of the applicant	
Fathers Name	
Gender	
Date of Birth(D/M/Y)	
Marital Status	

RECENT PASS
PORT SIZE

PHOTO

PASTE

ADDRESS

<u>PRESENT COMMUNICATION ADDRESS</u>		<u>PERMANENT ADDRESS</u>	
Name		Name	
C/O		C/O	
Area/Street		Area/Street	
Post		Post	
District		District	
Mobile No		Mobile No	
E.Mail Id		E.Mail Id	

EDUCATIONAL QUALIFICATION

NAME of the Exam	Specialization	Board/University/Institution	Year of Passing	% of MARKS
10 th				
+2 (Intermediate)				
Bachelor Degree				
Master Degree				
Computer				
Any Other				

EXPERIENCE

Name of Post	Name and Address of Organization	Years of Experience	Nature of Duty

REFERENCE (ANY 2(TWO) KNOWN PERSON)

Name		Name	
Designation		Designation	
Area/ Post		Area/ Post	
District		District	
Mobile No		Mobile No	
E.Mail Id		E.Mail Id	

DECLARATION

I Sri/Mr/MS.....hereby declare that all the above information is true to the best of my knowledge.

PLACE:

DATE:

Signature of the Applicant

**CEO(CHIEF EXECUTIVE OFFICER)
Of Farmer Producer Organization (FPO)**

Roles CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable.

Reporting: Board of Directors of the FPO

Key Responsibilities

- Managing the overall operations and resources of FPO on daily basis
- Making major company decisions with approval from BoDs
- Acting as the main point of communication between the board of directors (the board) and company operations and being the public face of the company
- Launching new products or services of the company
- Finding new business opportunities
- Cultivating deeper customer relationships
- Overseeing and monitoring company and financial matters
- Facilitate use of digital tools and technology where necessary to bring efficiency in operations
- Leading the development of the company's short- and long-term strategy.


Qualification

- Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent.
- Locally available professionals with 10+2 and preferably diploma in agriculture/ agriculture marketing / agri-business management or in such other related areas may be preferable.
- If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process

Experience 1+ years of experience of working for farmers at grass root-level.

REMUNERATION

Maximum Up to Rs 25,000/- per month (Including All Allowances)



Accountant - Farmer Producer Organization (FPO)

Roles: Accountant to look after its day-to-day accounting work

Reporting: CEO of the FPO

Key Responsibilities

- Recording daily business transactions of FPO in accounting software
- Inventory Management
- Asset Management
- Dealing with Banks
- Prepare financial records for Auditing
- Manage Compliances pertaining to TAX and RoC

Qualification

- Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background.
- Knowledge of accounting software (tally etc) is must
- If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process

Experience 1+ years of work experience as an accountant handling financial transactions with exposure to accounting software's

REMUNERATION

Maximum Up to Rs 10,000/- per month (Including All Allowances)