

FARMERS PRODUCERS ORGANIZATION, NABARANGPUR

WALK-IN-INTERVIEW

For the post of CEO(Chief Executive Officer) and Accountant of the Farmers Producers Organisation on contractual basis is scheduled to be held on **27th September 2023 (Wednesday)** Time- 09.30 AM at FARMERES INFORMATION CENTRE, **RMC Office Campus**, Gandhi Nagar, Nabarangpur.

Name of the Position	No of Posts
Chief Executive Officer	11
Accountant	13

The Details are as follows

1. The schedule is tentative and subject to Change at any stage depending upon the availability of selection Panel.
2. For details of the advertisement, Eligibility Criteria., application Form Please visit the district portal i.e www.nabarangpur.nic.in. Fill the prescribed application form and Bring the same on the date of Interview.(N.B If necessary Written Exam will be conducted on the Same Day).
3. The BoDs of the FPOs reserves the right to cancel/vary the vacancies without assigning reason thereof.

SD/-

Chairperson of FPO-Umerote, Raighar, Jharigam ,Dabugam, Nabarangpur ,Kosagumuda, Nandahandi & Papadahandi.

16/09/23

Accountant - Farmer Producer Organization (FPO)

No of Position: 12(Twelve)

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)

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

No of Position: 11 (Eleven)

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)

APPLICATION FORM

(Fill the application completely and Produce it During walk in Interview)

Post applied for (In Block Letters):

**Please paste
your
photograph
here**

Personal Details

Name (In Block Letters):

Telephone:

Mobile:

E-mail:

Correspondence Address

Permanent Address:

Date of Birth:

Marital Status:

Religion:

Place of Origin:

Height (feet, inches):

Weight(kg):

Education

Examinations/Degree:	University:	Year:	Division:	Total Marks

Work Experience (Last Employment)

Grade/level (Manager/Executive etc.):	<input style="width: 90%;" type="text"/>	Organization:	<input style="width: 95%;" type="text"/>
Date Started:	<input style="width: 95%;" type="text"/>	Date End:	<input style="width: 95%;" type="text"/>
Salary:	<input style="width: 95%;" type="text"/>	Designation:	<input style="width: 95%;" type="text"/>

Main Duties and Responsibilities:

Reason For Leaving:

Previous Employment Record

Organisation (Name & address):	Period of Service		Monthly Salary:	Designation:	Reason for leaving:
	Date Started:	Date End:			

Your Skills	
Are you familiar with computers?	Yes No
If yes, then please give details of course done, work experience, etc	
Typing Speed on Computer	English: <input type="text"/> (wpm) Hindi: <input type="text"/> (wpm)
Any other talent, skill or knowledge that you have acquired, which you believe would add to your application?	

Details of Family Members:	
Your Father's:	Name: <input type="text"/>
	His occupation and last designation: <input type="text"/>
	Full name and address of Employer: <input type="text"/>
Your Husband's/ Wife's:	Name: <input type="text"/>
	His/Her occupation and last designation: <input type="text"/>
	Full name and address of Employer: <input type="text"/>

Children		
Name:	Age:	Occupation:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Brothers/Sisters		
Name:	Age:	Occupation:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependent's: (Excluding wife and children)			
Name:	Relationship:	Address where working:	Occupation & monthly income:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source and amount of any other income:	<input type="text"/>
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Supporting Information:

Please explain the reasons why you are interested in working with FPO

What are your personal ambitions? Please state in a few lines:

Other Details:

What serious illness have you had, if any and when

Are you presently taking medicines for any illness/disease, give details:

How many days' notice would you require to join

Please give below names and full addresses with telephone numbers of two prominent people who you know well

References (Professional/Work Related)			
Name:	<input style="width: 95%;" type="text"/>	Name:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>	Address:	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
Contact No.:	<input style="width: 95%;" type="text"/>	Contact No.:	<input style="width: 95%;" type="text"/>
Relationship:	<input style="width: 95%;" type="text"/>	Relationship:	<input style="width: 95%;" type="text"/>

CANDIDATE DETAILS	
Age:	Total Years of Experience:
Career gap if any:	Last post held:
Last / Present Organization:	Last Drawn Salary (in hand)::
Present location:	Resident City:

Declaration

I hereby declare that all the statements made in my application and the attached job application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be terminated without notice.

Date:

Place:

Signature:

Instructions for filling job application form

1. Fill in all the columns in the job application form. Complete and detailed replies will help in your being selected
2. Write 'N.A.' against items that are not applicable
3. Fill in your academic, technical or professional qualifications High School onwards. Specify marks obtained in English language or literature separately. Also mention any course of study you are presently pursuing or intend to pursue.
4. Fill in your past employment record with details of your first employment at the top followed by subsequent employment details and total salary/emoluments received. Specify perks if not included.
5. Sign the declaration below.