

**RECRUITMENT OF**  
**PROFESSIONALS FOR**  
**THE POST OF CEO &**  
**MARKETING**  
**MANAGER**

**KHORDHA MATRUSHAKTI FARMERS' PRODUCER COMPANY Ltd, | Plot  
292, Trishakti Mahila Parishad, Near Kali Mandir, Barmunda,  
Bhubaneswar, 751003**

## **RECRUITMENT ADVERTISEMENT**

KHORDHA MATRUSHAKTI FARMERS PRODUCER COMPANY Ltd, (KMFPCL), Plot 292,  
Trishakti Mahila Parishad, Near Kali Mandir, Barmunda, Bhubaneswar, 751003, Odisha KMFPCL  
invites applications from candidates for contractual engagement for the following posts:

<b>Positions</b>	<b>Total No.</b>	<b>Qualification</b>	<b>Experience in Years</b>	<b>Pay Range (Rs. Per month)</b>
<b>CEO</b>	01	<ul style="list-style-type: none"><li>• Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri Social Entrepreneurship, Agribusiness Management and other related fields</li><li>• Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology will be given preference</li></ul>	<ul style="list-style-type: none"><li>• 1-3 Years of work experience in commodity marketing and PC. Or cooperative management.</li><li>• Experience in managing the financial affairs</li><li>• Experience of Vendor management</li></ul>	Rs 20,000/- per month for Candidates having one year experience and RS 25000/- for candidates having two or more than two years of experience, Rs 1500/- Travel Allowance and Mobile allowance of Rs. 900/ and Performance Incentives 2 to 3% of Company's net profit, wherever the Profit earned by PC is more than Rs.10 Lakhs in a financial year). Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs. Performance incentive will be given on based an achievement of target (90-100%). (Based on the producer company Profit)

<b>Marketing Manager</b>	01	<ul style="list-style-type: none"> <li>• Graduate from any discipline &amp; have proficiency in MS office is desired.</li> <li>• Post-graduation in Social Entrepreneurship/Rural Development/Agri-Business management or related field will be given preference.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 Years' Experience in handling commodity (market side and production side).</li> <li>• The Manager, Marketing will be solely responsible for assessment of product volume, identifying market vendors and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage.</li> </ul>	Rs. 12,000-15,000/Month (Rs. 12,000-15,000 Fixed Salary + Rs. 1500 TA/DA + Rs. 500 Mobile Allowance) with annual increment up to 5% is to be provided as per recommendation by BODs.
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*\*Performance Incentive will be given based on the achievement of targets and profit of Producer Company apart from the above remuneration.*

- 1) Details of roles, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at [www.missionshaktibazaar.com](http://www.missionshaktibazaar.com) website
- 2) The interested candidates are required to apply as per the application format given in the above website & eligibility criteria in all respects.
- 3) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 4) The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, 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 correct & 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 06.05.2022 by 5:00 PM through Registered/Speed post to “Plot 292 Trishakti Mahila Parishad, Near Kali Mandir, Barmunda, Bhubaneswar 751003”.**

Sd/-

Chairman, Khordha Matrushakti Farmers Producer Company Ltd.

# RECRUITMENT OF PROFESSIONALS FOR KHORDHA MATRUSHAKTI FARMERS PRODUCER COMPANY LTD,

Plot 292, Trishakti Mahila Parishad, Near Kali Mandir, Barmunda,  
Bhubaneswar, 751003

## INTRODUCTION & BACKGROUND

**KHORDHA MATRUSHAKTI FARMERS PRODUCER COMPANY LTD** was established in the year 2021 **KHORDHA**. The mission of this company is to enable the people of **Khordha** to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Company will promote Farm/Non-Farm/NTFP in the district in convergence with different departmental schemes and covered maximum no. marginalized WSHG members to have better livelihoods options. The company will provide all type of support to the farmers as well as farmer SHG/Producer Group and Producer Clusters.

Mission Shakti Bazaar will be predominantly managed by an apex Farmer Producers' Organization, "Khorda Matrushakti Farmers Producer Company Limited" with technical guidance and critical support from Department of Mission Shakti, Odisha Livelihoods Mission (OLM), Odisha Rural Development and Marketing Society (ORMAS) and the Technical Support Agency (TSA), which will be identified to provide the forward market linkage in rural product promotion and marketing. The company has been set-up in 2021 to dispense end-to-end support to Producers' Groups and Producers' Companies to holistically produce, process, position and promote their products digitally on [missionshaktibazaar.com](http://missionshaktibazaar.com) as well as in retail outlets.

## APPROVAL & ADVERTISEMENT

**Step 1:** The Notification for recruitment of the above-mentioned candidates has been approved in a Board of Director Meeting.

**Step 2:** After the approval, the approved advertisement notice for the same has been circulated in respective papers as well as public place for wide publicity.

# TERMS OF REFERENCE

## 1. CEO – KMFPCL

<b>Roles</b>	The CEO will also be the ex-officio Director of the Board and shall not retire by rotation. The CEO will be entrusted with substantial powers of management as may be determined by the Board.
<b>Reporting</b>	Board of Directors of the KMFPCL
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Providing legal and administrative support for the functioning of the PC as Per the guidelines</li> <li>• Support Community Mobilization and building local inclusive leadership with help of Udyog Mitra</li> <li>• Business Development of the PC</li> <li>• Buildup share capital of the company</li> <li>• Conduct market research and building profitable market linkages</li> <li>• Integrating with technology and exploring alternatives for value addition of primary produce</li> <li>• Help in providing timely inputs at affordable price to member producers</li> <li>• Working with the Board of Directors for mobilization of more producers to join the PC.</li> <li>• Act as an effective link between PD, DRDA/OLM/ORMAS and the PC.</li> </ul> <p>Apart from these broad objectives, following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 1956:</p> <ul style="list-style-type: none"> <li>• Perform administrative acts of a routine nature including managing the day-to-day affairs of the company;</li> <li>• Operate bank accounts or authorize any Person, subject to the general or special approval of the Board</li> </ul>

- Make arrangements for safe custody of cash and other assets of the Company
- Sign MOUs for business related activities as may be authorized by the Board' for and on behalf of the PC;
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members.
- Furnish the members with Periodic information to appraise them of the operation and functions of the Company
- Make appointments to posts in accordance with the powers delegated to him or her by the Board
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof
- Exercise the powers as may be necessary in the ordinary course of business
- Discharge such other functions, and exercise such other powers, as may be delegated by the Board
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings.

Apart from these commitments towards the PC, the CEO will have the following commitments towards PC/ PD,DRDA/OLM/ORMAS

Provide all necessary data and information

- Participate in internal and external monitoring visits and audits
- Compliance with monitoring systems and processes
- Compliance with guidelines laid down by OLM and/or promoting agencies, If any.
- Participate in review meetings and provide regular updates and presentations
- Participate in workshops/summits/conferences/training sessions as may be deemed necessary
- Preparation of weekly/Monthly/ yearly project reports of the PC

<p><b>Qualification</b></p>	<ul style="list-style-type: none"> <li>• Master’s Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri Social Entrepreneurship, Agribusiness Management and other related fields</li> <li>• Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Veterinarian Sciences, Biotechnology and Sociology will be given preference</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• 1-3 Years of work experience in commodity marketing and PC. Or cooperative management.</li> <li>• Experience in managing the financial affairs</li> <li>• Experience of Vendor management</li> </ul>
<p><b>Remuneration</b></p>	<p>Rs 20,000/- per month for Candidates having one year experience and RS 25000/- for candidates having two or more than two years of experience, Rs 1500/- Travel Allowance and Mobile allowance of Rs. 900/ and Performance Incentives 2 to 3% of Company’s net profit, wherever the Profit earned by PC is more than Rs.10 Lakhs in a financial year). Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs. Performance incentive will be given based on achievement of target (90-100%). (Based on the producer company Profit)</p>

## 2. Marketing Manager - KMFPCL

<b>Roles</b>	The Manager, Marketing will be solely responsible for assessment of product volume, identifying market vendors and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage
<b>Reporting</b>	CEO & Board of Directors of the KMFPCL
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a vendor list</li> <li>• Maintain trader list and updated market information</li> <li>• Assess input requirement of the producers and make all necessary arrangement for procurement of quality inputs.</li> <li>• Receive purchase requisition /approval</li> <li>• Solicit bids / quotations /negotiations</li> <li>• Prepare summary of bid analysis</li> <li>• Obtain recommendation and approval and ensure the cost</li> <li>• Effective and quality items procured for the PC</li> <li>• Prepare Purchase Order or Contract of Purchase</li> <li>• Ensure signing of contract (The Company and Vendor/traders)</li> <li>• Follow up with vendors for timely delivery of the ordered items.</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Graduate from any discipline &amp; have proficiency in MS office is desired.</li> <li>• Post-graduation in Social Entrepreneurship/Rural Development/Agri-Business management or related field will be given preference.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in handling commodity (market side and production side)</li> <li>• 2-3 years relevant experience</li> </ul>
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Rs. 12,000-15,000/Month (Rs. 12,000-15,000 Fixed Salary + Rs. 1500 TA/DA+ Rs.500 Mobile Allowance) with annual increment up to 5% is to be provided as per recommendation by BODs.</li> </ul>

## PLACE OF POSTING

The place of posting for the CEO & Marketing Manager will be at the Khordha Matrushakti Farmers Producers' Company office, Plot 292, Trishakti Mahila Parishad, Near Kali Mandir, Barmunda, Bhubaneswar, 751003

## HOW TO APPLY

1. Candidates shall apply from 20/04/22 to 06/05/22 by downloading the application format from the [www.missionshaktibazaar.com](http://www.missionshaktibazaar.com) and <https://khordha.nic.in/>.
2. A self-attested copy of documents in support of identity, qualification, experiences, age proof certificate etc. are to be attached with the application form.
3. Candidates shall have a valid personal email ID and mobile number which should be kept till the recruitment process is over.
4. Application along with necessary documents will be received through register Speed Post/ Courier.
5. The last date of receipt of application is 06/05/22.

## SELECTION PROCEDURE

The selection procedure will consist of shortlisting of candidates on the basis of academic qualifications, experience, skills, followed by personal interview. The selection committee reserves all right to accept or reject the application and recruitment process. Candidate will not claim for any expenditure incurred for process of selection.

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**KHORDHA MATRUSHAKTI FARMER PRODUCER**  
**COMPANY LTD**  
**APPLICATION FORM**

<b>Position applied for</b>		Paste recent Passport size photograph here
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**1. Personal Details:**

Name of the Candidate Mr/Mrs/Ms.	(FIRST NAME)	(SURNAME)
Address	Permanent	Present
Mobile		
Telephone Residence		
Email Address		
Date of Birth		
Category (ST/SC/SEBC/General)		

**2. Educational Qualification (10<sup>th</sup> Standard onwards)**

Qualification	Institution	Board/University	Year of Completion	Division/ Grade	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.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

**3. Other trainings/qualifications including relevant short training courses:**

Course	Duration	Institution	Details

**4. Employment/Experience Details:**

Name and Address of the Employee	Designation	Duration		Experiences in Year and 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 along with the application while the original will be required at the time of verification.

**5. Language Proficiency: (Please tick in the appropriate box)**

Language	Ability to Speak	Ability to read	Ability to Write
English			
Hindi			
Odiya			
Any other (Please Specify) _____			

**6. Reference: (Two respected persons)**

Reference 1	Reference 2

### **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**

Note: Self attested Xerox copies of all certificate/ mark sheet / copy of Aadhaar card / voter's card at any other relevant paper to be submitted. Candidates are cautioned not to enclosed any of the original certificate, mark sheet etc. along with application. They may be required to bring it at time of verification subject to receipt of information from us / authorized representative.

Canvassing for employment in any manner will be a disqualification