



KORAPUT AGRO PRODUCTS PRODUCER CO. LTD.

CIN: U01110OR2017PTC027606



Notice of Vacancy

Koraput Agro Products Producer Company Ltd, registered under the Companies Act, 2013, is inviting applications for the following positions of vacancy, in its registered office in Koraput:-

Position	Qualifications	Job Description
Marketing and Procurement manager Salary: Rs. 20,000/month Number of Vacancy: 1	Education: Graduation in any discipline. Post-graduation preferably in Social Entrepreneurship/ Agribusiness Management/ Rural Marketing. Work-experience: Handling of agricultural and NTFP commodities. 2-3 years of relevant experience.	<ol style="list-style-type: none">1. Maintain vendor and trader list.2. Assess input requirements of farmers, arrange quality inputs.3. Receive purchase requisition and approval from authorities.4. Solicit bids and quotations.5. Conduct bid analysis of orders.6. Ensure cost-effectiveness and quality of items procured for producer enterprise.7. Preparing purchase orders and contracts of purchase.8. Follow up with vendors on timely delivery of orders.
Accountant-cum-MIS Incharge Salary: Rs. 15,000/month Number of Vacancy: 1	Education: Graduation in Commerce. Work-experience: Working knowledge on TALLY. 2-3 years of relevant experience.	<ol style="list-style-type: none">1. Maintenance of all written financial records and ledgers.2. Filing of all relevant records.3. Timely entry of financial data for monthly TALLY reports.4. Preparation and tracking of all budgets utilized by company.5. Assisting in additional aspects of operations in administration.
Cluster Coordinator Salary: Rs. 8,000/month Number of Vacancy: 5	Education: 10 th /+2 pass. Vocational Training from any skill programme will be preferred (e.g. DDU-GKY). Work Experience: 1-2 years experience in working with community institutions, e.g. SHG, PG. Handling of commodities	<ol style="list-style-type: none">1. Information collection for volume and delivery of commodities2. Monitoring of value addition activities like grading & sorting3. Disseminate market information like demand and prices4. Assist farmers in product pricing5. Supervising of Udyog Mitra.

All positions are on contractual basis of 1 year, to be renewed annually based on performance review

Last date to receive applications is **February 9, 2018**, applications are to be sent by registered post to:- Koraput Agro Products Producer Company Ltd, OLM cell, DRDA Koraput, Koraput 764020, Odisha.

Applicants should also mail the same to koraputagroproducts@gmail.com.

Sd/- Chairman, Koraput Agro Products Producer Company Ltd.