

## ନିଯୁକ୍ତି ବିଜ୍ଞାପନ

ଧରତିପେନୁ ଫାର୍ମରସ୍ ପ୍ରଡ୍ୟୁସର କମ୍ପାନୀ, ଲିମିଟେଡ, ରାୟଗଡରେ ରୁଚ୍ଛି ଭିତିକ କାର୍ଯ୍ୟ କରିବା ନିମନ୍ତେ ନିମ୍ନ ଲିଖିତ ପଦବୀ ପୂରଣ କରାଯିବ । ଏଥିପାଇଁ ଯୋଗ୍ୟ ପ୍ରାର୍ଥୀ ମାନଙ୍କ ଠାରୁ ଦରଖାସ୍ତ ଆହ୍ୱାନ କରାଯାଉ ଅଛି ।

<i>Position (ପଦବୀ)</i>	<i>Number of Post</i>	<i>Salary</i>
ମୁଖ୍ୟ କାର୍ଯ୍ୟ ନିର୍ବାହୀ ଅଧିକାରୀ (CEO)	1	Rs.40,000/ Month
ମାର୍କେଟିଙ୍ଗ ଓ ପ୍ରକ୍ୟୁରମେଣ୍ଟ ମେନେଜର୍ (Marketing & Procurement Manager)	1	Rs.20,000/ Month
ଆକାଉଣ୍ଟାଣ୍ଟ କମ୍ ଏମ୍.ଆଇ. ଆସ୍ ଅଧିକାରୀ (Accountant-cum-MIS Incharge)	1	Rs.15,000/ Month
କ୍ଲଷ୍ଟର କୋଡିନେଟର୍ (Cluster Co-ordinator)	4	Rs.8,000/ Month

ଅନ୍ୟାନ୍ୟ ଆବଶ୍ୟକୀୟ ସୂଚନା ରାୟଗଡ ଜିଲ୍ଲାର Website: [www.rayagada.nic.in](http://www.rayagada.nic.in) ରେ ପାଇ ପାରିବେ । ଆବେଦନର ଶେଷ ତାରିଖ ୨୮.୦୨.୨୦୧୮ ସଂନ୍ଧ୍ୟା ୫ଟା ସୁଦ୍ଧା ଦରଖାସ୍ତ ଏହି ନିମ୍ନଲିଖିତ ଠିକଣାରେ ପଠାଇ ପାରିବେ । Postal Address, (By Register Post or Mail (No Courier) Dhartipenu Farmers Producer Company Ltd, Rayagada, Odisha livelihoods Mission Office, DRDA, Rayagada, Odisha ଏବଂ ନିମ୍ନଲିଖିତ e-Mail ID- [dfpclrgda@gmail.com](mailto:dfpclrgda@gmail.com) କୁ ମଧ୍ୟ ପଠାଇ ପାରିବେ ।

ଆବେଦନର ଶେଷ ତାରିଖ ପରେ କୌଣସି ପ୍ରକାରର ଦରଖାସ୍ତ ଗ୍ରହଣ କରାଯିବ ନାହିଁ । ବିଜ୍ଞାପନ ଦାତାଙ୍କ ଅଧିକାର ହେଉଛି, ସେମାନେ ନିଜ ସ୍ୱଇଚ୍ଛାରେ ତାଙ୍କର ବିଜ୍ଞାପନ ଗୁଡିକ ରଦ୍ଦ କିମ୍ବା ଖାରଜ କରିପାରିବେ ।

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ଧରତିପେନୁ ଫାର୍ମରସ୍ ପ୍ରଡ୍ୟୁସର କମ୍ପାନୀ, ଲିମିଟେଡ, ରାୟଗଡ



# DHARATIPENU FARMERS PRODUCER COMPANY LIMITED RAYAGADA

CIN: U01100OR2017PTC027676

## Recruitment Notice

**Dharatipenu Farmers Producer Company Ltd. Rayagada** registered under the Companies Act, 2013, is inviting applications for the following positions of vacancy, in its registered office in Rayagada District :-

Position	Qualifications	Job Description
<p><b>CEO</b></p> <p>Salary: <b>Rs. 40,000/month</b></p> <p>TA/DA will be at par with OLM norm, category -III</p> <p>Number of Vacancy: 1</p>	<p><b>Education:</b> Master Degree or Post-graduation Diploma or equivalent degree in the field of Rural Management, Social Entrepreneurship/ Agribusiness Management and other related field.</p> <p>Graduation from any discipline, graduation in Agriculture, Horticulture and Commerce will be given preference.</p> <p><b>Work- Experience:</b> 3-4 years work experience in commodity marketing and producer enterprise or cooperative management.</p> <p>Experience in managing Profit &amp; loss Experience of vendor management</p>	<ol style="list-style-type: none"> <li>1. Maintain vendor list</li> <li>2. Maintain trader list and update market information.</li> <li>3. Assess input requirements of farmers, and make all necessary arrangement for procurement of quality inputs.</li> <li>4. Receive purchase requisition /approval.</li> <li>5. Solicit bids and quotations/negotiation.</li> <li>6. Prepare summary of bid analysis</li> <li>7. Obtain recommendation and approval and ensure the cost effective and quality item procured for the producer enterprise.</li> <li>8. Preparing purchase orders and contracts of purchase.</li> <li>9. Ensure signing of contract ( The company and vendor/traders)</li> <li>10. Follow up with vendors on timely delivery of the ordered items</li> </ol>
<p><b>Marketing and Procurement manager</b></p> <p>Salary: <b>Rs. 20,000/month,</b></p> <p>TA/DA will be at par with OLM norm, category -IV</p> <p>Number of Vacancy: 1</p>	<p><b>Education:</b> Graduation in any discipline. Post-graduation preferably in Social Entrepreneurship/ Agribusiness Management/ Rural Marketing.</p> <p><b>Work-experience:</b> Handling of agricultural and NTFP commodities. 2-3 years of relevant experience.</p>	<ol style="list-style-type: none"> <li>1. Maintain vendor and trader list.</li> <li>2. Assess input requirements of farmers, arrange quality inputs.</li> <li>3. Receive purchase requisition and approval from authorities.</li> <li>4. Solicit bids and quotations.</li> <li>5. Conduct bid analysis of orders.</li> <li>6. Ensure cost-effectiveness and quality of items procured for producer enterprise.</li> <li>7. Preparing purchase orders and contracts of purchase.</li> <li>8. Follow up with vendors on timely delivery of orders.</li> </ol>



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<b>Accountant-cum-MIS in-charge</b>  Salary: Rs. 15,000/month. TA/DA will be at par with OLM norm, category -IV  Number of Vacancy: 1	<b>Education:</b> Graduation in Commerce.  <b>Work-experience:</b> Working knowledge on TALLY. 2-3 years of relevant experience.	<ol style="list-style-type: none"><li>1. Maintenance of all written financial records and ledgers.</li><li>2. Filing of all relevant records.</li><li>3. Timely entry of financial data for monthly TALLY reports.</li><li>4. Preparation and tracking of all budgets utilized by company.</li><li>5. Assisting in additional aspects of operations in administration.</li></ol>
<b>Cluster Coordinator</b>  Salary: Rs. 8,000/month. TA/DA will be at par with OLM norm, category -IV  Number of Vacancy: 4	<b>Education:</b> 10 <sup>th</sup> /+2 pass. Vocational Training from any skill programme will be preferred (e.g. DDU-GKY).  <b>Work Experience:</b> 1-2 years experience in working with community institutions, e.g. SHG, PG. Handling of commodities	<ol style="list-style-type: none"><li>1. Information collection for volume and delivery of commodities</li><li>2. Monitoring of value addition activities like grading &amp; sorting</li><li>3. Disseminate market information like demand and prices</li><li>4. Assist farmers in product pricing</li><li>5. Supervising of Udyog Mitra.</li></ol>

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

Last date to receive applications is **28th February, 2018**, applications are to be sent by registered post to: - **Dharatipenu Farmers Producer Company Ltd.**, OLM cell, DRDA Rayagada, Rayagada 765001, Odisha.

**Applicants should also mail the same to Email Id: [dfpclrgda@gmail.com](mailto:dfpclrgda@gmail.com)**

Sd/- President,  
Dharatipenu Farmers Producer Company Ltd.