



# ଦେବଗିରି କିଶାନ ଆଗ୍ରୋ ପ୍ରଡକ୍ଟସ୍ ପ୍ରଡ୍ୟୁସର କମ୍ପାନୀ ଲିମିଟେଡ୍

(incorporated under the Indian Companies Act, 2013)

CIN - U01409OR2017PTC027640

GSTIN : 21AAGCD4260J1ZW,

Room No. 2. OLD Exice Office,Paralakhemundi, Gajapati, Odisha, Pin-761208

B.N. Palace Road,

E Mail : dkappco@gmail.com, Phone : 06815 222769



Letter No. ....

Date.....

Letter No: - DKAPPCO/19-20/022

Date: - 26<sup>th</sup> June 2019

Devagiri kisan Agro Products Producer Company Ltd, registered under the Companies Act, 2013, invites applications for the following vacancy positions in its registered office at Paralakhemundi in Gajapati district.

Name of the position	No. of Vacancy	Salary
Chief Executive Officer	1	Rs 40,000 plus TA/DA
Cluster Coordinator	3 ( R.udayagiri,Gumma,Mohan)	Rs 8,000 plus TA/DA

Detail description of above posts has been given below.

## Chief Executive Officer

### Roles

- Managing the day to day affairs of company efficiently and effectively as the administrative head of the company
- To assist the Board of Directors in formation of goals, objectives, strategies, plans and policies and its achievements in the interest of the company
- Suggest BoDs with respect to legal and regulatory matters concerning the proposed and ongoing activities and take necessary action in respect thereof.
- Oversee the effective implementation of project work plans and ensure projects delivered on time and within budgetary limit.
- Market strategy, Planning and linking the product to terminal market.
- Liaise with the partnership agency of Government.
- Participate in conferences, meetings and consultations relevant to promoting the DKAPPCO
- Contribute towards the development of new business opportunities to generate additional funding for the sustainability of DKAPPCO.
- Lead the team of professionals to achieve the goal of the company.
- Increase membership base of primary produces of DKAPPCO.
- Maintain proper books of account, prepare annual accounts; place the audited accounts before the BoD and in the Annual General Meeting of the members of DKAPPCO. Overall accountability of the company remains with the CEO.

### Job requirements:

- Interest to work with rural communities and willing to do extensive field visits.
- Proven project management capabilities



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- Product management with marketing of rural products and decision making for profitability of the company.
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity.
- Excellent project coordination, management, negotiation, and advocacy skills.
- Flexible with a willingness and ability to travel in challenging environments.
- High level of professionalism and integrity
- IT literate with excellent MS Office skills.
- Ability to operate within the private and public sectors to effectively liaise with private enterprises, development agencies, and governments at senior level.

#### Experience:

- Minimum 3 years of working experience with field/ Ground Experience.
- Strong inter-personnel communication and presentation Skills.
- Product management and market Linkage.
- Budget and Strategic management.
- Experience in managing financial analysis and Reporting.
- Liaising with vendors, clients, and Stake holders.
- Experience in making business development plan and detail project reports.

Desirable: Experience in development sector viz. NRLM/UNDP/OLM

#### Education:

- Master of Business Administration or Post Graduate Diploma in a field of supply chain management, business and marketing, development studies, economics, agricultural development, forest management; from recognized university/institute.

Desirable: Dual specialization in (MBA /PGDBM) in Finance/Marketing from recognized institute.

#### Cluster Coordinators 3 No's (One for Each Block)

Roles:

- Managing activities of DKAPPCO at block level.
- Assessing the product volume, schedule of delivery, management of aggregation centres
- Maintenance of records at cluster level.
- Monitoring primary value addition works and ensuring quality of product
- Disseminating market information relating to market demand, price and assisting farmers in price fixation of their products.
- Coordination with block /block staff for effective implementation of different programme and achievement of business volume.



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## Experience:

- Minimum one year of experience of working with community institution e.g. SHG, Producers Group, Cooperatives
- IT literate with excellent MS Office skills.

Preference: Experience in handling commodity (market side and production side) for 1-2 years

## Education:

- Minimum 10<sup>th</sup> Pass

**Desirable:** Vocational training from any skill programme (e.g DDU-GKY)

## Terms and condition

1. Last date of receive applications is **July 15 , 2019**,
2. Application along with Complete CV and all required documents viz. Educational qualification , Experience , No objection certificate (If employed ) are need to be sent through registered post / courier service to: **Devagiri kisan Agro Products Producer Company Ltd, Old Excise office, Room no-2, Paralakhemundi, Gajapati, Odisha , Pin -761200.**
3. Apart from the hardcopies, the soft copies should be sent through mail at [dkappco.hr@gmail.com](mailto:dkappco.hr@gmail.com).
4. Decision of selection Committee will be final for recruitment.
5. Any legal issues arising will come under jurisdiction of Gajapati district only.

Sd/- Chairman, Devagiri kisan Agro Products Producer Company Ltd.

Devagiri Kisan Agro Products  
Producer Company Ltd. Gajapati

*Bani Mandel*  
Chairman

CC: Copy submitted to Assistant Director, ORMAS /DPM, OLM for information and necessary action.

CC: - Copy submitted to DIO, NIC, and Gajapati for information as he is requested to WEB Host for the above positions.