



RECRUITMENT ADVERTISEMENT
DAMBALA WOMEN HORTICULTURE FARMER PRODUCER COMPANY LTD.
SINDIBA, RAYAGADA, GAJAPATI



Dambala Women Horticulture Farmer Producer Company Ltd. invites applications from potential candidates for contractual engagement for the following posts:

Positions	Total No. of vacancies	Qualification	Max. Age Limit	Experience in Yrs.	Salary (Per Month) (INR)
Chief Executive Officer (CEO)	01	Either graduate in Agriculture/ Agri marketing/ Agri business management or BBA or equivalent. Professionals with 10+2 and preferably diploma in Agriculture/ Agri marketing/Agri business management or in such other related areas	35 years	1 years or above	20,000.00 (Consolidated)
Accountant – Cum- MIS In charge	01	10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background	32 Years	1 Years or above	10,000.00 (consolidated)

Performance Incentive will be given based on the achievement of targets and profit of Producer Company with approval from the Board of Directors.

1. Details of role, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at <https://gajapati.odisha.gov.in>.
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. The selection process will consist of shortlisting of candidates on basis of academic qualifications, experience, Written Ability Test followed by personal interview.
4. The prescribed eligibility conditions viz. age, qualifications, and experience, etc. should have been acquired as on 30/03/2024. Qualification should be from approved recognized institutions.
5. The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
6. Authority reserves the right to cancel/to reject or to amend the clauses.
7. Applicants shall attend the written and personal interview on **20 / 02 / 2025 at 10.00 AM / PM** carrying the original bio data along with self-attested photographs with Xerox copy to submit the relevant documents at ORMAS OFFICE, Zilla Parishad Campus, Gajapati.
8. The Last Date of Receive Application **15 / 02 / 2025**.
9. The candidates can also send their CV along with scanned copies of the relevant documents in the below mentioned email: dambalafpo@outlook.com



RECRUITMENT OF STAFFS FOR

**DAMBALA WOMEN HORTICULTURE FARMER PRODUCER COMPANY LTD. SINDIBA,
RAYAGADA, GAJAPATI**

INTRODUCTION & BACKGROUND: -

Dambala Women Horticulture Farmer Producer Company Limited (DWHFPCL) was established under Companies Act 2013, in the year 2024 with the support of District Administration, Gajapati and ORMAS, Gajapati. The mission of this Producer Company is to enable the rural producers of Gajapati District to improve their quality of life by delivering simple yet innovative solutions for augmentation of their livelihood activities. This Producer Company is promoting Farmer producer activities in the district in convergence with different departmental schemes and covering maximum no. of poor rural people to have better livelihoods options. The Producer Company provides all types of support to the producers through WSHG/Producer Group and cluster approach.

In Rayagada block of Gajapati District, many of the households, more specifically the women members of the households are engaged in the production of Pineapple, Banana & other fruits in huge quantities. Products made from Pineapple & Banana have huge demand in the Odisha markets and other Districts as well. The conventional way of marketing these products is limited to few retail outlets and local traders from Gajapati, Ganjam and Andhra Pradesh only. Most of the producers work in form of WSHGs, which are supported by ORMAS through technological innovations and marketing inputs. These conventional way of marketing of the products have already created a demand in the markets in other parts of the state. The challenge for the producer Company is Branding and Marketing of these hand made products in the market, although, there is a huge demand existing in the market for organic high-quality products, packaging and branding has always been an issue considering a tight budget. So, company will create a uniform and better platform for the producers for creating a sustainable livelihood.

Selection Criteria for the post of CEO & Accountant of the Producer Company are given below.

Designation	Chief Executive Officer (CEO)
Qualification	Either graduate in Agriculture/ Agri marketing/ Agri business management or BBA or equivalent. Professionals with 10+2 and preferably diploma in Agriculture/ Agri marketing/Agri business management or in such other related areas.
Experience	1-3 Years or above of work experience in Producer Company/ FPOs/Cooperative Management. Experience of Vendor management
Age	Maximum 35 Years.
Monthly Salary	Rs.20,000/- per month (Consolidated) Performance Incentive will be given based on the achievement of targets and profit of the Producer Company.
Required position	1

Job profile

1. Providing legal and administrative support for the functioning of the FPO as per the guidelines. Support Community Mobilization and building local inclusive leadership with help of Udyog Mitra.
2. Preparation of DPR, Business Plan, Annual Action plan & Business Development of the FPO.
3. Build up share capital of the company.
4. Conduct market research and building profitable market linkages.
5. Integrating with technology and exploring alternatives for value addition of primary produce.
6. Help in providing timely inputs at affordable price to member producers.
7. Working with the Board of Directors for mobilization of more producers to join the PC.
8. Conducting the basic and thematic training program.
9. Management of outlets.
10. Preparation of Catalogue, Leaflet, and other documentation.
11. Have creative perspective in understanding a product in terms of design and its marketability.
12. Apart from that the candidate should do the job as and when assigned by the authorities.

Suitability for CEO

1. S/he should be passionate, energetic, pro-active, and committed to the concept of rural development through market integration and professional management.
 2. S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics, and educational levels.
 3. S/he should be willing to engage with a large variety of stakeholders like processors, Retailers.
 4. Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers.
 5. S/he should be willing to stay in cluster level at rural locations.
 6. S/he should be willing to travel long distance by bus/two-wheelers.
 7. S/he should have two-wheeler
 8. S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues.
 9. S/he should be someone who pays a lot of attention to small details and can help with administrative work.
 10. S/he should be willing to learn and adapt.
 11. S/he should work as per the FPO guideline.
- .Women candidates are encouraged to apply

Designation	Accountant -Cum- MIS In charge
Qualification	10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background
Experience	1 Years or above
Age	Maximum 32 Years
Monthly Salary	Rs.10,000/- per month (Consolidated)
Required position	1

Job profile

1. Prepare balance sheets, profit and loss statements and other financial reports.
2. Reports organization's finances to management.

3. Suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
4. Prepare asset, liability, and capital account entries by compiling and analysing account information.
5. Document financial transactions by entering account information.
6. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.
7. Maintain accounting controls by preparing and recommending policies and procedures
8. Secure financial information by completing database backups.
9. Verify, allocate, post, and reconcile transactions
10. Produce error-free accounting reports and present their results.
11. Analyse financial information and summarise financial status.
12. Prepare financial statements and produce budget according to schedule.
13. Direct internal and external audits to ensure compliance.
14. Any other work assigned by the CEO and authorities.
15. Should perform the job as per the FPO Guideline.
16. Women candidates are encouraged to apply

Suitability for Accountant

1. Thorough knowledge of basic accounting procedures and principles.
2. Thorough knowledge on MS Office.
3. Experience with creating financial statements.
4. Experience with general ledger functions and the month-end/year end close process.
5. Excellent accounting software user (Tally)
6. Accuracy and attention to detail.
7. Intermediate understanding of accounting and reporting standards.

PLACE OF POSTING:

Sindiba, Dambala, Rayagada, Gajapati, Odisha

HOW TO APPLY:

1. **Applicants shall attend the written and personal interview on 20/02/2025 at 10 AM/PM carrying a self-attested copy of documents in support of Identity, Qualifications, Experience, age proof certificate to be attached with the application form and submit the same.**
2. Candidates shall have a valid personal email (ID) and mobile number for future communication.

SELECTION PROCEDURE:

The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills followed by Written Ability Test and personal interview.



APPLICATION FORM FOR THE POST OF (CEO & ACCOUNTANT -CUM- MIS IN CHARGE

Post Applied For:-

1. Personal Details

Title	(FIRST NAME)	(SURNAME)
Address		
Present	Permanent (Not necessary, if the Present Address and the Permanent Address are same)	
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

2. Educational Qualification (10th Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	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.



3. Trainings/qualifications including relevant short training courses:

Course	Duration	Institution	Details

4. Work Experience Details:

Name and Address of the Organization	Designation	Duration		Experiences in 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 at the time of verification.

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

Language	Speak	Read	Write
English			
Hindi			
Odia			
Anyother(Please Specify)			

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

Canvassing for employment in any manner will be a disqualification.