

**RECRUITMENT ADVERTISEMENT**

**MAYURBHANJ SABAI FARMERS PRODUCER COMPANY LTD.  
MURGABADI, BARIPADA, MAYURBHANJ, PIN-757002**

Mayurbhanj Sabai Farmers Producer Company Limited invites applications from candidates for contractual engagement for the following posts:

<b>Positions</b>	<b>Total Nos.</b>	<b>Qualification</b>	<b>Max. Age Limit</b>	<b>Experience in Yrs.</b>	<b>Pay Range * (Rs. Per Month)</b>
Chief Executive Officer (CEO)	01	Master's Degree or Post Graduation Diploma or equivalent degree in Rural management/ Fashion management/Development Management/Social Entrepreneur and other related fields.	40 years	1-3 years	25,000 - 30,000
Procurement -cum- Marketing Manager	01	Graduation from any discipline, post-graduation in Social Entrepreneurship/ Rural Development/Marketing or related field will be given preference.	35 years	1-2 years	12,500
Cluster Coordinator	04	+2 Pass. Candidates having vocational training in Sabai craft will be given preference.	45 years	1-2 years	6,000

\*Performance Incentive will be given based on the achievement of targets and profit of Producer Company.

- 1) Details of role, responsibilities, qualifications and other eligibility criteria for each position and application forms are available at [www.mayurshilpacraft.com](http://www.mayurshilpacraft.com) and [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)
- 2) Documents in support of identity, qualifications, experience, etc. have to be produced in 'originals' as and when required.
- 3) The selection process will consist of shortlisting of candidates on basis of academic qualifications, and experience & skills, followed by personal interview.
- 4) 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.
- 5) 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 active.
- 6) The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
- 7) Authority reserves the right either to cancel/to reject or to amend the clauses.
- 8) **The last date of receipt of application is 10.06.2020. Contact no. 8917410750 E-mail I.D. [msfpcompany@gmail.com](mailto:msfpcompany@gmail.com)**

Sd/-

**Chairman, MSFPC. LTD.**

**RECRUITMENT OF PERSONNEL FOR MAYURBHANJ SABAI FARMERS PRODUCER COMPANY LTD,  
BARIPADA, MAYURBHANJ**

**INTRODUCTION & BACKGROUND:-**

Mayurbhanj Sabai Farmers Producer Company Limited (MSFPCL) was established under Companies Act 2013, in the year 2016 with the support of District Administration, Mayurbhanj. The mission of this company is to enable the people of Mayurbhanj District to improve their quality of life by delivering simple yet innovative solutions for consolidating their livelihood activities. This Company has promoted Sabai crafts activities in the district in convergence with different departmental schemes and covered maximum no. of tribal people to have better livelihoods options. The company provides all type of support to the farmers as well as artisans through SHG/Producer Group and cluster approach.

Sabai is a natural fibre grass mostly cultivated in many blocks of Mayurbhanj District. This has been used for making rope, in paper making industries and some of the products are being converted to craft which has attracted national and international market. The Producer Company has also developed handloom based Sabai craft by installing handloom in some clusters. Further, for marketing of these products, showroom have been established at Baripada and Bhubaneswar and an online shopping website had been created apart from being available on flipkart, shop clues, Paytm.

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Applications are invited from eligible candidates for filling up the post mentioned below:

Designation	Qualification	Experience	Age	Monthly Salary	Required position	Job profile
Chief Executive Officer (CEO)	Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management/Fashion Management/ Development Management/Social Entrepreneurship and other related fields.	<ul style="list-style-type: none"> <li>1-3 Years of work experience in Producer company. or cooperative management.</li> <li>Experience of Vendor management.</li> </ul>	Max. 40 Yrs.	Rs.25000/- to 30000 per month  *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	1	<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>Conducting the basic and thematic training programme.</li> <li>Management of outlets.</li> <li>Preparation of Catalogue, Leaflet and other documentation.</li> <li>Have creative perspective in understanding a product in terms of design and its marketability.</li> <li>Must have a deep sense of aesthetics to guide the artisans in terms of design.</li> </ul>

					<ul style="list-style-type: none"> <li>• Must have the keenness to understand a product development process and understanding of material feasibility.</li> </ul> <p><b>Suitability for CEO</b></p> <ul style="list-style-type: none"> <li>• S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management.</li> <li>• S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics and educational levels.</li> <li>• S/he should be willing to engage with a large variety of stakeholders like processors, Retailers, Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers.</li> <li>• S/he should be willing to stay in cluster level at rural locations.</li> <li>• S/he should be willing to travel long distance by bus/two-wheelers.</li> <li>• S/he should have two wheeler</li> <li>• S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues.</li> <li>• S/he should be someone who pays a lot of attention to small details and can provide assistance for administrative work.</li> <li>• S/he should be Willing to learn and adapt.</li> </ul> <p><b>Women</b> candidates are encouraged to apply</p>
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Procurement-cum-Marketing Manager	Graduation from any discipline, However post-graduation in Social Entrepreneurship/ Rural Development/ Marketing or related field will be given preference.	<ul style="list-style-type: none"> <li>• Experience in assessment of handicraft products and marketing.</li> <li>• 1-2 Years relevant experience .</li> </ul>	Max. 35 Yrs.	Rs.12,500/- per month  *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	1	<ul style="list-style-type: none"> <li>• Responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage.</li> <li>• Preparation of costing of product.</li> <li>• Management of outlets.</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>• Material procurement know-how for the PC.</li> <li>• Quality control and management at cluster level.</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> <p><b>Women</b> candidates are encouraged to apply</p>
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Cluster Coordinator	<ul style="list-style-type: none"> <li>• +2 Pass</li> <li>• Candidates who have received vocational training in Sabai craft will be given preference.</li> </ul>	Should have 1-2 years of experience of working with community institution e.g. SHG, Producer Groups, Cooperatives.	Max. 45 yrs	Rs.6000/- per month  *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	4	<p>Cluster Coordinators will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centres and maintenance of records at cluster level. They are expected to perform following roles:</p> <ul style="list-style-type: none"> <li>• Collection of information relating to product volume and dates of delivery.</li> <li>• Monitoring the grading, sorting and other primary level of value addition works and thus ensuring quality of product.</li> <li>• Assisting producers in price fixation of their products.</li> <li>• Disseminating market information relating to market demand and market price.</li> <li>• Supervising the roles of Udyog Mitra.</li> </ul> <p><b>Women</b> candidates are encouraged to apply</p>
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**PLACE OF POSTING:**

The place of posting for Chief Executive Officer (CEO), Procurement Manager will be at Producer Company Office, PRAYAS Campus, Baripada. Cluster Coordinator will be posted at Cluster/Block level as per the direction of the competent authority.

### **HOW TO APPLY:**

- I. Candidates shall apply from **\_20.05.2020 to 10.06.2020** by downloading the application format from [www.mayurshilpacraft.com](http://www.mayurshilpacraft.com) and [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)
- II. A self-attested copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, cast certificate, etc. to be attached with the application form.
- III. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
- IV. Application along with necessary documents will be received through **register Speed Post/Courier**.
- V. Application along with necessary documents will be submitted at Producer Company Office, PRAYAS, Murgabadi, Baripada, Mayurbhanj/ORMAS Section, DRDA, Baripada, Pin-757002
- VI. The last date of receipt of application is **Dt: 10.06.2020, 5 P.M.**

### **Selection Procedure:**

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

**MAYURBHANJ SABAI FARMERS PRODUCER COMPANY LTD.  
APPLICATION FORM**

Position applied for		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	Perce ntage

- 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.