

Letter. No –

Date -

**RECRUITMENT ADVERTISEMENT FOR THE POST OF CLUSTER CO-ORDINATOR**

Sundargarh Agricraft Producer Company Limited (SAPCL)

**INTRODUCTION & BACKGROUND:**

Sundargarh Agricraft Producer Company Limited (SAPCL) was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The primary objective of SAPCL is to enhance the livelihoods of rural producers by creating better opportunities. SAPCL specializes in the procurement, value addition, and marketing of agricultural products. The core ethos of SAPCL is to provide comprehensive support, including forward and backward linkages, to the producers through the Women Self-Help Groups (WSHG)/Producer Groups and cluster approach.

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
Cluster Coordinator For Bhedabahal RIPC	01	<ul style="list-style-type: none"><li>• Minimum +2 Pass</li><li>• Locally available professional may be preferred</li><li>• Candidate who received vocational training from any skill programme (e.g. – DDU - GKY) will be given preference</li><li>• If any member of SHG or her</li></ul>	30	1 + year of experience for farmers at the grassroot level	Rs – 4500/-

		family members meet the above criteria they may be considered preferably in the selection process .			
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#### Job Profile:

Cluster Coordinators will be working at the block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centers, and maintenance of records at the cluster level. They are expected to perform the following roles:

1. Collection of information relating to product volume and dates of delivery
2. Monitoring the grading, sorting, and other primary level of value addition works and thus ensuring the quality of the product
3. Assisting producers in price fixation of their products
4. Disseminating market information relating to market demand and market price
5. Supervising the roles of Udyog Mitra

**PLACE OF POSTING:** The place of posting for the Cluster Co-Ordinator will be at the Rural Industrial Park Complex (RIPC) at Bhedabahal .

1. Details of role, responsibilities, qualifications, and other eligibility criteria for each Post and application forms are available on the notice board of Zilla Parishad Office, Sundargarh. Also, it is available on the district website [www.sundergarh.nic.in](http://www.sundergarh.nic.in). Interested candidates can download the details.
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 based on academic qualifications, experience, telephone interview, and Written Ability Test followed by a personal interview.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. Only shortlisted candidates will be informed about further selection processes through text messages and email. Applicants should ensure that the mobile number and email ID given in the application form are active.
6. The PC reserves the right to cancel/reject any or all applications or to cancel/reject or amend any clause laid down in the advertisement.
7. The last date of receipt of applications for the above post is 21/05/2025

4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address – Rural Industrial Park ,At – Daizmahul Po- Karamdihi ,Block- Subdega, Dist – Sundargarh Pin – 770002  
Mail – pcsundargarh@gmail.com

Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

**HOW TO APPLY:**

1. The last date of receipt of applications for the above post(s) is 21/05/25 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily



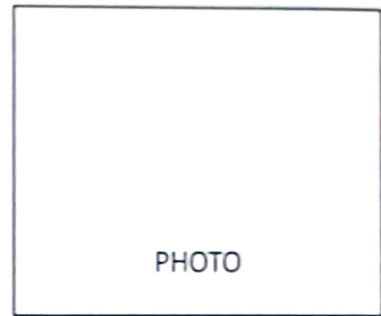
2. Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
3. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over

**Selection Procedure:**

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He will not come into the selection process.

*Kabir Sah*  
24/05/25  
Chief Executive Officer  
Sundargarh Agricraft  
Producer Company Limited  
**CHIEF EXECUTIVE OFFICER, SAPCL**  
Sundargarh

BIODATA



1. personal Details

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POSITION APPLIED FOR		
Address		
Present	Permanent (Not necessary, if the Present Address and the Permanent Address are the 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 of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- 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 training/qualifications including relevant short training courses:

Course	Duration	Institution	Details

#### 4. Employment/Experience Details:

Name and Address of the Employer	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			
Any other (Please Specify)			

#### Declaration:

I do hereby declare that all statements/information 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 in time, my candidature/ engagement will be canceled/ terminated without any further notice.

**Date: Place:**

**Signature of the Applicant**

\*Canvassing for employment in any manner will be liable for disqualification

