



# NILGIRI VEGETABLES AGRO PRODUCER COMPANY LIMITED

CIN- U01139OD2024PTC047130

✉ nilgirivegetablesagrofpo24@gmail.com

Letter No. 440/ORMAS

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## RECRUITMENT ADVERTISEMENT

Nilgiri Vegetables Agro Producer Company Limited

At/Po-Machua, Mitrapur, Via- Nilgiri, Dist- Baleswar, Odisha, India, 756020

Nilgiri Vegetables Agro Producer Company Limited invites applications from candidates for contractual

Positions	Total Nos.	Qualification	Age Limit	Experience in Yrs.	Remuneration Per Month
Chief Executive Officer (CEO)	01	Graduate in agriculture / agriculture marketing / agri - business management or BBA or equivalent. Locally available professionals with 10+2 and preferable Diploma in agriculture / agriculture marketing / Agri- business management or in such other related areas may be preferable	25-35	1+ Years	25,000/-
Marketing Manager - cum- Accountant	01	10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background.	25-30	1+ Years	10,000/-

engagement for the following posts:

\* 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.baleswar.nic.in](http://www.baleswar.nic.in)
2. Documents in support of identity, qualifications, experience, etc., must be produced in 'original' as and when required.
3. The selection process will consist of shortlisting candidates based on academic qualifications, experience & skills, followed by a personal interview.
4. The prescribed eligibility conditions, age, qualifications, experience, etc., should have been acquired as on the application closing date.
5. Only shortlisted candidates will be informed about the further selection process through text messages 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. Interested candidate may send their filled applications to Balasore, DRDA Balasore, Farid Chhak, Balasore, Odisha, Pin -756001, by speed post/courier or by send by email to [nilgirivegetablesagrofpo24@gmail.com](mailto:nilgirivegetablesagrofpo24@gmail.com) on or before.



At/PO - Machua, Mitrapur, Nilgiri, Dist - Balasore, Odisha



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## Job Descriptions

### 1. CEO - Farmer Producer Organisation (FPO)

<b>Location</b>	Near Machua GPLF Office
<b>Role</b>	CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable
<b>Reporting</b>	Board of Directors of the FPO
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Managing the overall operations and resources of FPO on daily basis</li><li>• Making major company decisions with approval from BoDs</li><li>• Acting as the main point of communication between the board of directors (the board) and company operations and being the public face of the company</li><li>• Launching new products or services of the company</li><li>• Finding new business opportunities</li><li>• Cultivating deeper customer relationships</li><li>• Overseeing and monitoring company and financial matters</li><li>• Facilitate use of digital tools and technology where necessary to bring efficiency in operations</li><li>• Leading the development of the company's short- and long-term strategy.</li></ul>
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent.</li><li>• Locally available professionals with 10+2 and preferably diploma in agriculture / agriculture marketing / agri-business management or in such other related areas may be preferable</li><li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process</li></ul>
<b>Experience</b>	1+ years of the experience of the working for the farmers at grass root-level
<b>Remuneration</b>	Maximum up to Rs, 20,000/- per month (Rs. 20,000/- Fixed Salary + Rs. 3,000/- TA/DA + Rs.2,000/- performance basis.



## 2. Accountant – Farmer Producer Organisation (FPO)



<b>Location</b>	Near Machua GPIF Office
<b>Role</b>	Accountant to look after its day-to-day accounting work
<b>Reporting</b>	CEO of the FPO
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Recording daily business transactions of FPO in accounting software</li> <li>• Inventory Management</li> <li>• Asset Management</li> <li>• Dealing with Banks</li> <li>• Prepare financial records for Auditing</li> <li>• Manage Compliances pertaining to TAX and RoC</li> </ul>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background.</li> <li>• Knowledge of accounting software (tally etc) is must</li> <li>• If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process</li> </ul>
<b>Experience</b>	1+ years of work experience as an accountant handling financial transactions with exposure to accounting software's
<b>Remuneration</b>	Maximum up to Rs.10.000/-month with annual increment up to 5% is to be provided

### PLACE OF POSTING:

The place of posting for Chief Executive Officer & Accountant will be the office of Farmers producer Company, at NVAPCL.

### HOW TO APPLY

- A self-attested copy of documents in support of Identity, Qualification, Experience, Age proof, Cast Certificate, etc., to be attached with the application form. Don't enclose any original document.
- Candidates shall have a valid personal e-mail (ID) and mobile number, which should be kept till the recruitment process is over.
- Application and necessary documents should reach us through **Registered Post / Speed Post / Courier** by 22/07/2025 time 5:00 PM.
- Application and necessary documents will be submitted to ORMAS, Balasore, c/o - DRDA Balasore, Near Fandi Chhak, Balasore, Odisha. Pin – 756001.
- Application May be sent via Courier/speed post/E-mail before the candidates. (E-mail- nilgirivegetablesagropo24@gmail.com )