

RECRUITMENT ADVERTISEMENT FOR THE POST OF ACCOUNTANT AND CEO

ACCOUNTANT AND CEO FOR :- Prastuti Mahila Farmer Producer Company Limited (PMFPCL), Rungaon

INTRODUCTION & BACKGROUND: -

Prastuti Mahila Farmer Producer Company Limited (PMFPCL), Rungaon was established under the Companies Act 2013, in the year 2024 with the support of ORMAS & District Administration, Sundargarh. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company deals with procurement, value addition, and marketing of Vegetables and other products. The idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through the WSHG/Producer Group and cluster approach.

TERM OF REFERENCE

Designation	Accountant
Qualification	• 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background. • Knowledge of Accounting software (TALLY) etc. is a must.
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software.
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- per month (consolidated)
Required position	1 (One)

Job profile

1. Recording daily business transactions of FPO in Accounting software.
2. Inventory Management & book keeping.
3. Assets Management.
4. Dealing with Banks.
5. Prepare Financial Records for Auditing.
6. Manage Compliance pertaining to Tax and RoC.

Designation	CEO
Qualification	• Should be either Graduate in Agriculture/Agriculture Marketing/Agri Business Management or BBA or Equivalent. • Locally available professional with 10+2 and preferably a Diploma in Agriculture/Agriculture Marketing/ Agri Business Management or in such other related areas may be preferable. • If any member of SHG or her family members meet the above criteria, they may be considered preferably in the selection process.

Experience	1 + years of experience working for farmers at the grass root level.
Age	Maximum 40 Years
Monthly Salary	Rs. 20,000/ per month (consolidated)
Required position	1 (One)
Reporting	Board of Directors of the FPO
Job Profile	
1. CEO to administer FPO activities and day-to-day business with the sole objective of making the FPO economically sustainable. 2. Managing the overall operation and resources of FPO daily. 3. Making major Company decisions with approval from BoD. 4. Acting as the main point of communication between the BoDs and the company operations and being the public face of the company. 5. Launching the new products or services of the company. 6. Finding new business opportunities. 7. Cultivating deeper customer relationship. 8. Overseeing and monitoring company and financial matters. 9. Facilitate the use of digital tools and technology, where necessary to bring efficiency in the operation. 10. Leading the development of the company's short and long-term strategies.	

PLACE OF POSTING:

The place of posting for the Accountant and CEO will be at the FPO office in the operational Block.

HOW TO APPLY:

The last date of receipt of applications for the above post(s) is **10/10/2025** upto **4.00 PM**. The Applications can be submitted through Registered Post to the address given below or via email in the mentioned email address. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

ADDRESS:

To The Additional Block Development Officer (ABDO), Bargaon Block Office, Bargaon Block, At/P.O: Bargaon, Dist.: Sundargarh, Odisha, PIN - 770016

For email- **pmfpcl.2024@gmail.com**

- 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.

- Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
- 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.sundargarh.odisha.gov.in. Interested candidates can download the details.
- Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
- 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.
- The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
- 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.
- 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.

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.

Kishore Tapno
Managing Director, PMFPCL
 MD
 Prastuti Mahila Farmer
 Producer Company Ltd.

BIODATA

1. Personal Details

Title	(FIRST NAME)	Photo (SURNAME)
Name of the post applied for : (ACCOUNTANT/CEO)		
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 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.