

Pipilique Mahila Hastshilp Producer Company Limited.
At- Haripur Dagara Sahi(Jagannathpur) , Po-Pipili, Dist-Puri 752104, Odisha

Advertisement No-1/2025 Dt.06.10.2025

Pipilique Mahila Hastashilpa Producer Company Limited. At-Haripur Dagra Sahi, Po-Pipili, Dist-Puri 752104 is inviting applications for the following posts. i.e

1. Chief Executive Officer
2. Finance Executive

Last date of application submission by Date.05.11.2025

Mode of receiving application: Through speed post or courier in the following address At-Office of the Panchayat Samiti, Pipili, OLM Section, Po-Pipili, District-Puri, Pin-752104.

N.B the details for the above said posts can be downloaded from (www.puri.nic.in).

The "PIPILIQUE MAHILA HASTASHILP PRODUCER COMPANY LIMITED", a Producer Company promoted under Odisha Livelihoods Mission and its project office at Jagannathapur Pipili Block, Puri District is inviting applications from eligible candidates for contractual engagement of the following posts i.e., CEO & Finance Executive (FE).

Details of the Position:

Position	No. of Vacancies	Essential Qualification	Max, Age Limit	Experience	Salary
Chief Executive Officer	1	MBA/Masters Degree or Post Graduation Diploma or equivalent degree in Marketing Management/Rural Management/Development Management, and other relevant fields (or) graduation degree in agriculture/agriculture marketing/agri-business management or BBA (or) any equivalent degree. Post Qualification Experience in managing PCs, FPOs will be given preference. Age <40 Yrs as on 1 st April 2025	40 Yrs	Minimum 02 years & above	20,000/-
Finance Executive (FE)	1	Graduation in Commerce with PGDCA/BCA (Post*Graduation in Commerce / Knowledge in TALLY will be given preference). He/she should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background. Age <35 year as on 1 st April 2025	35 Yrs	Minimum 02 years & above	10,000/-

1. Documents in support of identity, qualifications, experience, etc. must be produced in 'original' at the time of physical interview.
2. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience followed by written exam and personal interview. The company reserves the right of change in exam pattern based upon the number of applications received.
3. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted / taken into consideration.
4. Only short listed candidates will be informed about further selection process through text message/phone and email. Applicants should ensure that the mobile number and email-id given in the application form is active.
5. The above Producer Company reserves the right to cancel/ reject any or all the applications or to amend any clause laid down in the advertisement.
The applications should be submitted with CV with photograph along with an ID proof and photo-copies of certificates through post/courier to PIPILIQUE MAHILA HASTASHILP PRODUCER COMPANY LIMITED, At- office of the panchayat samiti, Pipili, OLM Section, Post- Pipili, District- Puri, PIN-752104.
6. The last date of receipt of applications for the above post(s) is **05.11.2025 by 05:00 PM**.
7. Candidates should note that incomplete applications, applications received after due date and time are liable to be summarily rejected.
8. Priority should be given to Local Candidates well versed in Odia language besides English & Hindi.
9. For any further information kindly contact-**9330331499** (Managing Director of PC)/**8093384454** (Chair Person of PC) during the official hours only.

P. K. Das
Chair Person

PIPILIQUE MAHILA HASTASHILP PRODUCER COMPANY LIMITED

Date - 06.10.2025

Job Description of Finance Executive

PIPILIQUE Mahila Hastshilp Producer Company Limited, Pipili was established in 25 April 2023 for promoting and strengthening Applique Cluster, an important strategy for nurturing rural livelihoods under OLM.

The Finance executive holds specific responsibility for maintaining all financial records and ledgers, providing support such as typing and filing for all sections, entering the computerized financial data for the monthly TALLY report, participating actively in the preparation and tracking of all budgets utilized at the Company level, maintaining the contracts of all PC employees, all confidential files and personal files.

Apart from commitments towards the PC, the Finance Executive will have the following commitments:

- He/she will assist the CEO with every aspect of operations in the Administration and also shoulder responsibilities as and when required and delegated by the CEO.
- Preparation and submission of financial reports to the management.
- Compile review, and analyses monthly, quarterly and full year forecasts promptly.
- Manage the cash flow of the company by constant monitoring of inventory, accounts receivables and payables.
- Coordinating with internal and external auditors, Bankers, Tax agents etc.
- Monitor and guide company management to ensure statutory compliances
- Implementing financial and related strategies that help the Company in achieving its targeted growth rate.

Job description of CEO

PIPILIQUE Mahila Hastshilp Producer Company Limited, Pipili was established in 25 April 2023 for promoting and strengthening Applique Cluster, an important strategy for nurturing rural livelihoods under OLM.

The CEO will also be the ex -officio Director of the Board and shall not retire by rotation .The CEO will be entrusted with substantial powers of management as may be determined by the board. The following will be the key role of the CEO.

- Providing legal and administrative support for the functioning of the PC as per the guidelines.
- Support community mobilization and building local inclusive leadership with help of Udyog Mitra.
- Business Development of the PC.
- Buildup share capital of the Company.
- Conduct Market research and building profitable market linkages.
- Integrating with technology and exploring alternatives for value addition of primary Produce
- Help in providing timely input at affordable price to member producers.
- Working with the Board of Director for mobilization of more producers to join the PC.
- Act as on effective link between CDO-cum-EO/OLM/BDO/ORMAS and the PC .

Apart from these broad objectives, following are the routine tasks that will be required to be formed by the CEO, as per the guidelines of the companies Act, 1956.

- Perform administrative act of a routine nature including managing the day -to-day affairs of the company.
- Operate bank accounts or authorize any person subject to the general or special approval of the Board.
- Make arrangements for safe custody of cash and other assets of the company.
- Sign MOUS for business related activities as may be authorized by the

board for and on behalf of the PC.

- Maintain proper books of accounts , prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the members.
- Furnish the members with periodic information to appraise them of the operation and functions of the company.
- Make appointments to posts in accordance with the powers delegated to him or her by the Board.
- Assist the Board in the formation of goals, objectives, strategies, plans and policies.
- Advise the Board with respect to legal and regulatory matters concerning the proposed and ongoing activities and take necessary action in respect thereof.
- Exercise the powers as may be necessary in the ordinary course of business.
- Discharge such other functions and exercise such other powers as may be delegated by the Board.
- To provide timely information to the members and board of Directions for scheduled company meetings or emergency or short notice meetings.

Apart from these commitments towards the PC, the CEO will have the following commitments forward PC/CDO-cum-EO/OLM /ORMAS.

- Provide all necessary data and information.
- Participate in internal and external monitoring visits and audits.
- Compliance with monitoring systems and processes.
- Compliance with guidelines laid down by OLM and or promoting agencies .if any .
- Participate in review meetings and provide regular updates and presentations.
- Participate in Workshop /summits /conferences/ training sessions as may be deemed necessary.
- Preparation of weekly /Monthly/Yearly project reports of the PC.