



SAMBANDHO

Mahila Bunkar
PRODUCER COMPANY LIMITED

Letter No: 26/SAMBANDHO/MBPCL/SBP

Date: 28/10/2025

NOTICE

Sub: Advertisement notice for recruitment of Finance Executive (F.E) under Sambandho MBPCL.

Sambandho Mahila Bunkar Producer Company Limited seeking to recruit one number of Finance Executive (F.E). The details of Job Description and Application Form enclosed. The interested eligible candidate needs to download the application form and submit the filled in application form, enclosing the Passport size photo, self-attested ID proof, photo copies educational qualifications and experience etc.

Instructions: -

1. The applications should be submitted through speed post addressing to the Chief Executive Officer (CEO) of Sambandho MBPCL. **At: Plot no. 1136/4082, Near Dhanupali Saraswati Sishu Mandir, Sambalpur, Odisha, Pin- 768005, Mobile No: 7008370021.**
2. The selection process will consist of short listing of candidates on the basis of academic qualifications, experience related to JD.
3. Only short-listed candidates will be informed about selection process through Phone or email.
4. 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.
6. The last date of receipt of applications for the above post is **20.11.2025 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. For any further information kindly contact- 7008370021 (CEO of Sambandho MBPCL) during the official hour only.

For SAMBANDHO MAHILA BUNKAR PRODUCER COMPANY LIMITED

Copyed
28.10.25
Utkal Debasis Darjee
Chief Executive Officer (CEO)



Copy submitted to:

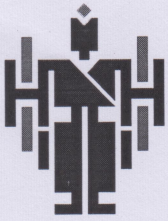
CDO-Cum-EO, Zilla Parishad Sambalpur for favour of kind information and necessary action.
DPM, OLM Sambalpur, FDRVC, New Delhi, SMMU, OLM Bhubaneswar for information.

Sambandho Mahila Bunkar Producer Company Limited

Reg. Office: Plot no 1136/4082, Near Dhanupali Saraswati Sishu Mandir, Sambalpur, Odisha, Pin- 768005 Email: secretariat@sambandho.in

Mobile: +91 7008370021 | Website: www.sambandho.in

GSTIN: 21ABKCS6896C1Z4 CIN NO: U131290D2023PTC042449



Job Description of FE

The Finance executive holds specific responsibility for maintaining all hand-written financial records and ledgers, providing support such as typing and filing for the section, 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 these commitments towards the PC, the FE 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 analyse monthly, quarterly and full-year forecasts promptly
- Manage the cash flows 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 compliance
- Implementing financial and related strategies that help the company in achieving its targeted growth rate.

Qualification:

+3 Commerce. However, Post-graduation in Social Entrepreneurship, Agribusiness Management and other related fields will be given preference.

Work Experience:

- Experience in handling commodities (market side and production side) 2-3 years of relevant experience.
- Preference will be given to candidates who have worked in a manufacturing set-up (Handicraft and Handloom based)
- Candidates with experience in an ERP-based environment will be preferred.

Remuneration

Rs.20,000/- (Negotiable as per PC norms)



Application Form

1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are 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

- 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 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 of time, my candidature/ engagement will be cancelled/ terminated without any further notice.

Date:

Place:

Signature of the Applicant