

**KACHELA AGRO PRODUCTS PRODUCERS' COMPANY LIMITED,KORAPUT**

To fill the post of CEO(Chief Executive Officer) and Accountant of different Farmers Producers Companies on contractual basis.

**The details of the post are as follows**

<b>Name of the Post</b>	<b>No of Posts CBBO/PC</b>
CEO( Chief Executive Officer)	06
Accountant	06

1. For details of advertisement, Eligibility Criteria., Selection procedure,application Form Please visit the district web portal i.e <https://koraput.odisha.gov.in>.
2. The BoDs of the FPOs reserves the right to cancel/vary the vacancies without assigning reason thereof.

*sd/-*  
Chairperson  
M/S Kachela FPO,Koraput  
Nodal FPO

## RECRUITMENT OF CEO and ACCOUNTANT of FPOs

Cluster Based Business Organisation and Mukhyamantri Maka Mission,

### RECRUITMENT PROCESS & TIME LINE

<u>Sl.No</u>	<u>Activates</u>	<u>Date Line</u>
01	Publishing of Advertisement In 2 (Two) Odia, & web hosting in District Portal	05.02.2026
02	Receipt of Application from the candidates Through E.Mail only In prescribed Format Only	05.02.2026 to 15.02.2026 Up to 12:00 Mid Night
03	Screening and Scrutinization of Application	16.02.2026 and 17.02.2026
04	Written Examination	23.02.2026
05	Certificate verification and Viva Round ( Personal Interview)	25.02.2026
06	Result Declaration and Selection of Suitable Candidates	27.02.2026
07	Issuance of Offer Letter and Appointment by the FPO/PC	By 05.03.2026

### Weightage at different Stage of Selection Process

<u>Carrier Marks</u>	<u>Experience (2 Years)</u>	<u>Written Test</u>	<u>Viva/Interview</u>	<u>Total</u>
40 Marks	10 Marks	30 Marks	20 Marks	100 Marks
40%	10%	30%	20%	100%

Complete application should be Mailed to the E.mail id:

E-mail: mkachelaappco@gmail.com

**(SCAN ALL YOUR EDUCATIONAL DOCUMENTS AND ATTACH WITH THE APPLICATION)**

Last Date Time of receiving complete Application-

**15.02.2026 Up to 12:00 Mid Night**

**CEO(CHIEF EXECUTIVE OFFICER)  
Of Farmer Producer Organization (FPO)**

**No of Vacancy Position: 06 ( Six), Subject to Change the Vacancy Position**

**Roles** CEO to administer FPO activities and day to day business with a sole objective to make the FPO economically sustainable.

**Reporting:** Board of Directors of the FPO

**Key Responsibilities**

- Managing the overall operations and resources of FPO on daily basis
- Making major company decisions with approval from BoDs
- 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
- Doing Business and Launching new products or services of the company
- Finding new business opportunities and making company profitable
- Cultivating deeper customer relationships
- Overseeing and monitoring company and financial matters
- Facilitate use of digital tools and technology where necessary to bring efficiency in operations
- Leading the development of the company's short- and long-term strategy.

**Qualification**

- Should be either graduate in agriculture / agriculture marketing / agri-business management or BBA or equivalent.
- 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.
- 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 of working for farmers at grass root-level.

**REMUNERATION**

**Maximum Up to Rs 25,000/- per month (Including All Allowances)**

*Sarita Singh*  
DIRECTOR  
KACHELA AGRO PRODUCTS  
PRODUCER COMPANY LIMITED  
MACHHARA, KORAPUT

## Accountant - Farmer Producer Organization (FPO)

**No of Position: 06( Six) Subjective to Change**

**Roles:** Accountant to look after its day-to-day accounting work

**Reporting:** CEO of the FPO

### **Key Responsibilities**

- Recording daily business transactions of FPO in accounting software
- Inventory Management
- Asset Management
- Dealing with Banks
- Prepare financial records for Auditing
- Manage Compliances pertaining to TAX and RoC

### **Qualification**

- Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background.
- Knowledge of accounting software (tally etc) is must
- 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 work experience as an accountant handling financial transactions with exposure to accounting software's

### **REMUNERATION**

**Maximum Up to Rs 10,000/- per month (Including All Allowances)**

*Sarita Singh*  
DIRECTOR  
KACHELA AGRO PRODUCTS  
PRODUCER COMPANY LIMITED  
MACHHARA, KORAPUT

## APPLICATION FORM

**Name of the Post Applied For:**.....

### PERSONAL DATA

Name of the applicant		
Fathers Name		
Gender		
Date of Birth( D/M/Y)		
Marital Status		

RECENT PASS
PORT SIZE
PHOTO
PASTE

### ADDRESS

<u>PRESENT COMMUNICATION ADDRESS</u>		<u>PERMANENT ADDRESS</u>	
Name		Name	
C/O		C/O	
Area/Street		Area/Street	
Post		Post	
District		District	
Mobile No		Mobile No	
E.Mail Id		E.Mail Id	

### EDUCATIONAL QUALIFICATION

NAME of the Exam	Specialization	Board/University/Institution	Year of Passing	% of MARKS
10 <sup>th</sup>				
+2 (Intermediate)				
Bachelor Degree				
Master Degree				
Computer				
Any Other				

### EXPERIENCE

Name of Post	Name and Address of Organization	Years of Experience	Nature of Duty

### REFERENCE (ANY 2(TWO) KNOWN PERSON)

Name		Name	
Designation		Designation	
Area/ Post		Area/ Post	
District		District	
Mobile No		Mobile No	
E.Mail Id		E.Mail Id	

### DECLARATION

I Sri/Mr/MS..... hereby declare that all the above information is true to the best of my knowledge.

PLACE:

DATE:

**Signature of the Applicant**