



Date: 21/09/2026

Letter No. 04/2026-27

Kuarmunda Mahua Farmers Producer Company Limited (KMFPCLtd.), Kuarmunda, Sundargarh is implementing the Mahua Value Addition Project with the support of ORMAS and the District Administration, Sundargarh. The project aims to promote scientific procurement, processing, value addition, packaging, and marketing of Mahua-based products, thereby creating sustainable livelihood opportunities for rural and tribal communities.

To strengthen logistics and supply chain management under the project, applications are invited from eligible candidates for engagement as CEO & Accountant for the Mahua Value Addition Project, Sundargarh.

Term of Reference	
Particulars	Details
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 Diploma in Agriculture/Agriculture Marketing /Agri Business Management or in such other related area may preferred - If any member of SHG or her family members meet the above criteria, they may be considered.
Experience	- Preference shall be given to candidates having relevant work experience in logistics, procurement, supply chain management, agribusiness, livelihood projects, rural development programmes, or related sectors. - Experience in coordination with SHGs, Producer Groups, FPOs/FPCs, Government departments, and development agencies shall be preferred. - Experience in handling procurement, inventory management, warehouse operations, transportation, and documentation shall be an added advantage.
Essential Skills	- Knowledge of Sales, procurement, inventory, logistics, and supply chain management. - Ability to coordinate with multiple stakeholders across different locations. - Good communication, reporting, and documentation skills in Odia and English. - Proficiency in MS Office (Word, Excel, PowerPoint) and preparation of reports and MIS. - Ability to undertake extensive field visits across all project blocks of Sundargarh district.
Remuneration	Consolidated remuneration of Rs.20,000/- (Rupees Twenty Thousand only) per month, inclusive of all taxes and statutory deductions.
Required Position	1 (One)
Contract Period	The contract/ service period depends on the requirement of project and satisfactory performance of the candidate.
Reporting	Board of Directors of Kuarmunda Mahua Farmers Producer Company Ltd., Kuarmunda and ORMAS, Sundargarh

Place of Posting	Kuarmunda, Sundargarh (based at the RIPC Processing Unit office), with frequent travel to all ten Mahua project blocks and coordination with Mahua FPOs/PE.
Job Profile	- Coordinate procurement of Mahua flowers and related raw material from all designated procurement centres across all project blocks and ensure compliance with procurement protocols, quality standards, and documentation requirements. Market study on price of raw material which will be used for value addition. - Plan and supervise transportation of Mahua from procurement centres to aggregation points, warehouses, cold storage facilities, and markets. - Maintain records of procurement, stock movement, inventory, payments and project assets. - Monitor stock availability and conduct periodic stock verification and reconciliation. - Oversee day-to-day operations related to procurement, aggregation, storage, processing, and dispatch of Mahua. - Coordinate with Block officials, FPOs, SHGs, transporters, cold storage operators, and other stakeholders for smooth implementation of project activities. - Support the formation and operationalization of Mahua Producer Enterprises/FPOs and coordinate with them for procurement, storage, logistics, and marketing activities. - Prepare and submit daily, weekly, and monthly progress reports, stock reports, and other project-related documentation. - Facilitate field visits, meetings, trainings, monitoring activities, and perform any other duties assigned by ORMAS-Sundergada.
Project Coverage	Kuarmunda, Nuagaon, Rajgangpur, Bisra, Lathikata, Gurundia, Bargaon, Kutra, Tangarpali and Lephripa Blocks.

Designation	Accountant
Qualification	10th+2 with mathematics as compulsory subject or alternatively with a commerce or accountancy background. - Knowledge of accounting software (TALLY) etc. is must.
Experience	Preference shall be given to candidates having relevant work experience in Tally.
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- (Rupees Ten Thousand) per month, inclusive of all taxes and statutory deductions.
Required Position	01(One)

- Recording Daily business Transactions of FPO in Accounting Software
- Inventory Management & Book Keeping
- Assets Management
- Dealing with Banks
- Prepare Financial Records For Auditing
- Manage Compliance Pertaining to Tax and ROC.

How to Apply

The last date of receipt of applications for the above post(s) is 03 / 10 /2026 up to 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

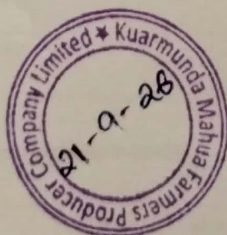
To, The Additional Block Development Officer (ABDO), Kuarmunda Block Office, Kuarmunda Block.
At: P.O: Kuarmunda, Dist.: Sundargarh Odisha, PIN -770039
For email- umpclkuarmunda@gmail.com

1. 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.
2. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
3. 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.
4. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
5. 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.
6. The Educational Qualification should be from approved recognized institution.
7. 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.
8. The FPO 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 shall consist of shortlisting of candidates based on academic qualifications and experience, followed by a personal interview. The Board of Directors of Kuarmunda Mahua Farmers Producer Company Ltd. reserves the right to accept or reject any application without assigning any reason thereof.

*Copy forward to DeGM/NIC, Sundergada for information & necessary action.



Kuarmunda Mahua Farmers
Producer Company Limited

Sobha Tiliy
Director

Sanjay
21/9/26

21/9/26

APPLICATION FORM

1. Personal Details

Title	(FIRST NAME)	(SURNAME)
	Photo	
NAME OF THE POST APPLIED FOR: (CEO/Accountant)		
Address		
Present	Permanent (Not necessary, if the Present Address and the Perm. 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 Compl	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 mo	Brief description of Dutie
		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			
AnyOther (Please Spec			

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