



SUNDARGARH AGRICRAFT PRODUCER COMPANY LIMITED

(CIN U01611OD2023PTC044160)

REGS OFFICE-Rural Industrial Park Complex, At- Daiz Mahul, Po-Karamdihi, Block-Subdega

Dist-Sundargarada, Pin-770002 , Email – psundargarh@gmail.com , Mob - 6370967565

Letter no- **66/ SAPCL**

Date- **29/08/2026**

To

The Deputy CEO

ORMAS, Sundargarh

Subject: Letter for the recruitment of Sales Person for Rourkela & Packaging Person for Packaging Hub Chhend ,SAPCL, Sundargarh

Sir,

With reference to the subject cited above, I am writing to formally request your support in recruiting a Sales person for our New outlet at Tribal Museum & A Packaging person for Chhend Packaging hub, which is managed by Sundargarh Agricraft producer company promoted by ORMAS. This recruitment is needed for the smooth functioning of company's activity & respective work .

As per the guidelines, an advertisement notice for the recruitment of Sales Person & Packaging Person has been prepared, a copy of which is attached for your kind reference. We seek your approval and guidance to proceed with publishing the advertisement in and initiate the recruitment process.

Furthermore, you are requested to upload this advertisement notice on the district website for wider publication and to ensure broad visibility.

Anabi Beshin
Acting Director
Sundargarh Agricraft
Producer Company Ltd
Sundargarh

Copy communicated to-

1.BDO /ABDO , Sadar Sundargarh, for information . They are requested to publish this advertisement on their block notice board for wide publication among the candidates.

1. CDO-cum-E0, Zilla Parisad, Sundargarh for kind information

Letter. No – 67/SAPCL

Date - 29/08/2022

RECRUITMENT ADVERTISEMENT FOR THE POST OF SALES PERSON & PACKAGING UNIT PERSONSundargarh Agricraft Producer Company Limited (SAPCL)**INTRODUCTION & BACKGROUND:**

Sundargarh Agricraft Producer Company Limited (SAPCL) was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The primary objective of SAPCL is to enhance the livelihoods of rural producers by creating better opportunities. SAPCL specializes in the procurement, value addition, and marketing of agricultural products. The core ethos of SAPCL is to provide comprehensive support, including forward and backward linkages, to the producers through the Women Self-Help Groups (WSHG)/Producer Groups and cluster approach.

Positions	No. of vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month) (INR)
1. Sales Person	01	Minimum 12 th Pass out	35 years	Minimum 1 Sales Experience in any store, outlet or any other field.	9,000/-Month (Negotiable)
2. Packaging Unit Person	01	Minimum 12 th Pass out - Locally available professional may be preferred - Candidates who have received vocational training from any skill programme (eg – DDU-GKY) will be given preference - If any member of SHG or her family members meet the above criteria, they may be considered preferable. in the selection process.	35 Years	Minimum 1 Year Experience in food processing, Packaging and maintaining of hygiene.	5,000/- Month

Job Profile:

For Sales Person -

- Manage day-to-day operations of the company outlet.
- Attend customers and provide excellent customer service.
- Promote and sell Producer Company products.
- Achieve assigned sales targets.
- Handle billing, cash, UPI, and daily sales reconciliation.
- Maintain proper stock and inventory records.
- Ensure attractive product display and correct pricing.
- Monitor product quality, freshness, and expiry.
- Collect customer feedback and resolve basic customer queries.
- Prepare daily sales and stock reports.
- Support local marketing and promotional activities.
- Maintain cleanliness, discipline, and overall presentation of the outlet.

For Packaging Unit Person -

- Handle day-to-day packaging activities of the Producer Company's products.
- Clean, sort, grade, and prepare products for packaging as per company standards.
- Operate and handle basic packaging machines, weighing scales, sealing machines, and other equipment.
- Measure and pack products accurately according to the specified quantity and pack size.
- Ensure proper sealing, labelling, coding, and packaging of all products.
- Check packaging materials such as pouches, cartons, labels, bottles, containers, and boxes before use.
- Maintain proper product quality, hygiene, and cleanliness throughout the packaging process.

Place of Posting – Sales Person Will be appointed at Tribal Muesum New Outlet, Rourkela, Packaging Unit Person at Packaging unit, Chhend, Rourkela which is managed by Sundargarh Agricraft Producer company.

1. 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 <https://sundaragada.odisha.gov.in/>. Interested candidates can download the details.
2. Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
3. 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.
4. The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
5. 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.
6. 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.
7. The last date of receipt of applications for the above post is 09/09/2026 up to

5:00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

Address – Rural Industrial Park ,At – Daizmahul Po- Karamdihi ,Block- Subdega, Dist – Sundargarh Pin – 770002

Mail – pcsundargarh@gmail.com

Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

HOW TO APPLY:

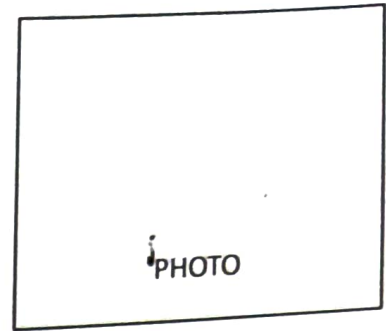
1. The last date of receipt of applications for the above post(s) is 09/09/2026 up to 5.00 PM; The Applications can be submitted through Registered Post to the address given below. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.
2. 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.
3. Candidates can also send their CV/ Resume to our Official mail – pcsundargarh@gmail.com
4. Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.

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.

Anand Berhan
Acting Director
Sundargarh Agri Producers' Company Ltd
Sundargarh



BIODATA**1. Personal Details**

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POSITION APPLIED FOR		
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	Designation	Duration		
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Address of the Employer		From	To	Experiences in Month	Brief description of Duties

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.