

**ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY, GANJAM**  
C/o- DRDA, GANJAM, CHATRAPUR-761 020Letter No. 128Date. 04/03/2025**RECRUITMENT NOTIFICATION**

As per reference Letter No.: 657, dated: 28.02.2025 of CEO, ORMAS, Bhubaneswar, five Number of Women Farmers Producer Company Ltd. Ganjam inviting applications for recruitment under 10K FPO & SS Scheme. The details enclosed are attached in Annexure: I, II & III;

Name of the Post	Qualification	Maximum Age limit	Experience	Remuneration
CEO	Graduate In Agriculture /Agriculture Marketing/Agri Business Management (or) BBA or equivalent 1+ year experience of working for farmers at grass root-levels	38 Years	Minimum 1 years or above in relevant field	Rs. 20,000/-
Accountant-Cum-MIS	10+2 with Mathematics as a compulsory subject (or) commerce with accounting Background 1+ year experience in accounting related field	32 Years	Minimum 1 years or above in relevant field	Rs. 10,000/-

Number of Position					
Sl. No.	Name of the FPO/FPC	Area of work with Block farmers	CEO	Accountant	Mail Id
1	M/S Maa Byghra Devi Women Producer Company Ltd.	Bhanjanagar	1	1	bhanjanagarfpo@gmail.com
2	M/S Jagannath Prasad Women Farmer Producer Company Ltd	JN Prasad	1	1	jagannathwomenfpo@gmail.com
3	M/S Hinjili women Producer Company Limited.	Hinjilicut	1	1	hinjilifpo@gmail.com
4	M/S Maa Balakumari Women Producer Company Ltd.	Chikiti	0	1	maabalakumarifpo@gmail.com
5	M/S Sanagochha Farmer Producer company Limited,	Surada	0	1	sanagochhafpo@gmail.com

N.B.: This position is purely contractual and will not be regularized in the future. The company is promoted by ORMAS, Ganjam and will receive hand holding support for **three years**. The engagement will be renewed every **11 months**, and the first **3 months** will be an observation period. If the candidate fails to perform satisfactorily, the company may discontinue their engagement. **Preference will be given to the second waiting list will be considered on priority, followed by a third selection list if required.**

CDO -Cum- EO,  
Zilla Parishad, Ganjam

1. Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur for favour of kind information.
2. Copy submitted to the CEO ORMAS, Bhubaneswar for kind information.
3. Copy to the BDO of Bhanjangar, J N Prasad, Hinjilicut, Suruda, Chikiti for information.

How to Apply for the Position

Interested applicants must submit their CV along with scanned copies of supporting documents via email before **10/03/2025**.

- **Online Submission:** Send your CV along with scanned copies of supporting documents (identity proof, educational qualifications, experience certificates, etc.) to the specified email address of concerned FPO
- **Offline Submission:** Send your CV along with Xerox copy of self-attested all documents with 1 Pass photo (**Adress- To YP, ORMAS Ganjam, OLD DRDA Building, Chatrapur, Ganjam, 761020**) **To be received on or before 10.03.2025.**

Selection Process

- **The selection process** includes shortlisting, a written test, and an interview. The authority reserves the right to amend or cancel the recruitment process as needed.
- **shortlisted candidates** will be notified via their registered **email IDs** for the ability test. Candidates must regularly check their emails for updates and instructions.
- The test details, including date, time, and venue, will be mentioned in the email. It is mandatory to bring the required documents as specified. Failure to appear for the test on the given date will result in disqualification.
- The CEO must possess a two-wheeler for field visits, farmer mobilization, and effective coordination of FPO activities, ensuring smooth operations, timely intervention, and better outreach to stakeholders and farming communities.
- **Final Shortlisted candidates** will be selected based on **qualifications, experience, a Written Ability Test, and a personal interview.**

Term & Conditions

This position is purely **contractual and will not be regularized in the future.** The company is promoted by ORMAS, Ganjam and will receive hand holding support for three years. The engagement will be renewed every **11 months**, and the first **3 months** will be an observation period. If the candidate fails to perform satisfactorily, the company may discontinue their engagement. **Preference will be given to the second waiting list will be considered on priority, followed by a third selection list if required.**

## Role and Responsibilities for FPO CEO and Accountant

### **Chief Executive Officer (CEO) - FPO**

- Lead and manage the FPO, ensuring smooth operations and growth.
- Mobilize farmers to join the FPO and strengthen member participation.
- Organize FIG (Farmer Interest Group) meetings and training sessions for better farming practices.
- Develop and implement business plans, focusing on value addition and direct market linkages.
- Establish buy-back arrangements and partnerships with buyers to eliminate middlemen.
- Ensure proper financial record-keeping and legal compliance (GST, income tax, audits, etc.).
- Coordinate with government schemes, banks and financial institutions for funding and support.
- Promote awareness through IEC (Information Education and Communication) materials.
- Supervise the input extension counter and ensure timely supply of seeds, fertilizers, and equipment.
- Monitor overall performance and report regularly to the board of directors.

### **Accountant-cum-MIS In Charge - FPO**

- Maintain financial records, including income, expenses, and transactions.
- Prepare and update balance sheets, profit & loss statements and cash flow reports.
- Handle GST filing, tax payments and ensure statutory compliance.
- Manage bank transactions, invoices and payment processing.
- Maintain payroll records and ensure timely salary payments.
- Prepare financial reports for audits and assist in statutory audits.
- Keep track of purchases, sales and stock inventory.
- Support in budget preparation and financial planning for the FPO.
- Ensure proper documentation and filing of all financial records.
- Assist the CEO and board in making financial decisions based on reports and analysis.



**Application for the Post of  
CEO / Accountant-cum-MIS (Tick Mark)  
applied for Name of the FPO \_\_\_\_\_**

<b>Personal information</b>				
Name of the candidate				
Father/Husband's name				
Date of Birth (as per matriculation certificate)				
Present Address				
Correspondence Address				
Registered E-Mail ID				
Mobile No.				
Gender (Male / Female)				
Nationality				
Computer Proficiency				
<b>Educational Qualification</b>				
Examination Passed	Year of Passing	Total Marks	Marks Secured	% of Marks

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Work Experience (If any)				
Sl. No	Name of the organization	Designation	Duration	Roles & Responsibility

**Technical & Other Skills:**

1. Accounting Software (For Accountant Post): \_\_\_\_\_ (Yes/No)
2. Specify software name: \_\_\_\_\_
3. Experience of CEO - in Agriculture / Rural Development / Business Management/Any Others (Yes/No, mention details if applicable): \_\_\_\_\_  
\_\_\_\_\_

**Declaration:**

I do hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I have read and understood the details of the advertisement and shall abide by terms and condition thereof. If selected, I will abide by the rules and regulations of \_\_\_\_\_ [Name of the FPO] and perform my duties diligently.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Candidates full Signature

