



Letter No. 265./ORMAS/KPT

Date: 20.1.2025

### RECRUITMENT ADVERTISEMENT

As per Ref Letter No: 657/28-02-2025, dated 28/02/2025 of **Director-cum-CEO, ORMAS** Bhubaneswar, three number of Farmer Producer Company Limited of Koraput, inviting applications for recruitment of following post under 10k FPO and State Sector Scheme. The detail enclosed are attached in **Annexure I, II and III.**

Name of the Positions	Total No. of vacancies	Qualification	Maximum Age Limit	Experience	Remuneration
<b>CEO</b>	<b>3</b>	Bachelor's Degree in a relevant field such as Agriculture, Agribusiness Management, Rural Development, Business Administration, or related discipline.	38 Years	Minimum 1 year of experience or above in agribusiness, rural development, or farmer organizations preferred.	₹. 25,000/-
<b>Accountant-Cum-MIS</b>	<b>2</b>	+2 Commerce with an accounting background, Mathematics as a compulsory subject (or) 1+ year experience in an accounting-related field.	32 Years	Minimum 1 year of experience or above in a relevant field.	₹. 10,000/-

### Numbers of Position

SI. No	Name of the FPO/FPC	Area of Work (Block)	CEO	Accountant
1	Kumbhri Lemongrass Agro Products Producer Company Limited	Narayanpatana	1	1
2	Narayanpatna Lemongrass Agro Products Producer Company Limited	Narayanpatana	1	1
3	Kantabausuni Agro Products Producer Company Limited	Semiliguda	1	Nil

**Preference will be given to candidates with prior experience in the relevant field and residents of Koraput District.**



**N.B.: Start Date 21<sup>th</sup> March 2025 and Last Date for Submission application is 29th March 2025**

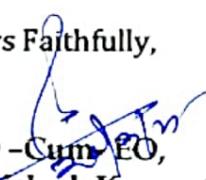
Offline application are invited for the position of CEO's & Accountant, and should be submitted to:

**The deputy CEO, ORMAS,  
Zilla Parishad, Koraput,  
Koraput, Odisha, 764020**

Application will be accepted through **Speed Post, Registered Post, or Courier Post only.**

For any queries, please contact the ORMAS Cell, Zilla Parishad, Koraput, during office hours between (Mon-Sat, 10am-5pm) on working days.

Yours Faithfully,

  
**CDO -Cum- EO,  
Zilla Parishad, Koraput**

**Copy submitted to: 266 Date . 20/03/2025**

1. Collector & District Magistrate, Koraput for favour of kind information.
2. Director-cum-CEO, ORMAS, Bhubaneswar for information and necessary action.
3. Copy To The Block Development officer Narayanpatna & Semiliguda
4. Copy To The Board of Director of concern FPO's

## How to Apply for the Position

Interested applicants must submit their CV (in the prescribed format enclosed) along with scanned copies of supporting documents before 29th March 2025.

### • Offline Submission:

Send your CV along with Xerox copies of self-attested documents, including:

- Residence Certificate
- Aadhaar Card
- 1 Passport Size Photo

### Address:

To  
Dy. CEO, ORMAS Koraput  
Zilla Parishad, Koraput  
Odisha, Pin - 764020

To be received on or before 29th March 2025, through Speed Post / Registered Post / Courier Post only.

- For any queries, please contact the ORMAS Cell, Zilla Parishad, Koraput, during office hours (Mon-Sat, 10 am - 5 pm) on working days.

## 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 Koraput District website ([www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in)) and also to 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 Koraput District website ([www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in)) or 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

These posts are purely contractual and will not be regularized in the future and directly under producer company norms and condition. The company is promoted by ORMAS and 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-eum-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 the FPO**

### **Work Experience (If any)**

<b>Sl. No</b>	<b>Name of the organization</b>	<b>Designation</b>	<b>Duration</b>	<b>Roles &amp; Responsibility</b>

### **Technical & Other Skills:**

1. Accounting Software (For Accountant Post): \_\_\_\_\_ **(Yes/No)**
2. Specify software name: \_\_\_\_\_
3. Experience in Agriculture / Rural Development / Business Management:  
(Yes/No, mention details if applicable)
4. Any Other Relevant Skills: \_\_\_\_\_

### **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**