

SMALL FARMERS' AGRIBUSINESS CONSORTIUM
 (A Society promoted by Dept. of Agriculture, Cooperation & Farmers' Welfare, Govt. of India)
 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area,
 August Kranti Marg, Hauz Khas, New Delhi-110016

No. SFAC/FPO/EFC/10-17/2019-20

Dated: 25.10.2021

ENGAGEMENT ON CONTRACTUAL BASIS FOR VARIOUS POSITIONS IN SFAC

SFAC has been implementing various schemes including the new Central Sector Scheme for “**Formation and Promotion of 10,000 FPOs**” and to monitor the project activities at various levels under SFAC. Applications are invited for the following positions are required to be filled on contract basis:

Name of the position	No. of position	Remuneration	Requisite Qualification	Age limit (Years)	Duration
Project Coordinator	1	INR 55,000-65,000 per month	<p>a) The candidate should be postgraduate in Agriculture/ Horticulture/Agribusiness from a reputed University/ Institute with 3+ years of experience in formation and promotion of Farmer Producer Organizations in Central/State Government.</p> <p>(OR)</p> <p>b) The candidate should be a Graduate in Agriculture/ Horticulture from a reputed University/ Institute with 6+ years of experience in formation and promotion of Farmer Producer Organizations in Central/State Government.</p> <p>The candidate should have the following experience:</p> <ul style="list-style-type: none"> • The candidate should have experience in implementing FPO related schemes/ projects. • The candidate should have experience in Strategic planning, Policy & Guideline formation under Central Sector Schemes. • The candidate should have experience in project management activities including preparation of project proposals. • The candidate should be experience in tender management as per GFR policy. • The candidate should have experience in evaluating techno-economic feasibility project reports. 	40	Initially for one year (likely to be extended)

			<ul style="list-style-type: none"> • The candidate should have experience of monitoring & evaluation of projects. • The candidate should have experience in handling queries related RTI and parliamentary affairs. • The candidate should have experience of handling funds under large scale projects/ schemes related to FPOs. • The candidate should have experience in creating backward and forward linkages for FPOs. • The candidate should have knowledge of supply chain management and value chain management for agricultural commodities. • The candidate should have knowledge of business planning for FPOs. • The candidate should have experience in handling review meeting/ presentations/ awareness camps/ FPO's exhibition/ workshops etc. • The candidate should have computer knowledge for executing project activities. • The candidate should have experience of advocacy and liaisoning work with Ministries and Central/State Govt. departments. • The candidate should have experience of procurement operation with farmer/FPOs. • The candidate should have ability to think strategically and rapidly analyze and integrate diverse information from varied sources. 		
Deputy Project Coordinator	1	INR 45,000-55,000 per month	<p>a) The candidate should be a Graduate from a reputed Institute / University with 8+ years of relevant experience in formation and promotion of Farmer Producer Organizations.</p> <p>(OR)</p> <p>b) The candidate should be Graduate with a Diploma in relevant field from a reputed Institute / University with 5+ years of relevant experience in</p>	35	Initially for one year (likely to be extended)

			<p>formation and promotion of Farmer Producer Organizations.</p> <p>The candidate should have the following experience:</p> <ul style="list-style-type: none"> • The candidate should have experience of implementation of FPO projects. • The candidate should have knowledge of FPO business activities. • The candidate should have broad knowledge of backward and forward linkages. • The candidate should have knowledge of procurement operation with farmer/FPOs. • The candidate should have experience in conducting exhibition/ workshops etc. • The candidate should have computer knowledge for reports preparation, table preparation, graphs, power point presentation etc. • Should have experience in Central/State government departments. • The candidate should have experience in organizing events, attending exhibitions. • The candidate should have computer knowledge for executing project activities. • The candidate should have knowledge of managing MIS, software, online systems. • The candidate should have knowledge of RTI and parliamentary affairs. • The candidate should have experience in liasioning work with Ministries and Central/State Govt. departments. 	
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Job Description:

S.No.	Name of the Position	Scope of Work
1.	Project Coordinator	<ul style="list-style-type: none">• Project management activities including preparation of project proposals and progress reports.• Implementation of FPO promotion projects in various States/UTs.• Strategic planning, policy & guideline formation under Central Sector Schemes.• Preparation & evaluation of tender documents as per GFR policy.• Evaluation of techno-economic feasibility project reports.• Facilitating FPO business activities.• Conducting meetings/ awareness camps/ exhibition/ workshops/ conclaves/ events etc.• Advocacy and liasioning work with line Ministries and Central/ State Govt. departments.• Monitoring & Evaluation of projects at various level.• Handling of funds under large scale projects/schemes related to FPOs.• Handling of procurement operations with farmer/FPOs.• Preparation, analysis and integration of diverse information from varied sources.• Handling RTI/Parliamentary affairs.• Attending meetings with Central and State Govt.• Any other work given by the Competent Authority of SFAC.
2.	Deputy Project Coordinator	<ul style="list-style-type: none">• Assisting in preparation of project reports, organizing events & exhibitions.• Handling FPO projects in various States & UTs.• Assisting in creating backward and forward linkages for FPOs.• Preparation, analysis and integration of diverse information from varied sources.• Coordination with the FPOs and other Stakeholders for data submission.• Recommendation of funds under projects/schemes related to FPOs.• Handling of procurement operations with farmer/FPOs.• Preparation of monthly progress reports & power point presentations etc.• Coordination with Central/ State Govt. departments.• Data Compilation and preparation of MIS report• Assisting in handling RTI/parliamentary affairs.• Any other work given by the Competent Authority of SFAC.

Terms & Conditions:

- i. **Allowances:** No allowance such as dearness allowance, residential telephone, house rent allowance, CGHS, medical reimbursement etc. are admissible.
- ii. The office working hours are from 9:30AM to 5:30PM in a five day week period and may have to attend offices in exigencies.

- iii. **Leave:** 12 days leave in a calendar year on pro-rata basis are permissible. Therefore, a candidate shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- iv. **Headquarters:** The headquarter will be at New Delhi.
- v. SFAC reserves the right to terminate the services without any prior notice if the performance is not found to be satisfactory.
- vi. SFAC shall not be responsible for any loss, accident, damages/ injury suffered by him/her whatsoever arising in or out of the execution of his /her work, including travel.
- vii. Any other conditions to be decided by the Competent Authority in the interest of SFAC.

The Consortium reserves the right to short-list candidates based on qualification, experience and suitability. Shortlisted candidate shall be called for the interview. The candidate called for interview is not entitled for any TA/DA and accommodation etc.

How to apply: Interested candidates should submit duly filled application proforma (**Annexure-I**) along with all supporting document (self attested) latest by **05.11.2021 till 5 P.M.** through speed post / registered post / by hand to "**The Managing Director, SFAC, 5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016**". Scan copy of the filled in application proforma along with the documents may also be sent by email at sfac@nic.in clearly stating the subject as "**Application for the position of in SFAC**". Incomplete applications will be rejected summarily. SFAC reserves the right to cancel the filling of any of the contractual post without assigning any reason.

Any related Notification/ Corrigendum/ Addendum etc. shall be notified only on the SFAC website. The detail of the organisation is available on <http://www.sfacindia.com>; for any additional information, please contact on 011-26966037 / 41060075.



Deputy Director (Admn.)

FORM OF APPLICATION

1. Position applied for :
(In block letters)

2. Name of applicant : Mr./Mrs./Miss.....
(In block letters)

3. Father's/ Husband's Name :

4. Marital Status :

5. Present postal address for Communication:
in block letter with pin code

Please affix a
recent passport size
photograph

6. (a) Telephone No. (with STD Code)

(b) Mobile No. :

(c) E-mail Address :

7. Date of Birth (and age as on closing date).....

8. Nationality :

9. Educational Qualification starting with Secondary Education:
(Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

10. Experience (please start with the latest.
If required separate sheet may be attached) :

Name of employer	Position held	Period		Emolument/ Pay	Nature of work (Please attach separate sheet)
		From	To		

11. Training Programmes attended :

12. Have you ever been convicted under the Law :

13. Any other relevant information :

(Separate sheet may be attached)

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed/distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Signature of the Candidate
Name.....

Date :

Place: