

**SMALL FARMERS' AGRIBUSINESS CONSORTIUM**  
 (A Society promoted by Dept. of Agriculture, Cooperation & Farmers' Welfare, Govt. of India)  
 5<sup>th</sup> 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><b>(OR)</b></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"> <li>• The candidate should have experience in implementing FPO related schemes/ projects.</li> <li>• The candidate should have experience in Strategic planning, Policy &amp; Guideline formation under Central Sector Schemes.</li> <li>• The candidate should have experience in project management activities including preparation of project proposals.</li> <li>• The candidate should be experience in tender management as per GFR policy.</li> <li>• The candidate should have experience in evaluating techno-economic feasibility project reports.</li> </ul>	40	Initially for one year (likely to be extended)

			<ul style="list-style-type: none"> <li>• The candidate should have experience of monitoring &amp; evaluation of projects.</li> <li>• The candidate should have experience in handling queries related RTI and parliamentary affairs.</li> <li>• The candidate should have experience of handling funds under large scale projects/ schemes related to FPOs.</li> <li>• The candidate should have experience in creating backward and forward linkages for FPOs.</li> <li>• The candidate should have knowledge of supply chain management and value chain management for agricultural commodities.</li> <li>• The candidate should have knowledge of business planning for FPOs.</li> <li>• The candidate should have experience in handling review meeting/ presentations/ awareness camps/ FPO's exhibition/ workshops etc.</li> <li>• The candidate should have computer knowledge for executing project activities.</li> <li>• The candidate should have experience of advocacy and liaisoning work with Ministries and Central/State Govt. departments.</li> <li>• The candidate should have experience of procurement operation with farmer/FPOs.</li> <li>• The candidate should have ability to think strategically and rapidly analyze and integrate diverse information from varied sources.</li> </ul>		
<b>Deputy Project Coordinator</b>	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><b>(OR)</b></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"> <li>• The candidate should have experience of implementation of FPO projects.</li> <li>• The candidate should have knowledge of FPO business activities.</li> <li>• The candidate should have broad knowledge of backward and forward linkages.</li> <li>• The candidate should have knowledge of procurement operation with farmer/FPOs.</li> <li>• The candidate should have experience in conducting exhibition/ workshops etc.</li> <li>• The candidate should have computer knowledge for reports preparation, table preparation, graphs, power point presentation etc.</li> <li>• Should have experience in Central/State government departments.</li> <li>• The candidate should have experience in organizing events, attending exhibitions.</li> <li>• The candidate should have computer knowledge for executing project activities.</li> <li>• The candidate should have knowledge of managing MIS, software, online systems.</li> <li>• The candidate should have knowledge of RTI and parliamentary affairs.</li> <li>• The candidate should have experience in liasioning work with Ministries and Central/State Govt. departments.</li> </ul>	
--	--	--	---	--

**Job Description:**

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

**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, 5<sup>th</sup> 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](mailto: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: