

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

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

Dated: 05.11.2020

ENGAGEMENT UNDER VARIOUS POSTS ON CONTRACT BASIS

In order to implement the new Central Sector Scheme for “**Formation and Promotion of 10,000 FPOs**” and to monitor the project activities at various levels under SFAC, 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
Chief Project Coordinator	1	INR 60,000-75,000 per month	<p>a) Retired category: The candidate should be postgraduate in Agriculture/ Horticulture/ Agri-Business Management from a recognized University/ Institute with 15+ years to scope of the project.</p> <p>b) Other category: The candidate should be postgraduate in Agriculture/ Horticulture/ Agri-Business Management from a recognized University/ Institute with 15+ to scope of the project.</p>	55	Initially for one year (likely to be extended)
Project Coordinator	2	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 	40	Initially for one year (likely to be extended)

			<p>Sector Schemes.</p> <ul style="list-style-type: none"> • 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. • 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 liasioning 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. 	
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Deputy Project Coordinator	2	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 formation and promotion of Farmer Producer Organizations.</p> <p>The candidate should have the following:</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. 	35	Initially for one year (likely to be extended)
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			departments.		
Project Assistant	4	INR 35,000-45,000 per month	<p>The candidate should be Graduate from a reputed University / Institute with minimum 5 years of relevant experience in formation and promotion of Farmer Producer Organizations.</p> <p>The candidate should have experience in the following:</p> <ul style="list-style-type: none"> • Good command in M.S Excel, Power Point and Word. • Typing speed minimum 40 wpm. • Data compilation and report generation. • Assisting in implementation of FPO projects. • 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. 	35	Initially for one year (likely to be extended)

Job Description:

S.No.	Name of the Position	Scope of Work
1.	Chief Project Coordinator	<ul style="list-style-type: none"> • Supervise, coordinate and implementation of Central/State Govt. schemes related to agriculture and allied sector. • Appraisal, financing, monitoring and evaluation of schemes and projects. • Advocacy and liasioning with Central/State Governments in discharging of duties. • Conduct impact assessment of projects. • Facilitate FPOs related business activities such as post harvest management, collective marketing, procurement, convergence with Central/State Govt. schemes etc. • To develop/suggest business model for strengthening and sustainability of FPOs. • Assist in conducting Conference, Workshops, Exhibitions/ Farmers' Fair/ Trade Fairs etc. • Handling RTI/Parliamentary affairs. • Attending meetings with Central and State Govt. • Preparation of Annual Action Plan and Presentation. • Any other work given by the Competent Authority of SFAC.
2.	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

		<p>various States/UTs.</p> <ul style="list-style-type: none"> • 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.
3.	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.
4.	Project Assistant	<ul style="list-style-type: none"> • Data compilation and management • Preparation of Power Point Presentation & MIS reports etc. • Coordination with FPOs and other Stakeholders for data submission. • Assisting in executing FPO project activities • Assisting in conducting awareness camps/exhibition/workshops etc. for FPOs. • Coordination with Central/State Govt. departments. • Undertake basic administrative coordination

		<p>and networking tasks as assigned from time to time.</p> <ul style="list-style-type: none"> • Assisting in handling RTI and parliamentary affairs. • Any other work given by the Competent Authority of SFAC.
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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 **20.11.2020 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.

(Managing Director)

FORM OF APPLICATION

1. Position applied for : í í í í í í í í í í í í í í í í í
(In block letters)

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

3. Fatherø/ Husbandø Name : í í í í í í í í í í í .í ..

4. Marital Status :í í í í í í í í í í .

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

Please affix a recent passport size photograph

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

(b) Mobile No. : í í í í í í í í í í í í í í í

(c) E-mail Address : í í í í í í í í í í í í í í í

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

8. Nationality : í í í í í í í í í í í í í í ..

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 : í í í í í í í í í í í í í í ..

12. Have you ever been convicted under the Law : í í í í í í í í í í í í í í

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
Nameí í í í í í í í

Date :
Place: