

Small Farmers' Agri-Business Consortium,  
NCUI Auditorium Bldg., 5<sup>th</sup> Floor, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi-110016  
Tel:91-11-26966017, 26966037 Fax:91-11-26862367  
Email: sfac@nic.in, Web: sfacindia.com  
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No.SFAC/1-3/8/2018-Admn.

Dated: 08.02.2019

### VACANCY NOTICE

Applications are invited from eligible applicants for the following temporary positions in SFAC on contract basis.

The details of the positions are as given below:

<b>1</b>	<b>Consultant</b>	03 (Three Positions)
	<b>Eligibility Conditions</b>	Graduate Retired Person served in the scale II to scale V in any Public Sector Bank
	<b>Job Profile</b>	<p><b>(1) Recovery of Funds lent by SFAC;</b></p> <ul style="list-style-type: none"> <li>○ To follow up with Banks and Borrowers under the Venture Capital Assistance Scheme during the tenor of the VCA loan.</li> <li>○ To process the request received from the borrowers regarding change of Bank &amp; Security, re-schedulement of SFAC loan and extension of payment of SFAC loan.</li> <li>○ To follow up for recovery and monitoring of the accounts which become due for payment to SFAC.</li> </ul> <p><b>(2) Processing of Venture Capital Assistance Scheme applications</b></p> <ul style="list-style-type: none"> <li>○ To thoroughly study, appraisal of bank and other documents related to agribusiness/agro-processing/agro-marketing/agro-allied projects under Venture Capital Assistance Scheme.</li> <li>○ To communicate and liaise with bank/Financial Institutions, to strengthen scheme objectives and effective implementation of VCA.</li> <li>○ To prepare agenda/minutes for Project Screening Committee and Investment Committee meetings.</li> <li>○ Any other project related activities assigned from time to time.</li> </ul> <p><b>(3) Processing of Equity Grant Credit Guarantee Fund Scheme Applications</b></p> <ul style="list-style-type: none"> <li>○ Thoroughly scrutinize the EGCGFS applications to process these applications as per policy guidelines.</li> <li>○ To look after the disbursement of grants to Farmers Producers Companies (FPCs) aforesaid applications including after sanction and also prepare agenda papers for sanction by the Project Screening Committee and Investment Committee.</li> <li>○ To communicate and liaise with Banks/Financial Institutions, to strengthen scheme objectives and effective implementation of EGCGFS.</li> <li>○ To organize awareness camps and make presentations to Banks, Financial Institutions etc.</li> <li>○ Any other activities assigned from time to time.</li> </ul>
	<b>Consolidated Remuneration</b>	Rs.40,000/- to Rs.50,000/- per month (depending on qualification, experience etc)
<b>Age Limit</b>	63 years	

	<b>Period of Contract</b>	12 months (initially)*
2	<b>Accounts Assistant</b>	01 (One Position)
	<b>Eligibility Conditions</b>	B.Com (at least 2 years in accounting work). Computer Skills as per job profile.
	<b>Job Profile</b>	GST Return, Reconciliation of all accounts and scheme. Quarterly TDS Returns, Salary calculation of contractual Staff and other work of Accounts.
	<b>Consolidated Remuneration</b>	Rs.28,000/- to Rs.30,000/- per month (depending on experience)
	<b>Age Limit</b>	30 years
	<b>Period of Contract</b>	6 months (initially)*

\* Renewal for further period as per requirement and satisfactory services.

### **Terms & Conditions**

SFAC reserves all its rights to assess pre-qualification and experience, screening, short listing of eligible candidates, formation of a panel, interview, empanel, fixation/revision of remuneration, fixation of terms and conditions and or rescind the advertisement/circular without any further notice. The pre-qualification and experience shall be assessed in line with the organizational needs and the decision with respect to engagement of Accounts Assistant and Consultant, formulation of panel subject to eligibility criteria, shall remain solely with the competent authority the Managing Director, SFAC.

**Leave:** During engagement you will be entitled for 12 days leave in a calendar year on prorata basis. Additional leave without pay may be permitted with approval of Managing Director. Un-availed leave shall neither be carried forward nor encashed.

**TA/DA:** You shall be allowed to take domestic tour as required by the duties for which TA/DA and Hotel Accommodation shall be paid as per policy of SFAC. Tours will be subject to approval of competent authority. Claims will be settled subject to extant Government rules.

**Confidentiality of Data & Documents:** You will not divulge any information, data or reports/documents handled by you as part of your work to any party and person for pecuniary gains or even otherwise, without the prior approval of Competent Authority.

**Conflict of Interest:** You shall in no case represent or give opinion or advice to others or indulge in any activity which is adverse to the interests of the SFAC.

**Working Hours:** To follow the normal working hours as prescribed (i.e from 9.00 AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work.

**Termination of Contract:** The appointment is of a temporary nature and SFAC can cancel the engagement at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the Consultant/Accounts Assistant. The Consultant/Accounts Assistant can also seek for termination of the Contract upon giving one month's notice to SFAC.

**HOW TO APPLY:** Interested candidates meeting the above criteria may send their applications in the given application format along with self-attested photocopies of the documents. The original certificates shall be required to be presented at later stage of selection in case called for interview. i. 10<sup>th</sup> Class Certificate as proof of Birth. ii. Certificate in support of all educational qualifications and experience. The Application Form along with one self-attested copy of all relevant qualification &

experience certificates along with self attested recent photograph should be forwarded in an envelope super scribing "Advertisement Ref. No. & Application for Engagement as Accounts Assistant/Consultant on Contractual Basis "through post/in person so as to reach DD(Admn.) on or before 28.02.2019 on the above mentioned address. The advertisement is published in National Career Services, Govt. of India and SFAC website [www.sfacindia.com](http://www.sfacindia.com). SFAC is not responsible for any postal delay. The shortlisted candidates will be called for interview/test. The selected candidates shall not have any claim on regularization.

**MANAGING DIRECTOR**

**APPLICATION FOR THE POSITION OF CONSULTANT ON CONTRACT BASIS IN  
THE SMALL FARMERS' AGRI-BUSINESS CONSORTIUM, NEW DELHI**

1. Full Name : í ..  
(In block letters)
2. Father's/Husband's Name: í í í í í í í í í í í í .í í í í í í ..
3. Date of Birth : í .
4. Contact details Mobile/Teleí  
Emailí .
5. Address for Communication: í  
í ..  
í .
6. Date of Joining of Public Sector Bank : í í í í í í í í í í í í í í í í í í .
7. Age as on closing date of application : í í í í í í í í í í í í í í í í í í .
8. Date of retirement and the position from : í í í í í í í í í í í í í í í í í í .  
Which retired (enclose copy of retirement order)
9. Name of the Bank from which retired : í í í í í í í í í í í í í í í í í í .
10. Last Pay Drawn (Please enclose copy) : í í í í í í í í í í í í í í í í í í .
11. Education/Technical Qualification : í í í í í í í í í í í í í í í í í í .  
(Please enclose copy of certificates)
12. Brief particulars of Experience (A separate sheet may be annexed)

Please affix self  
attested a recent  
passport size  
Photograph

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the SFAC. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature  
(Full name of the applicant)

Place:  
Date :

**Annexure-II**

**APPLICATION FORM FOR THE POSITION OF ACCOUNTS ASSISTANT ON  
CONTRACTUAL BASIS IN SMALL FARMERS' AGRIBUSINESS CONSORTIUM**

1. Name (in Block letters) : _____	Please affix self attested a recent passport size Photograph
2. Father's Name : _____	
3. Date of Birth : _____	
4. Gender : Male / Female	
5. Present Address : _____ _____	

Dist: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

6. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

Dist: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_

7. Educational Qualifications :

Sl. No.	Exam Passed	Year of Passing	Subjects	% of marks	College/ University/Board
1	10 + 2				
2	Graduation				
3	Post-Graduation				
4	Other				

8. Details of employment in chronological order:

Office/Institution/ Organization	Position Held	From (MM/YY)	To (MM/YY)	Nature of duties

9. Have you been convicted under any Law or any Criminal Case filed/pending against you (Yes or NO), if yes give details.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the SFAC. I have read this vacancy notice and ready to accept all the terms and conditions for engagement as Account Assistant.

Signature  
(Full name of the applicant)

Place:

Date :