

Small Farmers' Agri-Business Consortium

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SFAC/1-2/40/2019-Admn.

Date:01.09.2020

Sub: Engagement of Executive Private Secretary (EPS) on contract basis – Reg.

Small Farmers' Agribusiness Consortium (SFAC) is an autonomous body under Department of Agriculture, Cooperation and Farmers' Welfare, Ministry of Agriculture and Farmers Welfare, Government of India. SFAC is implementing various central schemes like Equity Grant and Credit Guarantee Fund Scheme (EGCGFS), Venture Capital Assistance (VCA), Farmers Producers Organisations (FPO) etc for undertaking agribusiness and agro processing activities by FPCs and Agripreneurs for promoting private investment and backward linkage of small and marginal farmers.

SFAC is proposing to engage one position of Executive Private Secretary on contract basis for a period of one year from the date of engagement which may be further extended based on requirement and review of performance. Accordingly, applications are invited from persons who fulfil the following eligibility conditions:-

- i) Must have 25 years experience in central/state govt. /autonomous bodies/societies under central/state govt. etc and retired at the level of PPS (pay matrix level 11 or equivalent) and above.
- ii) The upper age limit should not exceed 63 years as on the last date of submission of application for the position.
- iii) Well acquainted with the functioning of Central/State Government/ Ministries/ Autonomous bodies etc.
- iv) Must be aware of various rules & regulations of Govt. of India.
- v) 15 years experience related to word processing/Typing and working knowledge of Computer Applications in MS Office, MS Excel, Internet and Email etc.

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2. The engagement of EPS shall be subject to the following Conditions:-
- a) The person should apply expressing clearly his/her willingness for engagement stating his suitability.
 - b) The person must be able to work in MS Word, Power Point and be proficient in noting, drafting and examining proposals.
 - c) The EPS should not be entitled for any kind of allowances and residential accommodation except those specified in this circular.
 - d) The engagement of the EPS will be purely on Contract basis.
 - e) The candidate will be required to sign a non-disclosure undertaking.
 - f) The Headquarters of EPS will be at Delhi.
 - g) The engagement shall be initially for a period of 1 year, which may be extended subject to the approval of the competent authority.
 - h) Working hours shall normally be from 9:00 am to 5:30 p.m. during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and they may be called on Saturday/ Sunday and other Gazetted holidays.
 - i) The contractual EPS may be allowed leave at the rate of 12 days in each calendar year. To perform outstation duties TA/DA as per entitlement will be paid or as per SFAC rules.
 - j) The services of EPS can be terminated at any time without assigning any reason whatsoever.
 - k) The consolidated remunerations for the EPS shall be fixed in the range of Rs.60,000 to 75,000/- depending on the qualification and relevant experience.
 - l) SFAC reserves the right to decide to cancel this advertisement and not to proceed in the matter at any stage and accept or reject any or all applications, without giving any explanations, whatsoever.
 - m) The EPS will report directly to the Managing Director and has to manage the other staff in MD's office.
 - n) The EPS should have excellent inter/intra personal/liaison skills to deal with Ministries and various Public/Private organisations.
3. The persons who fulfil the eligibility criteria and are willing to offer their services as EPS may submit their application in the prescribed Proforma (enclosed) latest by **08th September 2020** to Managing Director, Small Farmers' Agribusiness Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi, 110016.

APPLICATION FOR ENGAGEMENT AS EPS
 Small Farmers Agribusiness Consortium
 Ministry of Agriculture and Farmers Welfare Govt. of India

1. Name: _____
2. Date of birth: _____
3. Contact Number (Mobile): _____
4. Email: _____
5. Address of Communication: _____

Recent passport size photograph to be pasted here

6. Details of Education Qualifications:

Education Qualification	University/ Board	Passed on	Remarks

7. Name of the Organisation from which retired: _____

8. Brief particulars of Experience:

Post held	From	To	Organisation	Remarks

9. Last pay drawn: _____

9. Details of knowledge in Computer, Word Processing, Excel: _____

Place:

Name and Signature of Applicant

Date: