

No.SFAC/1-3/17/2023-Admn.
Small Farmers' Agri-Business Consortium
 Head Office: NCUI Auditorium Building,
 5th Floor, 3, Siri Institutional Area,
 August Kranti Marg, Hauz Khas, New Delhi - 110016.
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 Website: www.sfacindia.com, Email: sfac@nic.in

04/05/2023

VACANCY NOTICE

SFAC is an autonomous body registered under the Societies Registration Act, 1860. SFAC is a pioneer organisation focusing on promotion of agribusiness through aggregation of small and marginal farmers since 2011. SFAC is implementing various schemes like Central Sector Scheme for Formation and Promotion of 10,000 FPOs, Equity Grant & Credit Guarantee Fund Scheme, e-National Agriculture Market, Fund Manager for Price Stabilizing Fund (PSF) etc, National Bee Keeping & Honey Mission, FFPO (PMMSY) etc.

2. SFAC invites applications from eligible candidates on contractual basis for the following positions:-

S.No	Position	Vacancy
1.	Consultant (FPO)	1
2.	Private Secretary	1
3.	Deputy Project Coordinator	1
4.	Project Assistant	2

1. **Consultant (FPO) Eligibility Criteria and Job Profile:-**

Consultant (FPO)	01 (One position)
Eligibility Conditions	<p>1. Retired at the level of DGM and above from any Public Sector Bank. OR</p> <p>2. Retired from Central Govt./ State Govt./ PSUs of Central Govt./ State Govt. at the equivalent level of Deputy Secretary and above with work experience in Agriculture/ Horticulture/ Agri-Business/ Agri-Marketing/ Fisheries/ Honey Bee sectors etc.</p> <p>Desirable Qualification: PG degree in Agriculture/ Horticulture/ Agri-business/ Agri-marketing/ Banking/ Finance/ Law/ IT and related field.</p>
Job Profile	<p>1) The job involves interacting with the Corporates and building trust in processing of their request for Formation and Promotion of Farmer Producer Organizations and interacting with Central/ State Governments, processing of corporate request for timely payment of FPO/ CBBO cost and ironing out any impediments which Corporate may encounter dealing with SFAC. Handling training and on boarding of FPOs on Government platform, Scrutiny of proposals/ DPR/ Business plan etc. under guidelines of schemes pertaining to FPOs, ONDC, FPO market linkage/ AIF platform related work.</p> <p>2) Any other work assigned from time to time.</p>
Consolidated Remuneration	Rs.60,000/- per month
Age Limit (upper)	62 years as on date of application.
Period of Contract	One year (initially)* and extendable

2. **Private Secretary** eligibility criteria and job profile:-

Private Secretary	01 (One position)
Eligibility Conditions and	<ul style="list-style-type: none"> Retired at the level of APS/ PS and above in Central/State Govt./PSUs/Autonomous bodies/under Central/ State govt. etc.
Experience	<ol style="list-style-type: none"> 15 years of experience related to word processing/ typing/ stenography and good knowledge of Computer Applications in MS Office, MS Excel, Internet and Email etc. Applicant should have working experience as Private Secretary to senior level officers equivalent to Director of Gol & above.
Consolidated Remuneration	Rs.45,000/- per month
Age Limit (upper)	62 years as on date of application
Period of Contract	One year (initially)* and extendable
Job profile	As assigned by senior officers.

3. **Deputy Project Coordinator** eligibility criteria and job profile:-

Deputy Project Coordinator	01 (One positions)
Eligibility Conditions with preferred experience	<ol style="list-style-type: none"> Candidate should be a Graduate in Agriculture/ Horticulture/Agri-Business from reputed University/ Institute with 3+ years of relevant experience in Agriculture/ Horticulture/ Fisheries/ Honey Bee and related projects in Central/ State Govt./ PSUs/ Autonomous bodies/ Universities or private companies of repute. <p>OR</p> <ol style="list-style-type: none"> Candidate should be a Graduate in Agriculture/ Horticulture/ Agri-Business and related fields from reputed University/ Institute with Post Graduation in related field or MBA.
Job profile	<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 & PPT 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.
Consolidated Remuneration	Rs.50,000/- per month
Age Limit (upper)	35 years
Period of Contract	One year (initially)* and extendable

4. **Project Assistant** eligibility criteria and job profile:-

Project Assistant	02 (Two positions)
Eligibility Conditions with preferred experience	<p>1. The Applicant should be a Graduate from reputed University/ Institute with 3+ years of relevant experienced in concerned field of Agriculture /Horticulture/Agri-business and farmer related projects.</p> <p>2. The Candidate must be well conversant in MS-Word, MS-Excel, MS-Power Point, Data Compilation, Report Generation & preparing Presentation etc.</p>
Job profile	<ul style="list-style-type: none"> • Data Compilation and management • Preparation of PPT and MIS report. • Coordination with FPOs/CBBOs and stakeholders for data submission. • Assisting in executing FPO project activities. • Assisting in conducting awareness camps/exhibition/workshops etc. FPOs. • Coordination with Central and State Government Departments. • Undertake basic administrative coordination and networking tasks as assigned from time to time • Assisting in handling RTI/parliamentary affairs. • Any other work given by the Competent Authority of SFAC.
Consolidated Remuneration	Rs.35,000/- per month
Age Limit (upper)	35 years as on date of application
Period of Contract	One year (initially)* and extendable

* The above positions shall be renewed 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 Consultant (FPO) , 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 en cashed.

TA/DA: The candidate 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/SFAC rules.

Confidentiality of Data & Documents: The candidate shall 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: The candidate 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 9.30 AM to 6.00 PM). However, as per the exigency one has to sit late to complete the time bound work and/or attend office on holidays based on requirements.

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 one month's notice is needed from either side.

How to Apply: Interested candidates meeting the above eligibility conditions may send their application to Managing Director, SFAC at 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016 and online at ddadmin@sfac.in by 5 PM on **25th May 2023** in the prescribed format in **Annexure-I** for retired category and **Annexure-II** for other category along with self-attested photocopies of the documents pertaining to the retirement/ qualification/ experience/ Aadhar Card and PAN card etc addressed. Any further communication if needed will be posted on the SFAC website www.sfacindia.com. The shortlisted candidates will be called for Personal Interaction.



Deputy Director (Admn.)
SFAC

Annexure-I

Application for the position of _____ on contract basis in
Small Farmers' Agri-Business Consortium, New Delhi

1. Full Name:
(In block letters)
2. Father's/Husband's Name:
3. Date of Birth:
4. Contact details Mobile/Tele:
Email.....

Please affix self
attested a recent
passport size
Photograph

5. Address for Communication:.....
.....
.....
6. Date of Joining of Public Sector Bank /Central/State Govt.
.....
7. Name of the Bank/Govt. Office from which retired.....
8. Date of retirement and the position from:
Which retired (enclose copy of retirement order)
9. Age as on closing date of application:
10. Last Pay Drawn (Please enclose copy):
11. Education/ Technical Qualification:
(Please enclose copy of certificates)
12. Brief particulars of experience (A separate sheet may be annexed)

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, 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 _____ in SFAC.

Signature
(Full name of the applicant)

Place:
Date:

Application for the position of on contract basis in
Small Farmers' Agri-Business Consortium, New Delhi

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
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)

Please affix a
recent passport size
photograph

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: