

SMALL FARMERS' AGRIBUSINESS CONSORTIUM
(Society promoted by Dept. of Agriculture & Cooperation, Govt. of India)
5th Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg,
Hauz Khas, New Delhi - 110 016

No.SFAC/1-3/7/2016-Admn.

Dated: 20.03.2017

VACANCY NOTIFICATION

Small Farmers' Agribusiness Consortium (SFAC), a Society under the administrative control of Department of Agriculture and Cooperation, Govt. of India, invites applications on deputation/short term contract basis from officers of Central Govt./State Govt./UT/PSUs/Autonomous, Statutory Body, Export Promotion Councils, Commodity Boards, Marketing Board dealing in agriculture and agro industries activities funded by Government" in its Head Office at New Delhi.

S. No.	Name of the Posts	No. of Vacancies	Pay Band & Scale (Rs.)	Grade Pay (Rs.)
1	Director	02*	PB-3:Rs.15600-39100/-(Pre-revised) #	Rs.7600
2	Accounts Officer	01	PB-2:Rs.9300-34800/- (Pre-revised) #	Rs.4600

Eligibility Criteria for Director:

- (i) Holding analogous post on regular basis; or with five years regular service in a post in the Pay Band-3, Rs.15,600-39,100 with Grade Pay Rs.6,600/- or equivalent; and
- (ii) Minimum twelve (12) years experience out of which at least five (05) years should be in appraisal, financing, monitoring, execution etc. of projects preferably in agri-business/ agro-processing/agro-marketing/ agro-allied projects.

JOB PROFILE:

The candidate will be assigned to undertake the following major activities:-

- (i) In charge of implementation of projects/schemes in Agribusiness/agro processing/ agro-marketing/agro-allied/Farmers Producers Organization/Procurement. \$
- (ii) To supervise and monitor effective working of all sections under their charge.
- (iii) To aid and advise MD both on policy matters and implementation of Projects/Schemes.
- (iv) To coordinate with the Central Government/State Government and other stakeholders for implementation of the scheme/projects and formulation of Policy.
- (v) To attend various conferences, work-shops, meetings of working groups, exhibition etc.
- (vi) To organize awareness and capacity building programmes for farmers and stakeholders.
- (vii) To undertake basic administrative coordination and networking tasks as assigned from time to time.
- (viii) Any other activity assigned from time to time by MD.

Contd....P-2/

Eligibility Criteria for Accounts Officer:

- (i) Holding analogous post on a regular basis, or (ii) with 3 years regular service in the post carrying the pay scale of Pay Band-2 Rs.9,300-34,800/- with Grade Pay of Rs.4200/- or equivalent with minimum three (03) years experience in financial rules and regulations, accounts and budgeting.
- (ii) Degree in Commerce/Mathematics/Economics/Statistics from a recognized university.

JOB PROFILE:

The candidate will be required to undertake the following major activities:-

- (i) Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc.
- (ii) Responsible for entering financial information and maintaining all financial records for program and for the organization.
- (iii) Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the Supervisor on budget expenditures.
- (iv) Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year.
- (v) Provide financial inputs for logistics, travel and other areas of administration. Oversee the preparation and submission of annual activity based project budgets as well as Monthly and quarterly financial reports.
- (vi) Any other work related accounts assigned from time to time.

* Subject to variation.

Revision of pay scale as per 7thCPC is under consideration.

\$ Details of the scheme/projects are available in SFAC website: www.sfacindia.com.

General Conditions:

The maximum age-limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications for determining eligibility. Maximum period of deputation shall be three (3) years. Applications of such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in duplicate) as in the proforma given (Annexure-I) (ii) attested photocopies of ACRs for the last five years 2011-12 to 2015-16 (ACRs to be attested by Competent Authority of the organization) (iii) Vigilance clearance/Integrity Certificate/cadre clearance certificate and (iv) statement given details of major or minor penalties imposed on the officer, if any, during the last 10 years. (Annexure-II)

Candidates can also send advance copy which shall be considered only after getting NOC from the employer/through proper channel. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.2/29/91-Estt. (Pay.II), dated 05.01.1994 and its subsequent orders issued from time to time. Employees on deputation can avail residential accommodation facility under SFAC pool of flats.

The application should reach on or before 4th May, 2017 to the Managing Director, Small Farmers' Agri-Business Consortium, NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi -110016 clearly stating "Application for the post of _____".

FORM OF APPLICATION

1. Post 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 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

Please affix a recent passport size photograph

10. Experience (please start with the latest) :

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

11. Training Programmes attended :

12. Have you ever been discharged/ reprimanded/suspended from any position? :
If yes, state reason:

13. Have you ever been convicted under the Law :

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.

Place:

Signature of the Candidate

Date:

Name.....

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of.....who has applied for the post ofin the Small Farmers Agribusiness Consortium ,Department of Agriculture & Cooperation on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank
Deputy Secretary or above)

Name & Office Seal: -----

Date: -----

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated againstwho has applied for the post of in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis.

(Authorized signatory)

Name & Office Seal:-----

Date: -----

NO PENALTY CERTIFICATE

Certified that no major /minor penalty has been imposed on , who has applied for the post of in the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation basis during the last ten years.

(Authorized signatory)

Name & Office Seal:-----

Date: -----

CADRE CLEARANC CERTIFICATE

This office has no objection toapplying for the post ofin the Small Farmers Agribusiness Consortium, Department of Agriculture & Cooperation on deputation . In the event of his /her selection,he/she will be immediately relieved to take charge of the assignment.

(Authorized signatory)

Name & Office Seal:-----

Date: -----