

Small Farmers' Agri-Business Consortium,
NCUI Auditorium Building, 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi – 110016
Tel: 91-11-26966017, 26569316, 41055963
Email: sfac@nic.in, Web: sfacindia.com

No. SFAC/1-3/8/2018

Dated: 28.12.2018

Walk-In Interview

Applications are invited for walk-in interview to be held on 3rd January 2019 from 10 am to 1 pm for a temporary position of Accounts Assistant on contract basis in Small Farmers' Agri-Business Consortium (SFAC). SFAC is a Society under Ministry of Agriculture and Farmers Welfare, Govt. of India which is promoting FPOs / FPCs and implementing Govt. schemes like VCA, EGCGF & e-NAM etc.

The details of the post are as given below:

Number of Post	1 (One)
Age Limit	35 years (can be relaxed for deserving candidates)
Period of Contract	6 Months (Initially)
Eligibility Conditions	<ul style="list-style-type: none">➤ B.Com or equivalent (At least 2–3 years' experience in Accounts / Financial Management & etc.)➤ Knowledge of Tally is essential
Job Profile	Reconciliation of all accounts and schemes. Quarterly TDS Returns. Reconciliation and checking of entries in Tally system. Maintaining Accounts of Kisan Mandi transactions.
Consolidated Remuneration	Rs. 28,000/- to Rs. 30,000/- (Depending on experience)
Note: Selected candidate should join in 1 or 2 days.	

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 conditional 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 Accountant/Accounts Assistant, formulation of panel subject to eligibility criteria, shall remain solely with the competent authority the Managing Director, SFAC.

Leave: During your engagement you will be entitled for one day leave per month. 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 their 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.

Confidentially 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 in any matter which is adverse to the in the interest of the Department/Organization nor will he indulge in any activity outside the terms of the contractual assignment.

Working Hours: 5 day week 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 the SFAC can cancel the appointment at any time without providing any reason for it. However, in the normal course it will provide one month's notice to the Accountant/Accounts Assistant. The Accountant/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 come with applications in the given application format in **Annexure-I** along with self-attested photocopies of the following documents. The original certificates shall be required to be presented at the time of interview. (i) Matriculation/ Secondary Certificate as proof of Birth. (ii) Mark Sheet / Certificate in support of all educational qualifications and experience. Candidate appearing for the walk-in interview will not be entitled for any TA/DA.

The Application Form in **Annexure-I** along with one self-attested copy of all relevant qualification & experience certificates along with self-attested recent photograph should be submitted DD (ADMN). The advertisement is published in National Career Service, under Ministry of Labour & Employment, Govt. of India and SFAC website www.sfacindia.com. SFAC has right to cancel / postpone the interview & reject the applicant(s). The selected candidates shall not have any claim on regularization.

MANAGING DIRECTOR

Note:

Applicants may feel free to contact the Reception of SFAC for any clarifications / information mentioned above.

Annexure-I

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

1. Name (in Block letters) : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Gender : Male / Female
5. Present Address : _____

dist.: _____ State: _____ Pin: _____
6. Permanent Address : _____

Dist: _____ State: _____ Pin: _____

Please affix self-
attested a recent
passport size
Photograph

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. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient :

Office/Institution/ Organization	Post 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 circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature
(Full name of the applicant)

Place:
Date: