

Small Farmers' Agribusiness Consortium
(Society Formed under Dept. of Agriculture & Farmers' Welfare, Govt. of India)
3, Siri Institutional Area, 5th Floor, NCUI Auditorium Building, August Kranti Marg,
Hauz Khas, New Delhi - 110016.
Tel:91-11-41060075, 41056163
Website: www.sfacindia.com, Email: sfac@nic.in

No.SFAC /1-3/7/2024-Admn.

Dated:18.10.2024

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VACANCY NOTICE

SFAC is an autonomous society promoted by Ministry of Agriculture & Farmers' Welfare, Govt. of India for economic inclusion of small and marginal farmers through aggregation and development of agribusiness. SFAC is the nodal agency for the implementation of the Central Sector Scheme for Formation and Promotion of 10,000 FPOs and National Agriculture Market (e-NAM).

2. SFAC invites applications for the following vacant posts on deputation basis from eligible officers/officials of Central/State Government/ Central/ State Autonomous bodies/ Public Sector Undertakings of Central Govt./State Govt., Public Sector Banks etc.:-

S.No.	Name of Post	No. of Vacancies	Pay Scale (Rs.)
1.	Manager (Fin.)*	01	Level -9 of 7 th CPC(Rs.53100-167800/-) + GP Rs.5400/-
2.	Field Officer	02	Level-7 of 7 th CPC (Rs.44900-142400/-) + GP Rs.4600/-
3.	Legal Officer	01	Level-7 of 7 th CPC (Rs.44900-142400/-) + GP Rs.4600/-
4.	Estate Officer	01	Level-7 of 7 th CPC (Rs.44900-142400/-) + GP Rs.4600/-

* Vacancy arises w.e.f. 1st April, 2025.

3. The applications complete in all respects should reach 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 superscripted "Application for the post of _____ in SFAC" by post **through proper channel** within 45 days of publication of the advertisement in the Employment News. Complete advertisement and further details can be downloaded from the SFAC website <https://www.sfacindia.com/>.

N. (1) 24/10/2024
Deputy Director (Admin), SFAC

1. Manager (Finance) –1 Post:

Holding analogous post on regular basis; or with five years regular service in a post in the Pay Level-7 of 7th CPC (Rs.44900-142400/-) with minimum three (03) years experience in matters relating to finance, budgeting and accounts.

(Note: 5 years continue experience in Level-7 & 8 shall be considered)

JOB PROFILE:

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

- (i) Oversee financial operations of the organization and ensure timely and accurate financial reports and 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 expenditure to ensure that program funds are utilized appropriately by the close of the fiscal year.
- (v) Provide financial inputs for logistics, travel and other administrative activities. Oversee the preparation and submission of annual activity based project budgets as well as Monthly and quarterly financial reports.
- (vi) Any other work related to finance and accounts assigned from time to time.

2. Field Officer –2 Posts:

Holding analogous post on regular basis; or with three years regular service in a post with Pay Level-6 of 7th CPC Level-6 (Rs.35400-112400/-) or equivalent; with minimum three (03) years experience in appraisal, financing, monitoring, execution etc. of agribusiness/agro-processing/agro-marketing/agro-allied projects.

JOB PROFILE:

- (i) Assist in project appraisal, monitoring, execution etc. of projects preferably in Agribusiness/agro processing/agro-marketing/agro-allied projects;
- (ii) Assist in conducting of conferences, work-shops, meetings of working groups etc.;
- (iii) Prepare internal notes, reports and documents etc;
- (iv) Undertake basic administrative coordination and networking tasks as assigned from time to time.
- (v) Prepare field reports on project visits etc.
- (vi) Any other project related activities assigned from time to time.

3. Legal Officer –1 Post:

Holding analogous post on regular basis; or with three years regular service in a post with Pay Level-6 (Rs.35400-112400/-) or equivalent; with minimum three (03) years experience in dealing with matters under Companies Law and Arbitration.

Contd...

N. (1) 24/11/2014

JOB PROFILE:

- (i) Assist Legal Section regarding court cases as well as matters which require examination from a legal point of view in a professional manner;
- (ii) Scrutinize legal papers, documents and affidavits and offer comments;
- (iii) Maintain status report of all ongoing Court Cases and track the dates of next hearing etc. to suitably alert the officers concerned;
- (iv) Process the matter related to payment of professional fees to advocates as admissible;
- (v) Monitor Court cases;
- (vi) Any other works assigned from time to time.

4. Estate Officer –1 Post:

- (i) Holding analogous post on regular basis; or with three years regular service in a post with Pay Level-6 (Rs.35400-112400/-) or equivalent; with minimum three (03) years experience in maintaining office premises (including Administration/ Housekeeping works) etc.


JOB PROFILE:

- (i) Administrative matter related to officers/officials of SFAC;
- (ii) Repairs and maintenance of the office building and SFAC owned Flats etc.;
- (iii) Day to day office works related to Administration and Housekeeping etc.;
- (iv) Any other works assigned from time to time.

General Conditions:

The maximum age-limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications for determining eligibility. The period of deputation shall be three (3) years. The Applications of such officers/candidates accompanied with (i) Bio-data (in duplicate) as in the proforma given (Annexure-I) (ii) attested photocopies of APARs for the last five years 2019-20 to 2023-24. (APARs to be attested by Competent Authority not below the rank of Under Secretary to Govt. of India of the organization) (iii) Vigilance clearance/Integrity Certificate/cadre clearance certificate and (iv) statement giving details of major or minor penalties imposed on the officer, if any, during the last 10 years. (Annexure-II) routed through proper channel will be considered.

The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's O.M. No.6/8/2009-Estt. (Pay.II), dated 17.06.2010 as amended from time to time. Employees on deputation can avail residential accommodation facility under SFAC pool of flats subject to availability.


(Prasanth Chander N.)
Deputy Director (Admin), SFAC

FORM OF APPLICATION

1. Post applied for:
(In block letters)

2. Name of applicant: Mr./Mrs./Miss.....
(In block letters)
(Please attach self attested copy of any govt. Issued ID such as DL/
Passport/ Voter Id/Aadhar)

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. Category (SC/ST/OBC/PH/GEN) :
(Please attach self attested photocopy of certificate issued by Competent Authority in
prescribed Proforma)

10. Educational Qualification starting with Secondary Education:

(Please attach self 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

11. 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		

12. Training Programmes attended:

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

14. Have you ever been convicted under the Law:

15. Reference:

- 1.
- 2.

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:

Annexure-II

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of.....who has applied for the post ofin the Small Farmers Agribusiness Consortium ,DepartmentofAgriculture & Farmers Welfare 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 Secretary of 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 & Farmers Welfare 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 ofin the Small Farmers Agribusiness Consortium, Department of Agriculture & Farmers Welfare 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 & Farmers Welfare 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: -----