

**SMALL FARMERS' AGRIBUSINESS CONSORTIUM**  
 (A Society promoted by Dept. of Agriculture, Cooperation & Farmers' Welfare, Govt. of India)  
 5<sup>th</sup> Floor, NCUI Auditorium Building, 3, Siri Institutional Area,  
 August Kranti Marg, Hauz Khas, New Delhi-110016

File No. SFAC/FPO/EFC/10-17/2019-20

Dated: 24.11.2021

**ENGAGEMENT OF PROJECT ASSISTANT IN SFAC**  
**ON CONTRACTUAL BASIS**

This is with reference advertisement dated 06.04.2021, inviting applications for the position of Project Assistant (4), under the Central Sector Scheme for “**Formation and Promotion of 10,000 FPOs**” on contract basis. It is decided to reinvite applications for the position in public interest.

Further, applicants who have already applied need not apply again. However, if the applicant has additional information to submit, may apply again.

<b>Name of the position</b>	<b>Project Assistant</b>
<b>No. of position</b>	4
<b>Remuneration</b>	INR 35,000 – 45,000 per month
<b>Requisite Qualification</b>	<ul style="list-style-type: none"> <li>• The applicant should be Graduate from a reputed University / Institute with minimum 3 years of work experience in the concerned field and Agriculture &amp; Farmers related projects.</li> <li>• The applicant should have the following:               <ul style="list-style-type: none"> <li>(i) Good command in MS-Excel, MS-PowerPoint, and MS-Word.</li> <li>(ii) Data Compilation, Report, Generation &amp; Preparing Presentation.</li> </ul> </li> </ul>
<b>Age limit (Years)</b>	35
<b>Duration</b>	Initially for one year (likely to be extended)

**Job Description:**

S.No.	Name of the Position	Scope of Work
1.	<b>Project Assistant</b>	<ul style="list-style-type: none"> <li>• Data compilation and management</li> <li>• Preparation of Power Point Presentation &amp; MIS reports etc.</li> <li>• Coordination with FPOs and other Stakeholders for data submission.</li> <li>• Assisting in executing FPO project activities</li> <li>• Assisting in conducting awareness camps/ exhibition/ workshops etc. for FPOs.</li> <li>• Coordination with Central/State Govt. departments.</li> <li>• Undertake basic administrative coordination and networking tasks as assigned from time to time.</li> <li>• Assisting in handling RTI and parliamentary affairs.</li> <li>• Any other work given by the Competent Authority of SFAC.</li> </ul>

## **Terms & Conditions:**

- i. **Allowances:** No allowance such as dearness allowance, residential telephone, house rent allowance, CGHS, medical reimbursement etc. are admissible.
- ii. The office working hours are from 9:30AM to 5:30PM in a five day week period and may have to attend offices on weekends and late hours in exigencies.
- iii. **Leave:** 12 days leave in a calendar year on pro-rata basis are permissible. Therefore, a candidate shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
- iv. **Headquarters:** The headquarter will be at New Delhi.
- v. SFAC reserves the right to terminate the services without any prior notice if the performance is not found to be satisfactory.
- vi. SFAC shall not be responsible for any loss, accident, damages/ injury suffered by him/her whatsoever arising in or out of the execution of his /her work, including travel.
- vii. Any other conditions to be decided by the Competent Authority in the interest of SFAC.

The Consortium reserves the right to reduce number of positions/ short-list candidates based on qualification, experience and suitability. Shortlisted applicant shall be called for the verification of credentials and suitability. The applicant called for interaction is not entitled for any TA/DA and accommodation etc.

**How to apply:** Interested candidates should submit duly filled application proforma (**Annexure-I**) along with all supporting document (self attested) latest by **14.12.2021 till 5 P.M.** through speed post / registered post / by hand to **"The Managing Director, SFAC, 5<sup>th</sup> Floor, NCUI Auditorium Building, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016"**. Scan copy of the filled in application proforma along with the documents may also be sent by email at [sfac@nic.in](mailto:sfac@nic.in) clearly stating the subject as **"Application for the position of Project Assistant in SFAC"**. Incomplete applications will be rejected summarily. SFAC reserves the right to cancel the filling of any of the contractual position without assigning any reason. SFAC reserves the right to prepare panel of suitable applicants which shall remain valid for a period of 6 months or as decided by the Competent Authority.

Any related Notification/ Corrigendum/ Addendum etc. shall be notified only on the SFAC website. The detail of the organisation is available on <http://www.sfacindia.com>. For any additional information, please contact on 011-26966037 / 41060075.



**Deputy Director (Admn.)**



**FORM OF APPLICATION**

- 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 .....

Please affix a recent passport size photograph

- 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)

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: