

लघु कृषक कृषि व्यापार संघ  
Small Farmers' Agri-Business Consortium  
(कृषि एवं किसान कल्याण विभाग, भारत सरकार के तहत गठित सोसायटी)  
(Society Formed under Dept. of Agriculture & Farmers' Welfare, Govt. of India)  
3 सिरी इंस्टीट्यूशनल एरिया, पांचवा तल, एन.सी.यू.आई.ऑडिटोरियम बिल्डिंग, अगस्त क्रांति मार्ग,  
3, Siri Institutional Area, 5th Floor, NCUI Auditorium Building, August Kranti Marg,  
हौज़ खास, नई दिल्ली- 110016 Hauz Khas, New Delhi - 110016  
दूरभाष सं. Tel: 91-11-41060075, 41056163  
वेबसाइट Website: www.sfacindia.com, ईमेल Email: sfac@nic.in

No.SFAC /1-2/43/2024-Rectt.(Vol.III)

Dated:20.06.2025

### रिक्ति सूचना VACANCY NOTICE

SFAC is an autonomous body registered under the Societies Registration Act, 1860, focusing on promotion of agribusiness. SFAC is implementing various owing position:-

S.No.	Positions	Vacancy
1.	Accounts Assistant	01#

The details for the positions proposed are as under:-

S.No.	Name of the post	Eligibility Criteria
2.	Accounts Assistant	01 (One position)
	Eligibility Conditions with preferred experience	1. Candidates having PG degree in Banking / Finance / Commerce / ICWA(Inter)/CA(Inter) and related fields with minimum 01 years of experience. 2. The candidate must be well conversant in MS-Word, MS-Excel, MS-Power point, Data Compilation, Preparing presentation etc.
	Job Profile	Work on tally Accounting software, Maintain of ledgers, Voucher entry/ Bank reconciliation/ preparation of fixed asset register. Processing of payments files, record maintain, salary preparations. TDS deductions under various sections of Income Tax, remittance of TDS and other work assigned by the Competent Authority of SFAC.
	Consolidated Remuneration	Rs.35,000/- per month
	Age Limit (upper)	35 years as on last date of submission of application
	Period of Contract	One year on full time basis (initially) and extendable*

\* Renewal for further period as per requirement and satisfactory performance.

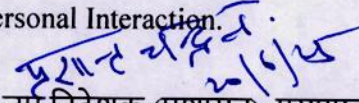
# The number of posts may vary as per requirements.

सुभाष चंद्र



**Terms & Conditions:** SFAC reserves 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. The decision with respect to engagement on above positions shall remain solely with the Competent Authority.

**How to Apply:** Interested candidates meeting the above eligibility conditions may send their application to **Deputy Director (Administration), SFAC at 5th Floor, 3, Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi – 110016** and/or online at [ddadmin@sfac.in](mailto:ddadmin@sfac.in) by 5PM on **04/07/2025** in the prescribed format in **Annexure-I** with self-attested photocopies of the documents pertaining to the age/qualification/experience/ Aadhar Card and PAN card etc. Applications without Annexure-I and without documents in support of age/qualifications/experience shall not be considered. Any further communication/amendment if needed will be posted on the SFAC website <http://sfacindia.com/>. The shortlisted candidates will be called for Personal Interaction.

  
उप निदेशक (प्रशासन), एसएफएसी  
Deputy Director (Admin), SFAC

## अनुलग्नक-1

लघु कृषक कृषि व्यापार संघ, नई दिल्ली में अनुबंध आधार पर .....  
.....के पद हेतु आवेदन पत्र

1. Position applied for: .....  
(In block letters)

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

Please affix a  
recent passport  
size  
photograph

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:  
(Must attach self attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	Percentage of Marks/ CGPA/ Division etc.	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 (Must attach relevant experience certificate)
		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)

**Note: Only those qualifications which are supported by certificate copies will be considered.**

## **DECLARATION/ घोषणा**

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.

आवेदक के हस्ताक्षर

नाम.....

दिनांक/Date:

स्थान/Place