

## Small Farmers' Agri-Business Consortium

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No.SFAC-11012/1/2025-ADMN (176039)

Dated: 25.03.2025

### VACANCY NOTICE No.01/2026

SFAC is an autonomous body registered under the Societies Registration Act, 1860, focusing on promotion of agribusiness. SFAC is implementing various schemes like Central Sector Scheme for Formation and Promotion of 10,000 FPOs, e-National Agriculture Market, National Bee Keeping & Honey Mission, FFPOs (PMMSY) etc and also Fund Manager for Price Stabilizing Fund (PSF) etc.

2. SFAC invites applications from Young Professionals for the following positions for VCA Recovery:-

S.No.	Position	Vacancy
1.	Young Professional (Legal)	01

The details for the positions proposed are as under:-

S.No.	Name of the position	Eligibility Criteria
1.	Young Professional (Legal)	01 (One Position)
	Eligibility Conditions	<ol style="list-style-type: none"> <li>Candidates having Bachelor's Degree of Law from a recognized University recognised by Bar Council of India.</li> <li>Should be registered as an Advocate in the Bar Council in terms of the Advocate's Act 1961.</li> <li>Must have excellent written &amp; oral communications skills.</li> </ol>
	Experience	Minimum 3 years post qualification experience in handling Litigation matters in High Court/ District Court etc. with proficiency in computer skills (Word, Excel, Data Analytics etc.)
	Consolidated Remuneration	Rs.50,000/- per month
	Age Limit (upper)	35 years as on last date of submission of application
	Job profile	<ul style="list-style-type: none"> <li>Handling and monitoring approximately 600 VCA-related court cases pending before various courts and legal forums across the country, with 10–15 new cases being added every month.</li> <li>Typing and preparation of legal documents, case files, and related correspondence.</li> <li>Searching and retrieving original files and records required for ongoing legal matters.</li> <li>Preparation and maintenance of case files for effective case management and documentation.</li> <li>Tracking and maintaining records of cheque bounce cases and related legal proceedings.</li> <li>Issuance of No Objection Certificates (NOCs) as required in specific cases.</li> <li>Checking, drafting, and sending emails to advocates regarding case updates, documents, and instructions.</li> </ul>

		<ul style="list-style-type: none"> <li>• Coordination and communication with advocates and legal representatives for proper handling of cases.</li> <li>• Processing and verification of advocates' fee bills and bills of external legal agencies.</li> <li>• Updating case details and status on the LIMBS (Legal Information Management &amp; Briefing System) Portal.</li> <li>• Downloading court orders and judgments from court portals and maintaining records.</li> <li>• Scanning and maintaining digital records of notices, writ petitions, agreements, and other legal documents.</li> <li>• Processing and submitting e-Office files related to legal matters for approvals and official actions.</li> <li>• Ensuring smooth, timely, and efficient disposal of day-to-day legal and administrative work related to litigation matters.</li> <li>• Any other work given by the Competent Authority of SFAC.</li> </ul>
	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.

**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 **through email only** at [ddadmin@sfac.in](mailto:ddadmin@sfac.in) by **24/04/2026** in the prescribed format in **Annexure-I with self-attested photocopies of the documents pertaining to the Educational Qualification/ Experience/ Aadhar Card and PAN card etc.** Any further communication if needed will be posted on the SFAC website <https://sfacindia.com>. The shortlisted candidates will be called for Personal Interaction.

**Dy. Director (Admin)**  
**SFAC**

## Annexure-I

Application for the position of \_\_\_\_\_ on  
contract basis in Small Farmers' Agri-Business Consortium, New Delhi

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)*
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)*

Please affix a  
recent passport  
size  
photograph

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 ( <i>Must attach relevant experience certificate</i> )
		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**

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: