

## Small Farmers' Agri-Business Consortium

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No.SFAC/1-2/43/2024-Rectt.

Dated: 07.08.2025

### Vacancy NOTICE

SFAC is an autonomous society promoted by Ministry of Agriculture & Farmers' Welfare, Govt. of India for economic inclusion a 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). SFAC also promotes FPOs under the National Bee Board and Fish FPOs under the Pradhan Mantri Matsya Sampada Yojana and others.

2. SFAC invites applications for the following positions for FPO projects and PSF: -

S.No.	Positions	Vacancy
1.	Young Professional (CA)	01
2.	Young Professional (ICWA)	01
3.	Project Assistant (FPO)	02

The details for the positions are as under:-

S.No.	Name of the post	Eligibility Criteria
1.	Young Professional (CA/ICWA)	02 (Two positions)
	Eligibility Conditions with preferred experience	Candidates having CA / ICWA with minimum 03* years of experience including Internship/ Articleship etc.
	Job Profile	<ul style="list-style-type: none"><li>• Taxation matter which includes Advance Tax Planning &amp; payments as per timelines of IT Deptt., ITR filing</li><li>• TDS reconciliation and Quarterly return filing within due time.</li><li>• GST issues / preparing and filing GSTR as applicable.</li><li>• Evaluation &amp; Finalization of Annual Accounts with due compliance.</li><li>• Supervision of Bank Reconciliation of various accounts maintained by SFAC within timelines and accuracy.</li><li>• Coordination with Internal Auditor, Statutory Auditor, Ministry Audit and reply to audit paras.</li><li>• Reply &amp; settlement of CAG audit paras / Tax Notices issued by concerned Deptt. etc</li><li>• Research and analysis of information, consulting with stakeholders, government officials and internal staff, the development of options and preparation of plan.</li><li>• Any other task assign from time to time.</li></ul>
	Consolidated Remuneration	Rs.50,000/- per month.
	Age Limit (upper)	35 years*
	Period of Contract	One year on full time basis (initially) and extendable**

N. C. S.

Contd...

2.	Project Assistant (FPO)	02 (Two positions)
	Eligibility Conditions with preferred experience	1. Candidates having PG degree or above in Agriculture/ Horticulture/ Agri-business/ Agri-marketing/ Management/ Business Administration and related fields with minimum 01 year of experience. 2. Proficiency in Computer Operation.
	Job profile	<ul style="list-style-type: none"> <li>• Data Compilation and management</li> <li>• Preparation of PPT and MIS report.</li> <li>• Coordination with FPOs/CBBOs and stakeholders etc.</li> <li>• Assisting in executing FPO project activities.</li> <li>• Assisting in conducting awareness camps/ exhibition/ workshops etc. FPOs.</li> <li>• Coordination with Central and State Government Departments and other stakeholders.</li> <li>• Assisting in handling RTI/ Parliamentary affairs.</li> <li>• Any other work given by the Competent Authority of SFAC.</li> </ul>
	Consolidated Remuneration	Rs.35,000/- per month
	Age Limit (upper)	35 years*
	Period of Contract	One year on full time basis (initially) and extendable**

\* As on 31.08.2025.

\*\* 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 to send their application through email at [ddadmin@sfac.in](mailto:ddadmin@sfac.in) by **27/08/2025** in the prescribed format in **Annexure-I with self-attested photocopies of the documents pertaining to the qualification/ experience/ Aadhar Card and PAN card etc.** The applications without Annexure-I and supporting documents will not be considered. Any further communication if needed will be posted on the SFAC website <http://sfacindia.com>. The shortlisted candidates will be called for Personal Interaction.

N. C. [Signature]  
Dy. Director (Admin)



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)

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**

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