

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-11012(13)/1/2025-Admn.

Dated:07.09.2026

VACANCY NOTICE

Small Farmers' Agri-Business Consortium (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). 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 below mentioned posts on deputation basis from eligible officers/officials of Central/State Government/ Central/ State Autonomous bodies/ Public Sector Undertakings possessing the following qualifications:

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	Assistant Gr. I	01	Level-6 of 7 th CPC (Rs.35400-112400/-) + GP Rs.4200/-

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 60 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/>.

Deputy Director (Admin), SFAC

3. Eligibility Conditions for the post of Manager (Fin.)

1. Manager (Finance) :

Holding analogous post on regular basis; or with five years regular service in a post in the Pay Level-7/8 of 7th CPC (Rs.44900-142400/-) with minimum three (03) years experience in matters relating to finance, budgeting and accounts.

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

JOB PROFILE OF MANAGER (FIN.)

The major activities to be undertaken may include the following:-

- i. Oversee financial operations of the organization and ensure timely and accurate financial reports 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.

4. Eligibility Conditions for the post of Assistant Gr.I**2. Assistant Gr.I :**

Holding analogous post on regular basis; or with five years regular service in a post in the Pay Level-4 of 7th CPC (Rs.25500-81100/-) or equivalent with minimum five (05) years experience in Office Administration/collection of data of agribusiness projects and working knowledge of computer applications/technology.

JOB PROFILE OF ASSISTANT GR.I

- i. All Matters relating to General Administration. Work relating to procurement of Goods through GeM and Primary user for GeM.
- ii. Matters relating to Correspondence with ministry on various matters and maintenance of EC/BOM & AGM files and records.
- iii. Matters relating to printing of Annual Report & Laying of Annual Report of SFAC in the two Houses of Parliament.
- iv. Matters relating to recruitment on deputation basis, maintenance of service books, sanction of leave, LTC etc. of Regular and Deputation staff/officers.

- v. Matters relating to engagement of staff through outsourcing agency and payment of monthly wages bill.
- vi. Annual Maintenance Contract for AC's, EPABX System, Pest Control, Photocopier Machine etc. and put up of bills on quarterly basis. Maintenance of Fire Fighting equipment's, office vehicles (Ciaz & Maruti Van) and monthly payment of Petrol/Diesel bill. Payment of monthly newspapers/magazine bills of SFAC.
- vii. Maintenance of Assets Register.
- viii. Payment of monthly rent, telephone and monthly petty expenses bills of RO, Guwahati.

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 (including short term contract).
- 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.
- The Applications of officers/candidates will only be considered which are routed through proper channel and are 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)**.
- Selected officer on deputation can avail residential accommodation facility under SFAC pool of flats subject to availability.

Complete advertisement notification can be downloaded from the SFAC website www.sfacindia.com.

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

Annexure-I

FORM OF APPLICATION

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Please affix a
recent
passport size
photograph

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)

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

Contd....

-: 2 :-

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, Department of Agriculture & 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: -----