

**Small Farmers' Agri-Business Consortium**  
Head Office: NCUI Auditorium Building,  
5th Floor, 3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi - 110016.  
(T) +91-11- 41060075, 41056163  
Website: [www.sfacindia.com](http://www.sfacindia.com), Email: [sfac@nic.in](mailto:sfac@nic.in)

No. SFAC/1-3/17/2023-Admn.

Dated: 27.12.2023

### VACANCY NOTICE

SFAC is an autonomous body registered under the Societies Registration Act, 1860. SFAC is a pioneer organisation focusing on promotion of agribusiness through aggregation of small and marginal farmers since 2011. SFAC is implementing various schemes like Central Sector Scheme for Formation and Promotion of 10,000 FPOs, Equity Grant & Credit Guarantee Fund Scheme, e-National Agriculture Market, Fund Manager for Price Stabilizing Fund (PSF) etc, National Bee Keeping & Honey Mission, FFPO (PMMSY) etc.

2. SFAC invites applications from eligible candidates on contractual basis for the following positions:-

S.No	Position	Vacancy
1.	Accounts Assistant	2
2.	IT Executive	1

**The details of the positions are as given below:**

1.	<b>Accounts Assistant</b>	02 (Two positions)
	Eligibility Conditions with preferred experience	1. Commerce Graduate with 3 years of experience in Accounting work, working experience on Tally. 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 (initially)* and extendable
2	<b>IT Executive</b>	01 (One Positions)
	Eligibility Conditions with preferred experience	1. The Applicant should be a BCA / B.Tech (Computer Science) or equivalent from reputed University/ Institute with 3+ years of relevant experience. 2. The Candidate must be well conversant in MS-Word, MS-Excel, MS-Power Point, Data Compilation, Report Generation & preparing Presentation etc.
	Job Profile	1. To assist/work on GeM portal for procurement of goods and services. 2. To co-ordinate with AMC IT service for resolving the Computer systems and network issues. 3. To manage IT Assets & Inventory & Communication Links / Mobile Connection/Data Card Management in co-ordination with IT service provider 4. To assist in updating website regularly 5. To assist in matter related to e-office, HRMS, GLIS etc 6. Any 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 (initially)* and extendable

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



**Terms & Conditions:** SFAC reserves all its 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 and the decision with respect to engagement of Accounts Assistant/ IT Executive, formulation of panel subject to eligibility criteria, shall remain solely with the Competent Authority -the Managing Director, SFAC.

**Leave:** During engagement you will be entitled for 12 days leave in a calendar year on Prorata basis. Additional leave without pay may be permitted with approval of Managing Director. Un-availed leave shall neither be carried forward nor en cashed.

**TA/DA:** The candidate shall be allowed to take domestic tour as required by the duties for which TA/DA and Hotel Accommodation shall be paid as per policy of SFAC. Tours will be subject to approval of competent authority. Claims will be settled subject to extant Government/SFAC rules.

**Confidentiality of Data & Documents:** The candidate shall not divulge any information, data or reports/documents handled by you as part of your work to any party and person for pecuniary gains or even otherwise, without the prior approval of Competent Authority.

**Conflict of Interest:** The candidate shall in no case represent or give opinion or advice to others or indulge in any activity which is adverse to the interests of the SFAC.

**Working Hours:** To follow the normal working hours as prescribed (i.e from 9.30 AM to 6.00 PM). However, as per the exigency one has to sit late to complete the time bound work and/or attend office on holidays based on requirements.

**Termination of Contract:** The appointment is of a temporary nature and SFAC can cancel the engagement at any time without providing any reason for it. However, in the normal course one month's notice is needed from either side.

**Number of vacancy may vary as per administrative exigencies of SFAC.**

**How to Apply:** Interested candidates meeting the above eligibility conditions may send their application to Managing Director, SFAC at 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110 016 and online at [ddadmin@sfac.in](mailto:ddadmin@sfac.in) by 5 PM on **16<sup>th</sup> January 2024** 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 addressed. Any further communication if needed will be posted on the SFAC website [www.sfacindia.com](http://www.sfacindia.com). The shortlisted candidates will be called for Personal Interaction.

  
Deputy Director (Admn.)  
SFAC



**FORM OF APPLICATION**

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

2. Name of applicant : Mr./Mrs./Ms.....  
(In block letters)

3. Father's/ Husband's Name : .....

4. Marital Status : .....

5. Present postal address for Communication: .....  
in block letter with pin code .....

6. Permanent address: .....

7. (a) Telephone No. (with STD Code) .....

(b) Mobile No. : .....

(c) E-mail Address : .....

8. Date of Birth (and age as on closing date).....

9. Nationality : .....

10. 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

11. 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		

12. Training Programmes attended : .....

13. Have you ever been convicted under the Law : .....

14. 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: