

Small Farmers' Agri-Business Consortium

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No.SFAC /1-3/6/2024-Rectt.

Dated: 07/10/2024

VACANCY NOTICE

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 FPO projects and PSF:-

S.No.	Positions	Vacancy
1.	Deputy Project Coordinator	01
2.	Project Assistant	01
3.	Accounts Assistant	02

The details for the positions proposed are as under:-

S.No.	Name of the post	Eligibility Criteria
1.	Deputy Project Coordinator	01 (One position)
	Eligibility Conditions with preferred experience	1. Candidates having PG degree and above in Agriculture/ Horticulture/ Agri-business/ Agri-marketing/ Management/ Business Administration and related fields with minimum 03 years of experience. 2. Proficiency in Computer Operation.
	Job profile	<ul style="list-style-type: none">Assisting in preparation of project reports.Organizing events & exhibitions.Handling FPO projects in various States & UTs.Assisting in creating backward and forward linkages for FPOs.Preparation, analysis and integration of diverse information from varied sources.Recommendation of funds under projects/schemes related to FPOs.Preparation of monthly progress reports & PPT etc.Coordination with Central/ State Govt. departments and other stakeholders.Data Compilation and preparation of MIS reportAssisting in handling RTI/ Parliamentary affairs.Any other work given by the Competent Authority of SFAC.
	Consolidated Remuneration	Rs.50,000/- per month
	Age Limit (upper)	35 years as on date of submission of application
	Period of Contract	One year on full time basis (initially) and extendable*

N. C. J.


2.	Project Assistant	01 (One position)
	Eligibility Conditions with preferred experience	1. Candidates having PG degree 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"> • Data Compilation and management • Preparation of PPT and MIS report. • Coordination with FPOs/CBBOs and stakeholders etc. • Assisting in executing FPO project activities. • Assisting in conducting awareness camps/ exhibition/ workshops etc. FPOs. • Coordination with Central and State Government Departments and other stakeholders. • Assisting in handling RTI/ Parliamentary affairs. • Any other work given by the Competent Authority of SFAC.
	Consolidated Remuneration	Rs.35,000/- per month
	Age Limit (upper)	35 years as on date of submission of application
	Period of Contract	One year on full time basis (initially) and extendable*
3.	Accounts Assistant	02 (Two positions)
	Eligibility Conditions with preferred experience	1. Candidates having PG degree in Banking / Finance / Commerce / ICWA(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.

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 Director (Administration), SFAC at 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016 and/or online at ddadmin@sfac.in by 5PM on **28/10/2024** 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. Any further communication if needed will be posted on the SFAC website <http://sfacindia.com/>. The shortlisted candidates will be called for Personal Interaction.


 Dy. Director (Admin)
 SFAC

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)
(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. Educational Qualification starting with Secondary Education:
(Please attach self attested photocopies of certificates/mark sheets)

Please affix a
recent passport size
photograph

Examination/ Degree	University/ Board	Year of Passing	% of marks/ Division	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 (Please 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)

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

N. P. [Signature]