

Small Farmers' Agri-Business Consortium
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F.No. SFAC/1-3/45/2021-Admn.

Dated: 07.03.2022

VACANCY NOTICE

Applications are invited from eligible applicants for the following temporary positions in SFAC on contract basis.

The details of the positions are as given below:

1.	Accountant	01 (One Position) on contract basis
	Eligibility Conditions	Commerce Graduate with 6 years of experience in Accounting work, working experience on Tally, Knowledge of budget/Audit and funding of Govt. Schemes.
	Job Profile	Disbursement of Funds under Govt. Schemes, Budget preparation, LTC, Medical, TA/DA, Leave encashment/Gratuity/HRA etc., Income Tax calculation /Investment of Funds, Reconciliation of Funds, Accounting procedures/Ledger scrutiny, work on PFMS Portal/Tally Software. Audit related matters.
	Consolidated Remuneration	Rs.40,000/- to Rs.45,000/- per month (depending on experience)
	Age Limit	35 years
	Period of Contract	6 months (initially)*
2.	Accounts Assistant	02 (Two Positions) on contract basis
	Eligibility Conditions	Commerce Graduate with 3 years of experience in Accounting work, working experience on Tally. Computer Skills as per job profile.
	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 and other related work.
	Consolidated Remuneration	Rs.25,000/- to Rs.30,000/- per month (depending on experience)
	Age Limit	30 years
	Period of Contract	6 months (initially)*

* Renewal for further period as per requirement and satisfactory services.

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 Accountant and Accounts Assistant,

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 prorate basis. Additional leave without pay may be permitted with approval of Managing Director. Unavailed leave shall neither be carried forward nor encashed.

Confidentiality of Data & Documents: You will 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: You 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 9:00 AM to 5:30PM). However, as per the exigency one has to sit late to complete the time bound work.

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 it will provide one month's notice to the Accountant/ Accounts Assistant. The Accountant/ Accounts Assistant can also seek for termination of the Contract upon giving one month's notice to SFAC.

The Consortium reserves the right to short-list the candidates based on qualifications, experience and suitability. Shortlisted candidate shall be called for interview. The candidate called for interview is not entitled for any TA/DA accommodation etc. Selected candidate shall join assignment within 15 days from the offer of engagement.

How to apply: Interested candidates should submit duly filled application Proforma at **Annexure-I** along with all supporting document (self attested) at above referred address to the Deputy Director (Admn.) by 31.03.2022 by 5PM through Speed Post/ Registered Post or by Hand clearly stating "Application for the position of _____ in SFAC. SFAC will not be responsible for any postal delay. Incomplete application will be rejected summarily. Any related notification/ corrigendum/ addendum etc. shall be notified only on the website.



DEPUTY DIRECTOR (ADMN.)

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)

Please affix a
recent passport size
photograph

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: