

**Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016
Tel: 91-11-26966017, 26966037 Fax: 91-11-26862367
Email: sfac@nic.in, Web: sfacindia.com**

No. SFAC/ 1-3/ 8/ 2018-Admn.

Dated: 19.09.2018

SHORT TENURE VACANCY NOTICE

Applications are invited from eligible applicants for the following temporary post in Accounts Section on contract basis for a short period.

The details of the posts are as given below:

1	Accountant	01 (One Post)
	Eligibility Conditions	Graduate preferably in Commerce (Any Public Sector Bank Retired Person served in the rank of scale II or III)
	Job Profile	Checking and processing of payments of Venture Capital Assistance/FPO and other Schemes being implemented in SFAC. Bank Reconciliation and checking of entry in Tally System Maintaining Accounts of Kisan Mandi transactions.
	Consolidated Remuneration	Rs.35,000 (Fixed)
	Age Limit	63 years
	Period of Contract	One year (initially)*
2	Accounts Assistant	01 (One Post)
	Eligibility Conditions	B.Com (at least 2-4 years in accounting work). Computer Skills as per job profile.
	Job Profile	GST Return, Reconciliation of all accounts and scheme. Quarterly TDS Returns, Salary calculation of contractual Staff and other work of Accounts.
	Consolidated Remuneration	Rs.19,000/- to Rs.21,000 (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 conditional 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/Accounts Assistant, formulation of panel subject to eligibility criteria, shall remain solely with the competent authority the Managing Director, SFAC.

Leave: During your 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 encashed.

TA/DA: You shall be allowed to take domestic tour as required by their 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 rules.

Confidentially 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 in any matter which is adverse to the in the interest of the Department/Organization nor will he indulge in any activity outside the terms of the contractual assignment.

Working Hours: To follow the normal working hours as prescribed (i.e from 9.00 AM to 5.30 PM). 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 the SFAC can cancel the appointment 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.

HOW TO APPLY: Interested candidates meeting the above criteria may send their applications in the given application format along with self-attested photocopies of the following documents. The original certificates shall be required to be presented at the later stage of selection in case called for interview. (i). Matriculation/ Secondary Certificate as proof of Birth. (ii). Mark Sheet / Certificate in support of all educational qualifications and experience. The Application Form along with one self-attested copy of all relevant qualification & experience certificates along with self attested recent photograph should be forwarded in an envelope super scribing "Advertisement Ref. No. & Application for Engagement as Accountant/Accounts Assistant on Contractual Basis "through post/in person so as to reach DD (ADMN) on or before 6th October, 2018 on the above mentioned address. The advertisement is published in CPPP Portal under e-publish, National Career Centre, Govt. of India and SFAC website www.sfacindia.com. SFAC is not responsible for any postal delay. The short listed candidates will be called for interview/test. The selected candidates shall not have any claim on regularization.

MANAGING DIRECTOR

**APPLICATION FOR THE POST OF ACCOUNTANT ON CONTRACT BASIS IN THE
SMALL FARMERS' AGRI-BUSINESS CONSORTIUM, NEW DELHI**

1. Full Name :
(In block letters)
2. Father's/Husband's Name:
3. Date of Birth:
4. Contact details Mobile/Tele.....
Email.....
5. Address for Communication:
.....
.....
6. Date of Joining of Public Sector Bank :
7. Age as on closing date of application :
8. Date of retirement and the post from :
Which retired (enclose copy of retirement order)
9. Name of the Bank from which retired :
10. Last Pay Drawn (Please enclose copy) :
11. Education/Technical Qualification :
(Please enclose copy of certificate/mark sheet)
12. Brief particulars of Experience (A separate sheet may be annexed)

Please affix self
attested a recent
passport size
Photograph

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the SFAC. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature
(Full name of the applicant)

Place:
Date :

APPLICATION FORM FOR THE POST OF ACCOUNTS ASSISTANT ON CONTRACTUAL BASIS IN SMALL FARMERS' AGRIBUSINESS CONSORTIUM

1. Name (in Block letters)	:	_____	Please affix self attested a recent passport size Photograph
2. Father's Name	:	_____	
3. Date of Birth	:	_____	
4. Gender	:	Male / Female	
5. Present Address	:	_____ _____	

Dist: _____ State: _____ Pin: _____

6. Permanent Address : _____

Dist: _____ State: _____ Pin: _____

7. Educational Qualifications :

Sl. No.	Exam Passed	Year of Passing	Subjects	% of marks	College/ University/Board
1	10 + 2				
2	Graduation				
3	Post-Graduation				
4	Other				

8. Details of employment in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/Institution/ Organization	Post Held	From (MM/YY)	To (MM/YY)	Nature of duties

9. Have you been convicted under any Law or any Criminal Case filed/pending against you (Yes or NO), if yes give details.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before OR after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the SFAC. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature
(Full name of the applicant)

Place:
Date :