

# MALKANGIRI RURAL PRODUCER COMPANY LIMITED

CIN-U01400OR2021PTC036187

REGD. OFFICE ADDRESS - H/O - JHARANA RANI GHOSH, 119 - COLONY, MALKANGIRI-764047

Letter No: - 23 /MKG/2022

Date: - 13/09/2022

To

The Editor,  
Sambad and Dharitri, Malkangiri.

Sub: - Publication of Requirement Advertisement in Your Esteemed Daily News paper.

Madam/Sir,

With reference to the subject cited above, I am to request you to kindly publish the following Requirement Advertisement in your esteemed daily immediately in one issue as per the Govt. norms.

**M/S. Malkangiri Rural Producer Company Limited, Malkangiri**  
**C/o - ORMAS Cell, ORMAS, DRDA, Malkangiri, Odisha - 764048**  
**E-Mail:-malkangiriruralproducercompany@gmail.com**  
**CIN - U01400OR2021PTC036187, PAN - AAOCM5103D**  
**TAN - BBNM04521G**

**Notice No: - 23 /09/2022**

**Dated: - 13/09/2022**

## **ADVERTISEMENT**

No:- CAD-72: Application is invited for eligible candidates for the Post of Chief Executive Officer, Accountant cum MIS and Cluster Coordinators for Malkangiri Rural Producer Company Limited., C/o. ORMAS Cell, ORMAS, DRDA, Malkangiri, Odisha - 764048.

The details advertisement along with terms and conditions may be downloaded from the following website: -[www.malkangiri.nic.in](http://www.malkangiri.nic.in) from 14.09.2022 to 22.09.2022 up to 5.00 P. M through Registered Post / Speed Post only. No other means will be accepted. The Managing Director, MRPCL, Malkangiri reserves the rights to reject any or all applications without assigning any reason thereof.

Sd/-

**Managing Director,  
MRPCL, Malkangiri**

*Sabita Kumari Sahoo*  
**MANAGING DIRECTOR,  
MRPCL, MALKANGIRI**

Memo No: - 24 /MRPCL/MKG/2022

Date: - 13/09/2022

Copy forward to the DIO, NIC, Malkangiri to Upload in the Website of Malkangiri

*Sabita Kumari Sahoo*  
**MANAGING DIRECTOR,  
MRPCL, MALKANGIRI**

## RECRUITMENT ADVERTISEMENT

### MALKANGIRI RURAL PRODUCER COMPANY LTD. ORMAS CELL, DRDA CAMPUS, DRDA, MALKANGIRI PIN-764048

Malkangiri Rural Producer Company Limited invites applications from candidates for contractual engagement for the following posts:

Positions	Total Nos.	Qualification	Age Limit	Experience in Yrs.	Pay Range (Rs. Per Month)
Chief Executive Officer (CEO)	01	Master's Degree or Post Graduation Diploma or equivalent degree in Rural Management/Fashion Management /Development Management/Social Entrepreneurship or other related fields.	40	5-7 Years	20,000-25,000
Marketing Manager -cum- Accountant	01	Graduation from any discipline, However Post-graduation in Social Entrepreneurship/Rural development/Marketing or other related fields will be given preference.	40	2-4 Years	12,500
Cluster Coordinator	01	10+2 or equivalent	40	2-3 Years	6,000

**\* Performance Incentive will be given based on the achievement of targets and profit of Producer Company.**

1. Details of role, responsibilities, qualifications, and other eligibility criteria for each position and application forms are available at [www.malkangiri.nic.in](http://www.malkangiri.nic.in)
2. Documents in support of identity, qualifications, experience, etc., must be produced in 'original' as and when required.
3. The selection process will consist of shortlisting candidates based on academic qualifications, experience & skills, followed by a personal interview.
4. The prescribed eligibility conditions, viz. age, qualifications, experience, etc., should have been acquired as on the application closing date.
5. Only shortlisted candidates will be informed about the further selection process through text messages and email. Applicants should ensure that the mobile number and email-id given in the application form is active.
6. The eligibility criteria for selection may be changed based on the number of applications received, without assigning any reason thereof.
7. Authority reserves the right either to cancel/to reject or to amend the clauses.
8. The last date of receipt of the application is 22/09/22

MALKANGIRI RURAL PRODUCER COMPANY LIMITED

Sabita Kumari Sehwa  
DIRECTOR

## TOR

Applications are invited from eligible candidates for filling up the posts mentioned below:

Designation	Qualification	Experience	Age	Monthly Salary	No. of Positions	Job profile
<b>Chief Executive Officer (CEO)</b>	Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management/Fashion Management/ Development Management/Social Entrepreneurship and other related fields.	<ul style="list-style-type: none"> <li>• 5-7 Years of work experience in a Producer Company or Cooperative management.</li> <li>• Experience in Vendor management</li> </ul>	Max. 40 Years	Rs.20,000 - 25,000 per month (TA/DA as per rule)  *Performance Incentives will be given based on the achievement of targets and profit of The product company.	01	<ul style="list-style-type: none"> <li>• Providing legal and administrative support for the functioning of the PC as per the guidelines</li> <li>• Support Community Mobilization and building local inclusive leadership with the help of Udyog Mitra.</li> <li>• Business Development of the PC.</li> <li>• Build up the share capital of the company.</li> <li>• Conduct market research and build profitable market linkages.</li> <li>• Integrating with technology and exploring alternatives for value addition of primary produce.</li> <li>• Help in providing timely inputs at an affordable price to member producers.</li> <li>• Working with the Board of Directors for mobilization of more producers to join the PC. Conducting the basic and thematic training programme.</li> <li>• Management of outlets.</li> <li>• Preparation of Catalogue, Leaflet, and other documentation.</li> <li>• Have a creative perspective in understanding a product in terms of design and its marketability. Must have a deep sense of aesthetics to guide the artisans in terms of design</li> <li>• Must have the Keeness to understand a product development process and</li> </ul>

## TOR

Applications are invited from eligible candidates for filling up the posts mentioned below:

						<ul style="list-style-type: none"> <li>• understanding of material feasibility.</li> <li>• Suitability for CEO</li> <li>• S/he should be passionate, energetic, proactive, and committed to the concept of rural development through market integration and professional management.</li> <li>• S/he should be interested in working with rural communities, and people from varying backgrounds, demographic characteristics, and educational levels.</li> <li>• S/he should be willing to engage with various stakeholders like processors, retailers, corporate, traders, input suppliers, government officials, administrative officials, field staff, and producers to create value for producers.</li> <li>• S/he should be willing to stay at the cluster level in rural locations. (Basic on requirement)</li> <li>• S/he should be willing to travel long distance by Bus/two-wheelers. (Basic on requirement)</li> <li>• S/he should have a two-wheeler.</li> <li>• S/he should be interested in holding regular meetings with producers and actively spread awareness on a variety of issues.</li> <li>• S/he should pay a lot of attention to small details and assist in administrative work.</li> <li>• S/he should be willing to learn and adapt to the environment.</li> </ul>	
<b>Marketing</b>	Graduation in any	Experience in the	Max. 35	Rs. 12,500/-	per	01	<ul style="list-style-type: none"> <li>• Responsible for assessing product volume,</li> </ul>

## TOR

Applications are invited from eligible candidates for filling up the posts mentioned below:

<b>Manager-cum-Accountant</b>	discipline, however post-graduation in Social Entrepreneurship/Rural Development/Marketing or related field will be given preference.	assessment of handicraft products and marketing.  2-4 years of relevant experience	years	month (TA/DA as per rule)  Performance Incentive will be given based on the achievement of targets and profit of Producer Company.		identifying traders in the local and terminal market, price negotiation, vehicle arrangement for transportation, market linkage, etc.  <ul style="list-style-type: none"> <li>• Preparation of cost of the product</li> <li>• Management of outlets</li> <li>• Maintain trader list and updated market information</li> <li>• Access input requirements of the producers and make all necessary arrangements for the procurement of quality inputs.</li> <li>• Receive purchase requisition/approval</li> <li>• Solicit bids/ quotations/ negotiations.</li> <li>• Prepare a summary of bid analysis</li> <li>• Obtain recommendations and approval and ensure the cost</li> <li>• Material procurement know-how for the PC.</li> <li>• Quality control and management at the cluster level.</li> <li>• Prepare purchase order or contract of purchase.</li> <li>• Ensure signing of the contract (The Company and vendors/traders)</li> <li>• Follow-up with the vendors for timely delivery of the ordered items.</li> </ul> <p style="text-align: center;"><b>Women candidates are encouraged to apply</b></p>
<b>Cluster</b>	+2 Passed	Should have 2-3	Max. 40	Rs.6000/- per month	01	<ul style="list-style-type: none"> <li>• Cluster Coordinators will be working at</li> </ul>

## TOR

Applications are invited from eligible candidates for filling up the posts mentioned below:

<p><b>Coordinator</b></p>	<p>Candidates who have received vocational training will be given preference.</p>	<p>years of experience of working with community institutions, e.g. SHG, Producer Groups, and Cooperatives.</p>	<p>Years</p>	<p>*Performance Incentive will be given based on the achievement of targets and profit of Producer Company.</p>	<p>the block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centers, and maintenance of records at the cluster level. They are expected to perform the following roles:</p> <ul style="list-style-type: none"> <li>• Collection of information relating to product volume and dates of delivery.</li> <li>• Monitoring the grading, sorting, and other primary levels of value addition works, thus ensuring product quality.</li> <li>• Assisting producers in price fixation of their products.</li> <li>• Disseminating market information relating to market demand and market price.</li> <li>• Supervising the roles of Udyog Mitra.</li> </ul> <p><b>Women candidates are encouraged to apply</b></p>
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## TOR

Applications are invited from eligible candidates for filling up the posts mentioned below:

### PLACE OF POSTING:

The place of posting for Marketing Manager will be at the office of Producer Company at MRPCL, Malkangiri. The cluster Coordinator will be posted at the Cluster/Block level as per the direction of the competent authority.

### HOW TO APPLY

- Candidates shall apply from **14/09/2022 to 22/07/2022 by 5 PM** by downloading the Application Form [www.malkangiri.nic.in](http://www.malkangiri.nic.in)
- A self-attested copy of documents in support of Identity, Qualification, Experience, Age proof, Cast Certificate, etc., is to be attached with the application form. Don't enclose any original document.
- Candidates shall have a valid personal e-mail (ID) and mobile number, which should be kept till the recruitment process is over.
- Application and necessary documents should reach us by **22/09/2022, 5:00 PM**

### SELECTION PROCESS

- Only Applications that are satisfying the eligibility criteria will be allowed for interviews
  - Selected persons will be informed via telephonic call and registered Mail Id
- Note:** There will be no TA or DA paid for the selection process.
- The interview is conducted on dated 27/09/2022 at DRDA, Malkangiri.
  - Application and necessary documents will be submitted to **PD-DRDA, ORMAS, Malkangiri, DRDA, Malkangiri, Odisha**  
**Pin code: 764048.**
  - Application may be sent via Courier/Speed Post/ E-mail before the deadline.  
Candidates can email us at [malkangiriruralproducercompany@gmail.com](mailto:malkangiriruralproducercompany@gmail.com) if they have any queries.

MALKANGIRI RURAL PRODUCER COMPANY LIMITED  
Sabita Kumari Sahoo  
DIRECTOR



- Where only a division or grade is awarded, the candidate must convert it in terms of percentage. Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.
- If conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

**3. Other training/qualifications including relevant short training courses:**

Course	Duration	Institution	Details

**4. Employment/Experience Details:**

Name and Address of the Employer	Designation	Duration		Experiences in Year and Month	Brief description of Duties
		From	To		

**N.B.** Experience certificate shall be obtained from the employer & a self-attested Xerox copy of the same shall be submitted along with the application. At the same time, the original will be required to be produced at the time of verification.

**5. Language Proficiency: (Please tick the appropriate box)**

Language	Ability to Speak	Ability to read	Ability to Write
Odiya			
Hindi			
English			
Any other			

**Declaration:**

I do hereby declare that all statements made in the application form are accurate, complete, and correct to the best of my knowledge and belief. If any information is found to be false or incorrect at any point in time, my candidature/engagement shall be canceled/terminated without any further notice.

Date:

Place:

MALKANGIRI RURAL PRODUCER COMPANY LIMITED  
*Sabita Kamari Saha*  
 DIRECTOR

Signature of the Applicant