

AdvertisementNo. 03/Date- 09/03/2023

### RECRUITMENT ADVERTISEMENT

BIJAYEENI FARMERSPRODUCER COMPANYLIMITED, ODAGAON Invites applications from eligible candidates for Contractual engagement purely on temporary basis for the following post:-

Positions	No. of Vacancies	Qualification	Max. Age Limit	Experience	Salary (Per Month)(Conso lidated)
Accountant-cum-MIS	01	Graduate in Commerce, with PGDCA/BCA (Post Graduation in Commerce/Knowledge in TALLY will be given preference)	30 Years	2 years or above	10,000/-

1. Details of role, responsibility, qualifications and other eligibility criteria for each post and application forms are available in [www.Nayagarh.nic.in](http://www.Nayagarh.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 short listing of candidates on the basis of academic qualification, experience followed by Written examination and personal interview.
4. The Educational Qualification should be from approved recognized institution only. Post Educational work experience will be counted/taken into consideration for selection.
5. Only shortlisted candidates will be informed about further selection through text message and email- id given in the application form.
6. The P.C reserves the right to cancel/ reject any or all applications or to cancel/ reject or to am end any clause laid down in the advertisement.
7. **The last date of receipt of applications for the above posts is 28<sup>th</sup> March 2023 up to 5:00PM; the application can be submitted only through Speed Post/Registered Post only. Candidates should note that incomplete application or applications received after due date and time are liable to be rejected.**

OfficeAddress:-

Bijaymandap Sahi ,Odagaon,Dist.-Nayagarh,Pin-752081

Pre-Requisites

1. Self attested copy of all documents in support of identity, Qualification, Experience, age proof certificate, etc to be sent with application to the above address.
2. Candidates shall have a valid personal email id and Mobile number which should be kept till the recruitment process is over.

SelectionProcedure:-

The selection process will consist of short listing of candidates on basis of academic qualification, experience and Skills, followed by written ability test, Computer test and personal interview.

PlaceofPosting

The place of posting of Accountant-cum-MIS will be at Producer Company Office. Presently the office functions at Bijaymandap sahi ,Odagaon ,Nayagarh.

Marking Pattern for Recruitment

The Maximum Marks will be 100.The Detailed Breakup of the Same is Shared Below

Weight age Pattern for the Post of Accountant-cum-MIS

Particulars		Weightage	Category
Educational Qualification	10 <sup>th</sup> Marks(10)	10	Above90%
		8	Between(70-90%)
		5	Between(60-70%)
		2	Less than60%
	12 <sup>th</sup> Marks(20)	20	Above90%
		16	Between(70-90%)
		10	Between(60-70%)
		4	Less than60%
Additional Marks(10)	5	IfCompletedPostGraduation	
	5	MemberofSHGorFamily MemberinSHG	

JobExperience	Weightage(30)	30	3+Years ofExperience
		20	2-3Years ofExperience
		10	1Year ofExperience

Interview(30)	30	
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**RECRUITMENT OF STAFF FOR  
BIJAYEENI FARMERS PRODUCER COMPANY LIMITED, OGADAON**

Bijayeeni Farmers Producer Company Limited was established under companies Act 2013, in the year 2021 with the support of District Administration, Nayagarh. The mission of this company is to organize 10,000 numbers of women SHG for Mushroom, Vegetable, Agriculture, Moong Dal cultivation over a period of 3 years and enable the rural producers of Nayagarh District to improve their quality of life by delivering them handholding support to take up business activities. This producer Company is dealing with procurement, value addition and marketing of Mushroom, Agriculture, Moong Dal and vegetables. Basically idea of this producer company is to provide all types of support i.e forward and backward linkage to the producers through WSHG / Producer Group and cluster approach to adapt it as a new livelihood option for Woman SHG members.

Nayagarh District is highly blessed with very conducive climate for cultivation of Agriculture and Horticulture crops round the year. It has created an identity for the quality production of pulses. The geographical area of the district is 3890 Sq Km out of which the medium and high lands have been diverted for cultivation of Horticultural crops like fruits, vegetables and other agricultural crops. So to support the producers of Nayagarh District, this initiative has been taken place to support the farmers getting adequate return by adopting best practices in their fields for production of Mushroom, Agriculture, Moong Dal and Vegetables. The value addition of pulses and selling to Government and private agencies is a major activity of the Farmer Producer Company.

A Farmer Producer Company is a hybrid between cooperative societies and private companies. The concept of PC is to organize farmers to improve their bargaining strength in the market. They are owned and governed by shareholders farmers and administered by professionals' manager. They adapt all the good principles of cooperatives and the efficient business practices of companies. Bijayeeni Producer Company will undertake activities related to production, harvesting, procurement, grading, polishing and other processing activities to capture the market by providing high quality product at reasonable price.

The challenge for the Producer Company is to maintain the quality of produce and meet growing market demands.

### **JOB PROFILE OF ACCOUNTANT-CUM-MIS**

1. The Accountant-cum-MIS in charge will look after every aspect of Finance, HR, IT and General Administration of Farmer Producer Company.
2. To maintain and update all prescribed Registers /Cashbook /Bank ledger/Stock register/Sales Purchase register/Cheque issue register/BOD resolutions, etc.
3. To Reconcile the Bank Pass Book with Cashbook and Bank Ledger.
4. To maintain GST Accounts and file GST Report and returns every month.
5. To maintain Data base of all Shareholder.
6. To collect Share Capitals from share holder and maintain its accounts.
7. To maintain both online and offline MIS data of Producer Company.
8. To maintain all Files/Registers/Guard files of the Producer Company.
9. To participate in preparation and tracking of all budgets utilized at the Company level.
10. All HR related activities and look after maintenance of all office items, building etc.
11. To assist the CEO with every aspect of operation in the administration and also shoulder responsibility as and when required by CEO.
12. To produce all relevant documents/vouchers/registers etc before Auditor at the time of Auditing of Accounts.
13. Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports.

### **Suitability for Accountant-cum-MIS**

1. Thorough knowledge of basic accounting procedures and principles.
2. Thorough knowledge on .MS office.
3. Experience in creating Financial Statements.
4. Experience in General ledger functions and the monthly end/year end close process.
5. Excellent accounting Software user (Tally).
6. Accuracy and attention in work.
7. Intermediate understanding of accounting and reporting standards

**Application Form for Bijayeeni Farmers Producer Company limited, Odagaon, Nayagarh**

Post Applied For- \_\_\_\_\_

**1. PersonalDetails**

Title	FIRSTNAME	MIDDLENAME	SURNAME

**Address**

Present	Permanent (Not necessary, if the present Address and the Permanent Address are same)
Mobile Number:	
Alternate Contact Number (if available):	
Email Address:	
Date of Birth:(DD/MM/YYYY)	
Category(SC/ST/SEBC/General)	

**2. Educational Qualification (10<sup>th</sup>Standard onwards)**

Qualification	Institution	Board/University	Year of Completion	Division	Percentage

**N.B.**

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of conversion of grade into % marks should be attached).
- 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 training courses:**

Course	Duration	Institution	Details

**4. Employment/ExperienceDetails:**

Name and Address of the Employer	Designation	Duration		Experience in months	Brief Description of Duties
		From	To		

**N.B:- Experience Certificate shall be obtained from the employer & self- attested Xerox copy of the same shall be submitted at the time of verification**

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

Language	Speak	Read	Write
English			
Hindi			
Odia			
Anyother (PleaseSpecify)			

**Declaration:-**

I do hereby declare that all statements/ information made in the application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information being found to be fake or incorrect at any point of time, my candidature/engagement will be cancelled /terminated without any further notice.

**Date:-**

**Place:-**

**Signature of the Applicant**