



**RECRUITMENT ADVERTISEMENT**

**Balasore Jeevika Producer Company Ltd.**

**Shed No. TS 2/2, Industrial Estate, Angaragadia, Balasore PIN-756001**

Balasore Jeevika 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	1-3 Years	20000-25000
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.	35	1-2 Years	12,500
Cluster coordinator	01	10+2 or equivalent	45	1-2 Years	6000

\* 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.baleswar.nic.in](http://www.baleswar.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

*Savitri Rana*  
**Chairman**  
**BJPCL, Balasore**



## 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
Chief Executive Officer (CEO)	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.	1-3 Years of work experience in Producer company, or cooperative management. • Experience of Vendor management	Max. 40 Years	Rs.20000/-25000/- permonth  *Performance incentive will be givenbased on the achievement of targets and profit of ProducerCompany.	1	<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 help of Udyog Mitra.</li> <li>• Business Development of the PC.</li> <li>• Build-up share capital of the company.</li> <li>• Conduct market research and building profitable market linkage;</li> <li>• Integrating with technology and exploring alternatives for value addition of primary produce.</li> <li>• Help in providing timely inputs affordable price to member producers.</li> <li>• Working with the Board Directors for mobilization of member producers to join the PC</li> <li>• Conducting the basic and thematic training programme.</li> <li>• Management of outlets.</li> <li>• Preparation of Catalogue, Leaf and other documentation.</li> <li>• Have creative perspective understanding a product in terms design and its marketability. M</li> </ul>



## TOR

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

				<ul style="list-style-type: none"> <li>• 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 understanding of material feasibility.</li> <li>• Suitability for CEO</li> <li>• S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management.</li> <li>• S/he should be interested to work with the rural communities, people from varying backgrounds, demographic characteristics and educational levels.</li> <li>• S/he should be willing to engage with a large variety of 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 in cluster level at rural locations.</li> <li>• S/he should be willing to travel long distance by Bus/two-wheeler.</li> <li>• S/he should have two-wheeler.</li> <li>• S/he should be interested to hold regular meetings with producers and</li> </ul>
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**TOR**

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

						<ul style="list-style-type: none"> <li>actively spread awareness on variety of issues.</li> <li>S/he should be someone who pays a lot of attention to small details and can provide assistance in administrative work.</li> <li>S/he should be willing to learn and adapt to the environment.</li> </ul> <p><b>Women candidates are encouraged to apply</b></p>
<p><b>Marketing Manager-cum-Accountant</b></p>	<p>Graduation in any discipline, however post-graduation in Social Entrepreneurship/Rural Development/Marketing or related field will be given preference.</p>	<p>Experience in assessment of handicraft products and marketing.</p>	<p>Max. 35 years</p>	<p>Rs. 12,500/- per month</p> <p>Performance will be given based on the achievement targets and profit of Producer Company.</p>	<p>1</p>	<ul style="list-style-type: none"> <li>Responsible for assessment of product volume, identifying traders in local and terminal market, price negotiation, arrangement of vehicle for transportation, market linkage etc.</li> <li>Preparation of costing of product</li> <li>Management of outlets</li> <li>Maintain trader list and updated market information</li> <li>Access input requirement of the producers and make all necessary arrangement for procurement of quality inputs.</li> <li>Receive requisition/approval purchase</li> <li>Solicit bids/ quotations/</li> </ul>



## TOR

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

						<ul style="list-style-type: none"> <li>• negotiations.</li> <li>• Prepare summary of bid analysis</li> <li>• Obtain recommendation 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 contract (The Company and vendors/traders)</li> <li>• Follow-up with the vendors for timely delivery of the ordered items.</li> </ul> <p><b>Women candidates are encouraged to apply</b></p>
<p><b>Cluster Coordinator</b></p>	<p>+2 Passed Candidates who have received vocational training will be given preference.</p>	<p>Should have 1-2 years of experience of working with community institution e.g. SHG, Producer Groups, Cooperatives.</p>	<p>Max. 45 Years</p>	<p>Rs.6000/- per month *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.</p>		<ul style="list-style-type: none"> <li>• Cluster Coordinators will be working at block/cluster level. They will be responsible for assessing the product volume, schedule of delivery, management of aggregation centres and maintenance of records at cluster level. They are expected to perform following roles:</li> <li>• Collection of information relating to product volume and dates of delivery.</li> </ul>





**BALASORE JEEVIKA PRODUCER COMPANY LTD  
APPLICATION FORM**

Position Applied for:		Paste recent passport size photograph here
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**1. Personal Details:**

<b>Name of the Candidate Mr/Mrs/Ms.</b>		
<b>Address</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile</b>		
<b>Telephone Residence</b>		
<b>Email Address</b>		
<b>Date of Birth</b>		
<b>Category ST/SC/SEBC/General</b>		

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

Qualification	Institution	Board/University	Year of Completion	Division/ Grade	Percentage



Where only 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 trainings/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 in the appropriate box)**

Language	Ability to Speak	Ability to read	Ability to Write
English			
Hindi			
Odiya			
Any other (Please Specify) _____			

**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 of time, my candidature/engagement shall be cancelled/terminated without any further notice.

Date:

Place:

Signature of the Applicant