



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
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 **08/11/2021**.

Ranjana Singha
Managing Director
BJPCL, Balasore

Contact: 06782241626, E-mail: bjpcl2020@gmail.com



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
Officer (CEO) Post of Executive	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"> 1-3 Years of work experience in a Producer Company or Cooperative management. Experience in Vendor management 	Max. 40 Years	Rs.20,000/-25,000 permonth *Performance Incentive will be givenbased on the achievement of targets and profit of product company.	01	<ul style="list-style-type: none"> Providing legal and administrative support for the functioning of the PC as per the guidelines Support Community Mobilization and building local inclusive leadership with the help of Udyog Mitra. Business Development of the PC. Build-up share capital of the company. Conduct market research and building profitable market linkages. Integrating with technology and exploring alternatives for value addition of primary produce. Help in providing timely inputs at an affordable price to member producers. Working with the Board of Directors for mobilization of more producers to join the PC. Conducting the basic and thematic training programme. Management of outlets. Preparation of Catalogue, Leaflet and other documentation. Have a creative perspective in understanding a product in terms of design and its marketability. Must

Ranjana Singha



TOR

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

					<ul style="list-style-type: none">• have a deep sense of aesthetics to guide the artisans in terms of design• Must have the Keeness to understand a product development process and understanding of material feasibility.• Suitability for CEO• S/he should be passionate, energetic, pro-active, and committed to the concept of rural development through market integration and professional management.• S/he should be interested in working with the rural communities, people from varying backgrounds, demographic characteristics, and educational levels.• 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.• S/he should be willing to stay at the cluster level at rural locations.• S/he should be willing to travel long distance by Bus/two-wheelers.• S/he should have a two-wheeler.• S/he should be interested in holding regular meetings with producers and
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Ranjana Singh



TOR

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

Marketing Manager-cum-Accountant	Graduation in any discipline, however post-graduation in Social Entrepreneurship/Rural Development/Marketing or related field will be given preference.	Experience in the assessment of handicraft products and marketing.	1-2 years of relevant experience	Max. 35 years	Rs. 12,500/- per month	Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01	<ul style="list-style-type: none"> • actively spread awareness on a variety of issues. • S/he should pay a lot of attention to small details and assist in administrative work. • S/he should be willing to learn and adapt to the environment. <p style="text-align: center;">Women candidates are encouraged to apply</p>
								<ul style="list-style-type: none"> • Responsible for assessing product volume, identifying traders in the local and terminal market, price negotiation, the vehicle arrangement for transportation, market linkage, etc. • Preparation of costing of the product • Management of outlets • Maintain trader list and updated market information • Access input requirements of the producers and make all necessary arrangements for the procurement of quality inputs. • Receive purchase requisition/approval • Solicit bids/ quotations/

Ranjana Sinha



TOR

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						<ul style="list-style-type: none"> negotiations. Prepare a summary of bid analysis Obtain recommendation and approval and ensure the cost Material procurement know-how for the PC. Quality control and management at the cluster level. Prepare purchase order or contract of purchase. Ensure signing of the contract (The Company and vendors/traders) Follow-up with the vendors for timely delivery of the ordered items. <p>Women candidates are encouraged to apply</p>
Cluster Coordinator	+2 Passed Candidates who have received vocational training will be given preference.	Should have 1-2 years of experience of working with community institutions, e.g. SHG, Producer Groups, and Cooperatives.	Max. 45 Years	Rs.6000/- per month *Performance Incentive will be given based on the achievement of targets and profit of Producer Company.	01	<ul style="list-style-type: none"> Cluster Coordinators will be working at 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: Collection of information relating to product volume and dates of delivery.

Ranjana Singha



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

					<ul style="list-style-type: none">• Monitoring the grading, sorting, and other primary levels of value addition works, thus ensuring product quality.• Assisting producers in price fixation of their products.• Disseminating market information relating to market demand and market price.• Supervising the roles of Udyog Mitra. <p>Women candidates are encouraged to apply</p>
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PLACE OF POSTING:

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

HOW TO APPLY

- Candidates shall apply from **23.10.2021 to 08.11.2021** by downloading the application form from www.baleswar.nic.in
- A self-attested copy of documents in support of Identity, Qualification, Experience, Age proof, Cast Certificate, etc., 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 through **Registered Post/ Speed Post/ Courier/ E-mail: dsmsbalasore@gmail.com (Scanned Copy) by 08.11.2021 at 5:00 PM**
- Application and necessary documents will be submitted to **ORMAS Balasore, DRDA Balasore, Fandi Chhak, Balasore, Odisha. Pincode: 756001**

Ranjana Singha



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