

Terms of References (ToR) for recruitment process of Chief Executive Officer (CEO) /Manager & Accountant for the Farmer Producer Company under 10k FPO Scheme of the Ministry of Agriculture and Farmers Welfare (MoA&FW), GoI., as a CBBO.

Terms of References for the positions of CEO/Manger & Accountant for the FPCs promoted under the scheme “Formation & Promotion of 10k FPO scheme” implemented by Ministry of Agriculture & Farmer Welfare (MoA & FW) are as follows:

Name of the Position	CEO / Manager
Eligibility Criteria	1. Graduate in Agriculture / Horticulture/Agriculture Marketing / Agri-Business Management or BBA or equivalent. 2. Local level professionals will be given preference. 3. He/ She shouldn't be a member of FPC, Zilla Parishad or any other project / Business/ Organization or related to any BOD (Board of Directors) member of the FPC.
Experience	1-2 years preferably in operations of Farmers Producer Company/ Cooperatives/ Agri Retail/ Agri Supply Chain.
Reporting	Board of Directors, FPC office.
Remuneration	Up to 25000/-
Age	21-35 years

Note: Only the candidates having the mandatory qualifications and are shortlisted via email as per the email id provided in the application form are eligible to participate in Viva & Skill Test.

CEO Roles and Responsibilities:

1. Provide handholding support on FPC formation among the farmers, field visits, farmers mobilisation, share amount collection and federating them to Farmer Producer Company Limited.
2. Maintain day to day activities of the Farmer Producer Company.
3. Developing relations with member farmers and ensuring maximum members' participation in business transactions through FPC.
4. Overall planning of business activities of the Farmer Producer Company including assessing demand for agricultural input and outputs for marketing.
5. Developing business plan and budgeting for upcoming cropping season.
6. Facilitate Licensing – such as Seeds License, Fertilizer License, Pesticide License, FSSAI License, GST License etc.
7. Facilitate matching equity grant.
8. Fixing business targets (quarterly / half yearly/ annual) for company as well as for individual team members.
9. Establishment of Brands, Designing Logos and Packaging, Branding, Registration etc. for primary produce/Value added products.
10. Provide necessary information about the business transactions to the Members and Board of Directors whenever at the time of general meeting. Scheduled company meetings or emergency meetings or short notice meetings.

11. Ensuring legal compliances (includes AGM conduction) are fulfilled and timely audit of the company accounts are conducted
12. Assess need for infrastructure (collection centres, input stores, warehousing, value addition, processing etc.) for identified business activities and generate funds / capital for setting-up these infrastructures.
13. Collect / compile and keep record of all the data of member farmers, landholdings, cropping patterns, transactions of the FPC for efficient management and decision support.
14. Ensure collection of share capital and distribution of patronage dividend.
15. Ensure Market Linkages of FPC commodities for business revenue generation.
16. Timely reporting to BODs and making aware about company business status.
17. Maintain proper books of account, prepare annual accounts, prepare agenda for the general meeting and Annual General Meeting, place the audited accounts before the Board and in the Annual General Meeting of the Members
18. Liaising with government departments / officials for availing financial grants / subsidies and other support for FPC / its members, where eligible.
19. Any other activity required for growth of FPC, increasing business prospectus, exploring export opportunities, reaching out to farmers.
20. Any decisions to be taken by the CEO should be discussed prior and approved by the BOD.
21. Ensure safe custody of cash and other assets of the Farmer Producer Company.
22. Organize training & workshop on agriculture, market linkage and other related activities for the Board of Members.
23. Any other tasks assigned by the BODs of the FPC.

Remuneration, Payment, Terms & Leave etc:

1. Under the scheme of 10K FPO, financial support towards salary of CEO/Manager up to Rs.25,000/- per month with annual increment up to 5% is to be provided from the earmarked financial support for first 3 years only. Thereafter, FPCs will manage from their own resources to pay the salary of CEO/Manager. In order to create interest of good professional activities of CEO, the FPC may also offer higher payment with their own sources of funds on above of Govt. support.
2. The CEO shall be eligible to avail 12 leaves per calendar year. The leave application must be submitted to the Board Member. Without prior notice to the Board, leave would not be applicable.
3. No other payment whatever (except reimbursement of travelling expenses) shall be made.
- 4.

Travel & Logistics:

Key Position	For transportation	For accommodation	Remarks
CEO	Rs.100/- per day (For Travel outside FPC operations)	Rs.800/- within Assam (For Trainings/ workshops to DMMU/SMMU)	On actual submission of bills. For reimbursement of TA & lodging, BOD members shall verify the bill.

Termination:

The contract with CEO may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice period without assigning any reason and without thereby incurring any liability to FPC. The assignment is purely contractual in nature.

Terms of References (ToR) for recruitment process of FPC Accountant:

Name of the Position	Accountant
Eligibility Criteria	1.Should have educational qualification of 10+2 with Mathematics as a compulsory subject or alternatively with Commerce or Accountancy background. 2.Must have good command on computer skills. 3.Local level professionals will be given preference. 4.He/ She shouldn't be a member of FPC, Zilla Parishad or any other project / business/ organization/ or related to any BoD member of the FPC.
Experience	1-2 years preferably in Farmers Producer Company/ cooperatives/ private firms.
Reporting	CEO of the FPC and BoD members.
Remuneration	Up to 10000/-
Age	21-35 years

Note: Only the candidates having the mandatory qualifications and are shortlisted via email as per the email id provided in the application form are eligible to participate in Viva & Skill Test.

Accountant Roles and Responsibilities:

1. Maintaining FPC Database of Farmers/Shareholders.
2. Assisting for Administrative and Financial Management of FPC.
3. Book keeping of FPC.
4. Ensuring all compliances as per timeline are completed of various departments like RoC, Income Tax, Sales Tax, Licenses issued from Agriculture Department (Seed, Pesticide, Fertilizer) Food license, trade license etc.
5. Management of FPC Office, Sales Counter, Extension Counter, Stock, Asset and other materials of FPC.
6. Assisting collection of monthly report, quarterly report, annual report, success stories and MIS.
7. Collect Monthly plan and timesheet from all Staffs and send to Board and CBBO/Implementing Agency (IA) for approval and guidance.
8. Assisting Coordination, Reporting and Documentation of FPC.
9. Logistic arrangement to organize training of Farmers.
10. Collection of monthly reimbursement documents from staffs and preparation of monthly claim documents to Board.
11. Maintaining soft and hard copy of FPC documents, reports and other important communication related to FPC and other projects assigned to FPC.
12. Achieving the deliverables of the FPC/other project assigned to FPC as per timeline.
13. Tracking the Achievement of the Deliverables of the FPC as per timeline and as per intimation of CBBO/IA.

14. Any other job responsibility given by respective FPC from time to time.

Rumination, Payment, Terms & Leave etc:

1. Under the scheme of 10K FPO, financial support towards salary of Accountant up to Rs.10,000/- per month with annual increment up to 5% is to be provided from the earmarked financial support for first 3 years only. Thereafter, FPCs will manage from their own resources to pay the salary of Accountant. In order to create interest of good professional activities of Accountant, the FPC may also offer higher payment with their own sources of funds on above of Govt. support.
2. The accountant will avail per month one leave. The leave application must be submitted to the Board Member. Without prior notice to the Board, leave would not be applicable.
3. No other payment whatever (except reimbursement of travelling expenses) shall be made.

Travel & Logistics:

Key Position	For transportation	For accommodation	Remarks
Accountant	Rs.100/- per day (For Travel outside FPC operations)	Rs.500/- within Assam (For Trainings/ workshops to DMMU/SMMU)	On actual submission of bills. For reimbursement of TA & lodging, BOD members shall verify the bill.

Termination:

The contract with Accountant may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice period without assigning any reason and without thereby incurring any liability to FPC. The assignment is purely contractual in nature.

Note:

1. The applicants must apply in the prescribed application form and required to provide a valid Email ID and Contact Number/Mobile Number.
2. The selection will be done via personal interview and computer skill test.
3. The selection committee's decision for selection of candidates will be final in all regard. Canvassing in any form or bringing political or other outside influence with regard to selection/recruitment shall liable for disqualification.
4. Only shortlisted candidates will be called for the interview and the same will be intimated via e-mail.
5. The result of the walk-in-interview will be notified via personal email of the candidate and in the Notice Board of FPC within 10 days from the date of interview.
6. No TA/DA will be admissible for appearing the interview.

-sd-

Board of Director

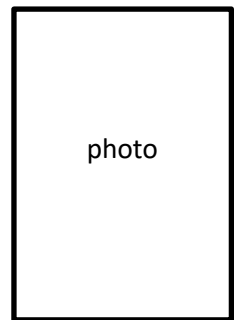
-sd-

Board of Director

Annexure 1.

Application Form

1.**Asomi Mahila Farmer Producer Company**
2. **Position Applied For:**
3. **Personal Information:**



Name	
Father's Name	
Date of Birth	
Permanent Address	
Correspondence Address	
E-Mail	
Tel/Mobile No	

4. Educational Qualification

Degree/Diploma Certificate	Year	College/Institute	Board/University/ Institution	Subjects	Division/ Percentage of Marks

5. Experience:

Sr. No.	Name of Organization	Designation	Tenure in months	Responsibility/Assignment	Key Achievements

6. Language

Language	Read	Write	Understand

Date:

Name:

Place:

Signature: