



## WALK-IN-INTERVIEW



Letter No 64 /2018

Dated 9<sup>th</sup> August 2018

### **Koraput Agro Products Producer Company Ltd.**

A farmer-producer enterprise, registered under the Companies Act, 2013, is interested to fill up the post of **Chief Executive Officer** in its Registered Office at OLM Cell, DRDA, Koraput, 764020, Odisha.

Interested Candidates are requested to attend the Walk interview with updated CV, Original and photocopies of Educational Qualification and Experience Certificates/Mark sheet, recent Pass Port size photograph and Adhar Card in the Following address at 9:00 am to 11:00 am on **18<sup>th</sup> August 2018** at, Skill Development Training Centre , DPMU , Near Govt Boys High School , Koraput 764020.

For more details, please visit the recruitment sections at [www.koraput.nic.in](http://www.koraput.nic.in)

*Nirupama Wadika.*  
Chairperson,

Koraput Agro Products Producer Company Ltd

## WALK-IN-INTERVIEW

Koraput Agro Products Producer Company Limited, registered under Companies Act 2013, is interested to fill up the post of Chief Executive Officer in its Registered Office at OLM Cell, DRDA, Koraput, 764020, Odisha.



Position	Qualification	Job Description
<p>Chief Executive Officer,</p> <p><b>Salary and allowances per month</b></p> <ul style="list-style-type: none"> <li>• Base Salary Rs 35000/-</li> <li>• Travel allowance upto Rs.4500/- (as per company rules)</li> <li>• Fixed Mobile &amp; Internet allowances Rs.500/-</li> </ul> <p><b>Number of Vacancy:01</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master Degree or Post Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, and Social Entrepreneurship, Agri Business Management or other related Fields.</li> <li>• Graduation in Agriculture,/ Horticulture/Forestry will be preference.</li> </ul> <p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>• Total experience must be more than 10 years with 3to4 years of Work experience in Commodity Marketing and Producer Enterprise or Cooperative Management.</li> <li>• Experience in Managing Profit and Loss</li> <li>• Experience in Vendor Management</li> </ul>	<p>The CEO will also be the Ex- Officio Director of the Board and shall not retire by rotation. The CEO will be entrusted with substantial powers of managements as may be determined by the Board.</p> <p>The following will be the key job responsibilities of CEO.</p> <ul style="list-style-type: none"> <li>• Do administrative acts of routine nature including managing the day to day affairs of the Company.</li> <li>• Operate Bank accounts or authorize any person, subject to the general or specific approval of the Board.</li> <li>• Make arrangements for safe custody of cash and other assets of the Company.</li> <li>• Sign Business related documents as may be authorized by Board for and on behalf of the Producer Enterprise.</li> <li>• Maintain Proper Books of Accounts, Prepare annual accounts, place the audited accounts before the Boards and in the annual General Meeting of the members.</li> <li>• Furnish the member with periodic information to appraise them with of the operation and functions of the Company.</li> <li>• Make appointments to the posts in accordance with power delegated to him by the Board.</li> <li>• Assist the boards in the formation of goals objectives strategies, plans and Policies.</li> <li>• Advise the Boards with respect to legal and regulatory matters concern in the proposed and ongoing activities and take necessary action respect thereof.</li> <li>• Exercise the powers as may be necessary in the ordinary course of business</li> <li>• Discharge such other functions and exercise such others powers, as may be delegated by the Boards</li> <li>• To provide timely information to the members and Board of Directors for scheduled Company meeting or emergency or short notice meeting.</li> </ul> <p><b>Suitability of CEO</b></p> <ul style="list-style-type: none"> <li>• S/he should be interested to work with rural communities.</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 Wheelers.</li> </ul>

The position is on contractual basis of 1 year, to be renewed annually based on performance review

Interested Candidates are requested to attend the Walk interview with your all your updated CV, Educational Qualification and Experience Certificate/Mark sheet, recent Pass Port size photograph and Adhar Card in the Following address at 9:00am to 11:00am on 18<sup>th</sup> August 2018 at, Skill Development Training Centre , DPMU , Near Govt. Boys High School , Koraput 764020.

*Niraj Kumar Wadde ka.*  
Chairperson,

Koraput Agro Products Producer Company Ltd