

Letter no - 262

**WALK - IN- INTERVIEW**

Date - 18/12/19

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 Officers Club, Koraput, 764020, Odisha.

Position	Qualification	Job Description
<p>Chief Executive Officer</p> <p><b>Salary &amp; allowances P/M</b></p> <ul style="list-style-type: none"> <li>Basic Salary Rs30000/-</li> <li>Travel allowances &amp; Fixed Mobile &amp; Internet allowances will be as per company rules.</li> </ul> <p>Number of Vacancy: 01</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 3-4 years of work experience in Commodity Marketing and Producer Enterprises or Cooperative Management.</li> <li>Experience in Marketing Profit &amp; Loss</li> <li>Experience in Vendor Management</li> </ul>	<p>The CEO will also be the Ex-Officio Director of the Board &amp; 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> <ol style="list-style-type: none"> <li>Do administrative act 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 arrangement 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 enterprises.</li> <li>Maintain Proper Books of Accounts, Prepare annual accounts, place the audited accounts before the Board and in the annual General Meetings of the member.</li> <li>Furnish the member with periodic information to appraise them with operation and function of the company.</li> <li>Make appointment to the post in accordance with power delegated to him by the Board.</li> <li>Assists the Board in the information of goals, objectives strategies, plans and policies.</li> <li>Advise the Board with respect of legal and regulatory matter 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 function and exercise such other power, as may be delegated by the Board.</li> <li>To provide timely information to the member and Board of Director for scheduled Company meeting or emergency or short notice meeting.</li> </ol> <p><b>Suitability of CEO:-</b></p> <ol style="list-style-type: none"> <li>S/He should be interested to work with rural community</li> <li>S/He should be willing to stay in cluster level at rural location.</li> <li>S/he should be willing to travel long distance by Bus/Two wheelers.</li> </ol>

The position is on contractual basis of 12 year, to be renewed annually based n performance review.

For Koraput Agro Products Producer Co. Ltd.  
*Nirupama Wodekar*  
 Chairperson

Interested candidates are requested to attend the Walk Interview with all your updated CV, 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 8/1/2020 at Skill Development Training Centre, DPMU Near Govt Boys High School, Koraput 764020.

For Koraput Agro Products Producer Co. Ltd.

Nirupama Wasleka  
Chairperson