

Terms of References (ToR) for recruitment process of Chief Executive Officer (CEO) , Sales and Marketing Executive, IT cum Admin, Warehouse Incharge for Xotphul Mahila Krishak Producer Company

Terms of References for the positions of Chief Executive Officer (CEO), Sales and Marketing Executive, IT cum Admin, Warehouse Incharge for *Xotphul Mahila Krishak Producer Company* promoted by Assam State Rural Livelihood Mission (ASRLM) and supported by Foundation for Development of Rural Value Chain (FDRVC) are as follows:

Name of the Position	Chief Executive Officer (1 post)
Eligibility Criteria	<ul style="list-style-type: none"> • Post-Graduation or Graduation or an equivalent degree in Agriculture, Agribusiness Management and other related fields
Experience	<ul style="list-style-type: none"> • Minimum 5 years of experience in agribusiness operations with at least 3 years of experience in a producer company/FPO. • Candidates with work experience in FPO projects of the Agriculture Department / NABARD/ any other organization would be preferred • Candidate with commodity trading experience is desirable • Candidates having experience working in Assam would be given weightage <p>Other Skills:</p> <ul style="list-style-type: none"> • Should be able to speak in Assamese / Hindi • Written skills in English • Should have basic computer skills (MS word/, Excel/ PPT)
Reporting	Board of Directors
Remuneration	Rs.50,000/- (CTC P.M.)
Age	30-45

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:

- Overall turnover and profitability of the PE, in line with the business plan.
- Efficient management of cost of operations.
- Enable shareholder Mobilization from among the farmers.
- Identification of new revenue streams, in line with the core business functions of PE.

- Initiate to build up share capital of the company.
- Ensure compliance to Govt. policies and norms.
- Facilitate adoption of technology solutions / IT for operations of Pes.
- To provide timely information to the members and Board of Directors for scheduled meetings, board meetings, Annual General Meetings or emergency/short notice meetings.
- Provide all necessary data and information as asked by stakeholders.
- Participate in internal and external monitoring visits and audits.
- Compliance with guidelines / procedures of funding and other concerned agencies.
- Participate in review meetings and provide regular updates and presentations.
- Participate in workshops/summits/conferences/training sessions as may be deemed necessary.
- Preparation of weekly/Monthly/ yearly project reports of the PE.
- Any other tasks as desired or assigned by the Board of Directors or the competent authority.

Terms of References (ToR) for recruitment process of Sales and Marketing Executive:

Name of the Position	Sales and Marketing Executive (2 posts)
Eligibility Criteria	<ul style="list-style-type: none"> BBA or MBA in Marketing/Agribusiness or a Post-Graduate Diploma in Rural Management/Development.
Experience	<ul style="list-style-type: none"> At least 1-3 years of experience in commodity trading or modern trade/e-commerce like Blikit / Zepto is preferred Candidate having work experience in a Seed / Fertiliser company will be considered Candidates with work experience in FPO projects of the Agriculture Department / NABARD / ASRLM would be given weightage
Reporting	Chief Executive Officer (CEO)
Remuneration	Rs.30,000/- (CTC P.M.)
Age	27-40

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.

Sales and Marketing Executive Roles and Responsibilities:

- Setting up sales & distribution organization for the company.
 - Managing sales force distributor network nurturing & guiding them to meet their targets.
 - Setting up distributions network to cater to general trade, modern trade & e-com.
 - Meeting volume and value objectives of the assigned territory within budget, time and policy parameters through efficient control of the distributor network and staff.
 - Planning, implementing and monitoring all traditional sales activities within the assigned territory as an entrepreneurial manager, particularly providing an annual drive-plan for the whole territory in collaboration with the Traditional Trade Manager.
 - Sales Forecasting SKU wise for his/her territory based on sound analysis and support the production team for correct production planning.
 - Guiding the Business Development Officers to appoint and sustain profitable distributors' partners.
 - Should have regular contacts and visits to COMPANY distribution centers. To help the commercial team by conducting regular audits from time to time.
 - Is responsible for product launch planning and its execution in his/her territory.
 - Regular and timely reporting along pre-defined formats to relevant internal stake-holders.
 - Be involved on recruitment of Business Development officers and their timely appraisal including identification and development of potential.
 - Lead from the front to drive and motivate his team of sales Officers, through regular sales contacts and On-The-Job-Trainings training.
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- Pro-active daily contact to the local distribution partner(s) to support their business, and to gradually build on infrastructure parameters to take the COMPANY business forward.

- New Business development: Constantly seeking new opportunities to increase and extend the scope of COMPANY's business operations in close cooperation with the Traditional Trade Manager.
- Extensive traveling within the region in order to get market insights from the total territory.
- Documentation and seeking prior approval of all trade expenses for audit purposes.
- Track competition activities monthly. Document and communicate the same to the marketing & sales management team in the monthly review meeting.
- He will be working closely with CEO of PC to ensure overall growth of brand in region.
- Any other tasks as desired or assigned by the Board of Directors or the competent authority.

Terms of References (ToR) for recruitment process of IT cum Admin:

Name of the Position	IT cum Admin (1 post)
Eligibility Criteria	<ul style="list-style-type: none"> • A degree in BCA/ MCA or • A graduate degree with a certificate in data course from government recognised institute
Experience	<ul style="list-style-type: none"> • At least 1-3 years of experience in data entry/ ERP management • Key skills include proficiency in MS Office (Excel/Word/PowerPoint), MIS reporting, and managing FPO digital platforms.
Reporting	Chief Executive Officer (CEO)
Remuneration	Rs.25,000/- (CTC P.M.)
Age	25-40

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.

IT cum Admin Roles and Responsibilities:

- Owner of the customized ERP/ all IT related functions of the Company.
- Serve as point of contact on all matters related to hardware, software and communications support for ERP users and administrators and all IT related works;
- Upskill himself/ herself with the customized ERP of the PE.
- Coordinate with ERP vendor/ Technical Service Agency on all ERP/ IT related matters.
- Help with deployments and implementation of various hardware, software, telephony and video conferencing systems;
- Provide IT training for staff, particularly for field staff;
- When necessary, support installation, maintenance and upgrades of local networks and communications infrastructure as part of the office infrastructure projects;
- Document, maintain and enhance work processes and standards in the area, including documenting procedures for troubleshooting and incident resolution/solution;
- Collect feedback on IT services from users and improve the IT infrastructure;
- Evaluate and pilot / test new products and services, both hardware and software;
- Propose IT applications and coordinate their implementations; provide local expertise on all Standard Software and Corporate applications;
- Attend training when required and maintain a working knowledge of the IT trends in the business.
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Any other tasks as desired or assigned by the Board of Directors or the competent authority.

Terms of References (ToR) for recruitment process of Warehouse Supervisor/ Quality Manager/ Plant Supervisor:

Name of the Position	Warehouse Supervisor/ Quality Manager (1 post)
Eligibility Criteria	<ul style="list-style-type: none"> • A Diploma / Graduate degree in food technology/ Industrial Engineering or related subject
Experience	<ul style="list-style-type: none"> • At least 1 year of experience in a food processing unit (Spice/ Dairy / Rice /oil mill, etc) or • Work experience in a food processing machinery supplier/manufacturing company
Reporting	Chief Executive Officer (CEO)
Remuneration	Rs.30,000/- (CTC P.M.)
Age	30-45

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.

Warehouse Incharge Roles and Responsibilities:

- Manage Warehouse/ processing plant and it's security
- Quality control of the production of goods as specified quality standards
- Organize receipts, storage and sale of goods
- Control all warehouse facilities and the planning and layout of stores
- Manage Staff and casual workers
- Maintain economic level of stock on hand
- Control and Manage Inventory
- Enforce all company rules and regulations
- Perform general maintenance of Machinery used in the warehouse
- Assisting the procurement manager in managing procurement operations including weighment, quality testing and procurement logistics.
- Manage logistics to transport commodity from D3C to Central warehouse/ processing center
- Work closely with procurement manager and support PE in storage and warehousing activities of the various commodities in their area of operation
- Management of space, stackpiling of bags to maximize the space
- Managing Fumigation and pest control activities
- Support PE in setup of processing unit within the warehouse.
- Any other job as deemed fit and required by the company
- Any other tasks as desired or assigned by the Board of Directors or the competent authority.

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.

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Board of Director

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Board of Director

Annexure 1.

Application Form

1.....*Xotphul Mahila Krishak Producer Company Limited*

2. **Position Applied For:**

3. **Personal Information:**

photo

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

4. **Educational Qualification**

Sl No.	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: