**ORGANIC FARMER PRODUCER ASSOCIATION OF INDIA (OFPAI)**

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**REQUIRED**

We are looking for an experienced person specially in agriculture background for BUNDI, KOTA, JHALAWAR, BAARAN, TONK and SAWAI MADHOPUR Districts of Rajasthan.

**NAME OF POST-** Chief Executive Officer

**NUMBER OF POSTS-** 40- Forty **(**One each at tahsil level)

**WORK PROFILE-**

1. Administer the formation and promotion of FPOs in given territory.
2. Work under FPO Promotion program in Rajasthan and Promotion of organic agriculture across Rajasthan eg Cluster Identification, Diagnostic Study, Feasibility Analysis, Base Line assessment, Mobilization of farmers, Business Planning for FPOs Formed, Assessment, Market Linkage and Audit.
3. Preparing official documents, reports, periodic statements and MIS Reports for each project and proactive communication with all stakeholders.
4. Candidate will assist in Buying, Selling and Trading the production of farmers in respective FPOs.
5. Candidate should know the formation of FPOs and FPCs
6. Implement and Monitor performance management system and MIS to ensure that each projects deliverable is constantly measured, reported, analyzed and improved
7. Develop and manage partnerships with government agencies / bodies., multi-lateral agencies, Companies CSR Wing.
8. Candidate should be at least holding an experience of 5 years in above work or similar field.
9. Candidate should be from respective Tehsil or District
10. Proactively assess the organizations performance vs. success metrics on a regular basis, and generate reports thereof
11. Very strong Communication & Documentation Skills for reporting and proposal writing.
12. Graduation in any Agriculture, Social Science or Management will be preferable
13. Should have to extensively travel to rural areas of above-mentioned districts.

**QUALIFICATION-**

1. Minimum Graduate (Agriculture, Social Science or Management will be preferable)
2. **Language**- Excellent English and Hindi (Written and Spoken)
3. **Age**- Minimum 35 Years.
4. **Preference** will be given to- Retired Personals, Army Persons, Retired from Revenue Department
5. 33% Preference would be given to Female Candidates.

SALARY/ RENUMERATION- Rs. 10,000 per month + Incentives if applicable

**SECTOR-** Agriculture, Livelihoods, Micro finance, Rural, Urban

**APPLICATION FEES**- Rs. 100/- per applicant

**APPLICATION PROCUDURE-** Online (link is provided)

**TERMS & CONDITIONS-**

* Only shortlisted candidates will be called for 1st and 2nd round interview.
* The association has all rights to reject any/ all applications without assigning any reason whatsoever
* Application fees is not refundable nor transferable.
* Online applications which are incomplete shall not be considered as “Eligible” and treated as “Rejected
* Candidates are advised to take a printout of their system generated online application form after submitting the application.
* Candidates are advised to keep their registered e-mail ID/mobile active for receiving advices, viz. call letters/advices etc
* The candidates will have to appear for the face to face interview at their own cost.

HOW TO APPLY

Candidates can apply online and no other mode of application will be accepted.

1. GUIDELINES FOR FILLING APPLICATION & PAYMENT OF FEES: [ONLINE MODE ONLY]:

Candidates will be required to register themselves online through website

**Helpdesk**: In case of any problem in filling up the form, queries may be made at [info@iiaasd.com](mailto:info@iiaasd.com) (between 11:00 AM to 06:00 PM only on working days)

**Pre-requisites for Applying Online:** Candidates should have valid email ID and mobile no. which should be kept active till the declaration of results. It will help him/her in getting call letter/advices etc. by email/SMS.

1. Candidates should first scan their photograph, signature & documents as detailed under guidelines for scanning the photograph, signature & documents
2. Candidates to visit website and open the appropriate Online Application Form, available in the 'Current Openings’.

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| **DISTRICT** | **TAHSIL** |
| TONK | Malpura |
| Peeplu |
| Niwai |
| Tonk |
| Todaraisingh |
| Deoli |
| Uniara |
| BUNDI | Hindoli |
| Nainwa |
| Indragarh |
| Keshoraipatan |
| Bundi |
| KOTA | Pipalda |
| Digod |
| Ladpura |
| Ramganj Mandi |
| Sangod |
| BARAN | Mangrol |
| Antah |
| Baran |
| Atru |
| Kishanganj |
| Shahbad |
| Chhabra |
| Chhipabarod |
| JHALAWAR | Khanpur |
| Jhalrapatan |
| Aklera |
| Manohar Thana |
| Pachpahar |
| Pirawa |
| Gangdhar |
| SAWAI MADHOPUR | Gangapur |
| Bamanwas |
| Malarna Doongar |
| Bonli |
| Chauth Ka Barwara |
| Sawai Madhopur |
| Khandar |

**FLOW CHART OF CAREER SECTION**

Careers Section-------- Current Openings--------- Name of Post--------About Post--------Apply here Tab----Application Form- CV attachment---------Submit Application---Candidate and employer will get mail notification of successful application--------Candidate will get online Interview date by mail------Candidate will know Rejection or Selection Decision for 2nd Step face to face interview round--------- Selected candidate get date notification by mail---------after interview candidate will know Selection/ Rejection decision.---------If Selected candidate will get Appointment letter on mail with ID/ PASSWORD of CRM---------Candidate will manage CRM as and when required.