



# **JEEViKA**

## **Bihar Rural Livelihoods Promotion Society**

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### **State Rural Livelihoods Mission, Bihar**

### **Proposal for Recruitment of various positions under Farmer Producer Companies (Promoted by JEEViKA)**



### **SELECTION THROUGH WALK - IN INTERVIEW**

*Add A mission to your CAREer;  
Join A team of committed And PASSIONate Development ProfessionALS.*

Bihar Rural Livelihoods Promotion Society (BRLPS) also known as JEEViKA is an autonomous Society under the Rural Development Department, Government of Bihar with the objective of social and economic empowerment of the rural poor. JEEViKA is implementing various government programmes and value chain intervention is one of them. Under value chain intervention, Farmer Producer Companies (FPCs) are being formed in different districts and require suitable candidates for various positions.

In order to achieve the aforesaid objective, BRLPS is inviting applications from interested candidates on behalf of 10 Farmer Producer Companies formed so far i.e. 1. Narianant Jeevika Mahila Agro Producer Company Limited, Vaishali 2. Aranyak Agri Producer Company Limited, Purnea 3. Jeevika Women Agri Producer Company Limited, Khagaria 4. Shrestha Women Jeevika Producer Company Limited, Samastipur 5. Samposhit Krishi Jeevika Agri Producer Company Limited, East Champaran 6. Dhanyak Jeevika Agri Producer Company Limited, Begusarai 7. Samhut Jeevika Agri Producer Company Limited, Bhojpur 8. Mahananda Jeevika Agri Producer Company Ltd, Kishanganj for the position mentioned below:-

## Applications Are invited for the following positions under Farmer Producer Companies

**Current Opening: 19 Positions (CEO-FPCs – 5, MM – 7, GCCBO – 7)**

Name of Position	Number of Vacancies	Qualification	Experience	Key Responsibilities	Remuneration Monthly
Chief Executive Officer (CEO-FPC)	5	MBA or Master degree or Post-Graduate diploma or equivalent diploma in the field of Agribusiness management / Marketing & Finance /Rural management/ Social work /social entrepreneurship/ Agriculture and allied courses.	<p>Post-qualification work experience exclusively in managing agriculture &amp; allied business operation; agriculture - commodity marketing and/or working with community owned and managed producer business enterprises as like Farmer Producer Companies.</p> <p>For FPC, Kishanganj experience in Tea Plantation/processing/marketing may be preferred.</p> <p><b>Total experience required – Minimum 7 years of post qualification relevant experience. Those who have 4 years of experience in BRLPS in value chain and marketing in livelihoods can also apply. Maximum age limit for the position is 45 Years.</b></p> <p>Excellent presentation &amp; communication skill both in verbal and written (English &amp; Hindi) .</p>	<p>The prime responsibility of the CEO-FPC is to maintain a productive relationship with the promoter and BOD at any point of time. They are also responsible for information, data, progress report and participation in the internal and external review meeting. They will facilitate timely audit and filing of applicable TDS, GST and other statutory compliances of ROC. Some of the core responsibilities and tasks of the CEO-FPC are as follows:</p> <ul style="list-style-type: none"> <li>• Creating business for the Farmers Producers company and managing it successfully and profitably</li> <li>• Providing support for the functioning of the FPC as per the guidelines/MoA &amp; AoA of the Producer Company</li> <li>• Develop Business Plan and mobilizing resources for the Producer Company &amp; Implement the same</li> <li>• Ensure increase in top line (business turnover) and bottom line (Net Profit) of the company</li> <li>• Explore and pursue opportunities to raise debt and other finance options to support operations of the company.</li> <li>• Ensure company solvency, credit recovery, on-time repayment of debt as well as operational and financial risk management</li> <li>• Manage company budgets, expenses analysis and cost control as well as key investment decisions</li> <li>• Develop and manage relationships with JEEVIKA, bankers, VC funders, non-banking Finance institutions, donors, and other business communities like processors, retailers, Corporate, traders, input suppliers, government officials etc. in the interest of the producers and FPC.</li> <li>• Initiate to build up share capital of the Producer Company by mobilizing more farmers to join FPC</li> <li>• Conducting market research and building profitable market linkages</li> <li>• Increase the business lines towards achieving sustainable growth of the organization and organically build on the existing relationships that Producer's company has with PGs and CLFs.</li> <li>• Integrating with technology and exploring alternatives for value addition of primary produce and secondary produces</li> <li>• Facilitating provision of timely inputs at affordable costs to member farmers through establishment of farmers support center, Integrating with technology for improving production, land, water and soil quality parameters by leveraging different schemes available with the Department of Agriculture and other line departments, research stations and KVK etc.</li> </ul> <p>Apart from these roles, following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 2013:</p> <ul style="list-style-type: none"> <li>• Perform administrative acts of a routine nature including managing the day-to-day affairs of the producer company</li> <li>• Operate bank accounts or authorize any person, subject to the general or special approval of the Board</li> <li>• Make arrangements for safe custody of cash and other assets of the Producer Company</li> <li>• Sign MOUs for business related activities as may be authorized by the Board for and on behalf of the Producer Company</li> <li>• Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members</li> <li>• Furnish the members with periodic information to appraise them of the operation and functions of the Producer Company</li> <li>• Make appointments for positions in accordance with the powers delegated to him or her by the Board. Work review and appraisal of key staff members</li> <li>• Assist the Board in the formation of goals, objectives, strategies, plans and policies</li> <li>• Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof</li> <li>• Oversee related regulatory compliance such as Company Registration, trade and quality related compliances</li> <li>• To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings</li> <li>• To comply all statutory requirements of RoC, GST, TDS, other applicable taxes and other departments on time necessary for FPC.</li> </ul>	Rs. 75000 - 100000 with annual increment up to 5% is to be provided. Travel and subsistence on official tour will be paid as per norms of the FPC HR Manual

Marketing and Procurement Manager (M & PM)	7	MBA or Master degree or Post-Graduate diploma or equivalent diploma in the field of Agribusiness management / Marketing & Finance / rural management/ Social work / social entrepreneurship/ Agriculture and allied courses.	<p>Post-qualification work experience in Marketing of agri-allied commodity, exclusively in agribusiness/ agriculture-commodity marketing and/or working with community owned and managed businesses/producer enterprises like FPC.</p> <p><b>Note: Preference will be given to candidates having experience in agriculture commodity marketing.</b> For FPC, Kishanganj experience in Tea Plantation/processing/marketing may be preferred.</p> <p><b>Total experience required</b> – Minimum 5 Years of post qualification relevant experience. Those who have 3 years of experience in BRLPS in value chain and marketing in livelihoods can also apply. <b>Maximum age limit for the position is 45 Years.</b></p> <p>Excellent communication and presentation skills both oral and written (English and Hindi).</p>	<ul style="list-style-type: none"> <li>• Lead the effort in new market identification for FPC products, identify opportunities for expansion and diversification (wherever deemed fit) and new revenue opportunities</li> <li>• Build new client relationships, forge and maintain key partnerships and capitalize on business opportunities coming out of it</li> <li>• Manage relationships with existing clients, develop further business with them and maintain the high level of product and service quality that FPC is known for</li> <li>• Mentor the marketing team in market planning, target setting and implementation of such targets</li> <li>• Analyze and assess supply chain performance, identify areas of improvement and mentor operations team to execute such efficiency build-up</li> <li>• Manage development of operational systems and best practices to ensure proper implementation of the supply chain function</li> <li>• Accordingly, institute checks and balances in the operational system and keep improving wherever required</li> <li>• Develop and maintain relationships with farmer co-operatives (suppliers), field staff, local coordinators and train and mentor staff and farmer institutions wherever required</li> <li>• Monitor proper implementation of all procurement activity, quality control, logistics and documentation for marketing of commodities.</li> <li>• Maintain vendor and traders list. Follow up with vendors on timely delivery of orders</li> <li>• Assess input requirement of farmers and arrange quality inputs supply</li> <li>• Solicit bids and quotations. Conduct bid analysis of orders and issue contract, agreement etc.</li> <li>• Any other task assigned by reporting officer</li> </ul>	Rs. 50000 - 70000 with annual increment up to 5% is to be provided. Travel and subsistence on official tour will be paid as per norms of the FPC HR Manual
Governance and Community Capacity Building Officer (GCCBO)	7	MBA or Master degree or Post-Graduate diploma or equivalent diploma / diploma in agriculture, agribusiness management, rural management/ Social work	<p>Post-qualification work experience in training, capacity building and content design in rural development sector or in FPC.</p> <p><b>Total experience required</b> – Minimum 3 years. Those who have worked in BRLPS in training and capacity building will be preferred. For FPC, Kishanganj experience in Tea Plantation/ processing/marketing may be preferred.</p> <p><b>Maximum age limit for the position is 45 Years.</b></p> <p>Excellent communication skill both in verbal and written (English &amp; Hindi)</p>	<ul style="list-style-type: none"> <li>• Facilitating all mobilization works in PG and FPC including shareholder drive, bank account opening in close coordination with DPCU and BPIU team of JEEVIKA</li> <li>• Ensuring timely training of EC, RGB, PCMC and BoD training and related evidence generation through reports</li> <li>• Capacity building of FPC staffs through various training program in coordination with resource institutions and Technical Support agencies</li> <li>• Preparation of training module in local context for effective training delivery and template for capturing of feedback to improve quality or method of training</li> <li>• Any other task assigned by reporting officer</li> </ul>	Rs. 40000 with annual increment up to 5% is to be provided. Travel and subsistence on official tour will be paid as per norms of the FPC HR Manual

- Initially contract will be for a period of eleven months that may be extended further on the basis of the performance, requirement etc of the project and approval of the Competent Authority.
- Short listing will be based on Educational qualification and minimum relevant experience.
- Number of vacancies may be changed without prior notice.

#### **IMPORTANT DATES**

<b>Last date for receiving application</b>	15.01.2022
<b>Group discussion and personal interview</b>	20 to 24 Feb 2022 (Tentative)

#### **How to Apply:-**

- Read the Instructions carefully before applying for any position.
- Before start of filling-up of application through on-line mode, the candidate should keep ready the following details/ documents:-
  - A. Valid E-mail ID & Mobile Number
  - B. Scanned copy of the recent passport size color Photograph (not older than 3 months). Candidates should ensure that the same photograph is used throughout this recruitment process.
  - C. Scanned signature
  - D. Updated Resume
  - E. Required certificates and relevant documents as mentioned in the Advertisement
  - F. Candidates may apply for multiple posts, as per eligibility.
- Candidates should have valid e-mail ID and mobile number, it should be kept active during the entire recruitment process. Registration number, password and all other important communication will be sent on the same registered e-mail ID and suitable message in the registered Mobile Number (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
- Candidates should fill the details carefully while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION OF FORM, (\*Once the form is submitted, it can't be edited)
- Only the documents submitted by candidates at the time of submission of online application should be considered for evaluation purpose, no documents submitted after the submission of application will be considered for evaluation purpose.
- Candidates intending to apply should ensure that they fulfil the minimum eligibility criteria specified in the Job Descriptions in this advertisement.
- Candidates must necessarily produce the relevant documents in original and along with a photocopy in support of their identity and eligibility pertaining to category, nationality, age, educational qualifications & relevant work experience etc. as indicated in the online application form at the time of interview and at any subsequent stages of the recruitment process.
- In case of overlap of durations in experience certificates, multiple experience letters with same date/ issue number, all such experiences will not be considered and summarily rejected.
- The applicants are required to submit the duly filled application on or before the due date, failing which the application of the said applicant shall be treated as non-responsive. The applications received after due date shall not be considered.
- Curriculum Vitae (CV) will be considered as a document to assess overall and relevant experience and same will be validated with relevant valid documents.

- Photograph must be a recent passport size colour picture on light background. The size of the scanned image should be between 50kb -100kb and in jpg/jpeg format only.
- The applicant has to sign on white paper with Black/Blue ball point pen. Size of file should be between 50kb - 100kb in jpg/jpeg format only.
- Please scan the relevant Certificates. Each Certificate in PDF/DOC/DOCX format only and Size of file should be between 50kb - 1000kb.
- Candidates should apply in prescribed format available in the following link :  
**<https://docs.google.com/forms/d/1vFwGLEjdgUfgrJKB5aKViZWw7Ight2OudW80PxU3TBo/edit>**
- **Please visit <http://brlps.in/Career> for more details**
- For technical queries in filling application, candidates may contact through E Mail on following : [recruitment@brlps.in](mailto:recruitment@brlps.in)
- Candidates are requested to check the websites periodically for updates and other announcements.
- BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage at its discretion.
- Selection will be based on educational qualification & experience, GD & personal interview only.
- The selected candidates will be the employees of the CBBO for which they are selected; they will not be the staff of the BRLPS. Hence, liabilities of such officials will lie with the CBBO.
- Place of posting of the hired person will be Patna.
- Only Shortlisted candidates will be called for the next stage of the selection process i.e, GD and Personal Interview. List of shortlisted candidates will be published on <http://brlps.in/Career>.

**Disclaimers:** Mere eligibility does not guarantee a job. BRLPS reserves the right to cancel the candidature at any point of time if any discrepancy is found.

*Together we CAN REALize*

**Chief Executive Officer,  
Bihar Rural Livelihoods Promotion Society**