JAANKI JEEVIKA MAHILA STITCHING PRODUCER COMPANY LIMITED

TRAINING COM PRODUCTION UNIT
BIMHAS,KOILWAR,BHOJPUR, BIHAR, 802160
E- mail : jankijeevikastitchingpc@gmail.com, Mob.- 6203479318, 8789917375

"Jaanki JEEViKA Mahila Stitching Producer Co. Ltd.", (A Jeevika Initiative under the aegis of GoB) is a Non-Farm based Producer company, which got incorporated under Companies Act, 2013 on 12.09.22 and is headquartered at Bhojpur with technical and financial support from BRLPS (JEEV iKA), Rural Development Dept , Govt of Bihar.

Applications are invited for the following position under Janki Jeevika Mahila Producer Company Limited :

Sr. No.	Job Title/Position Name	No. of position	Qualification	Job Description/Responsibility	Salary
1	Operations Head	1	**Qualification:** Graduate – MBA/ Masters in Operations Management will be preferred. Basic computer knowledge (Excel, MIS reporting). **Experience:** 5 years experience in operations, production, or field program management. Experience in stitching/garment production, SHG enterprise, or rural livelihood programs preferred. Experience in team handling and field coordination is desirable.	Oversee daily production and stitching unit operations. Ensure production targets, quality standards, and timelines are met. Manage raw material planning, inventory, and dispatch coordination. Coordinate with DLCC, block teams, and field staff for smooth workflow. Monitor unit performance and resolve operational issues. Maintain records, MIS reports, and support audit/compliance processes.	Upto Rs.80,000/Month

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

2	Production Head	1	**Qualification: -** Graduation in any stream, preference would be given to candidates from renowned design institutes like NIFT/NID etc. **Experience: -** **10** years of post qualification work experience in the Apparel Production Industry. At least 3 years at managerial level in any Apparel production house. Candidates having work experience with SRLMs or community owned services will be given preferences.	• Entire operation management – Production process across all center of Bihar • Cost reduction, profitability of the production floor, maximum utilization of machinery and resources • Manpower planning and management, timeline adherence • Must possess a full understanding of Floor layout for stitching units • Procurement of Raw Materials and supply and distribution to all district centers • Planning and monitoring production schedules and altering them when necessary. • Ensuring timely delivery of products • Working with in-house design and sales teams, buyers and quality control departments. • Managing orders • Training and development to the staff	Upto Rs.80,000/Month
3	Zonal Production Manager	3	**Qualification : 10th** **Experience :** Minimum 8-10 years of Post education experience in garment production management Strong knowledge of production planning, machinery, and garment construction Leadership skills and ability to work in a fast-paced export environment	• To manage production activities within assigned zone ensuring output, quality, and cost efficiency. • Achieve zonal production targets. • Supervise unit Production Managers. • Monitor manpower and machine utilization. • Ensure compliance with production standards. • Submit performance reports.	Upto Rs.45,000/Month

शारदा देवी बेबी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

4	Production Manager	38	**Qualification : 10th** **Experience :** Minimum 5 years of Post education experience in garment production management Strong knowledge of production planning, machinery, and garment construction Leadership skills and ability to work in a fast-paced export environment	• Plan and oversee daily stitching production to meet delivery deadlines • Manage line scheduling, manpower, and workflow for efficient output • Ensure quality standards are maintained throughout the production process • Coordinate with merchandising, cutting, finishing, and QA teams • Monitor production targets, WIP, and resolve line issues promptly	Upto Rs.25,000/Month
5	Zonal Operation Manager	9	**Qualification:** Graduate (any stream); Management / Commerce / Rural Management preferred. Basic computer knowledge (Excel, reporting, MIS). **Experience:** 2-4 years experience in operations, production management, or field program implementation. Experience in garment/stitching units, SHG enterprises, or rural livelihood projects preferred. Experience in team supervision and multi-location operations preferred. Freshers having Master degree could also apply	• Monitor operations of all production and stitching units in the assigned zone. • Ensure production targets, quality standards, and timelines are achieved. • Coordinate with Operation Head, DLCC, and block-level teams. • Monitor raw material supply, stock, and dispatch process. • Conduct field visits to review unit performance and resolve operational issues. • Maintain zonal MIS reports, production reports, and submit regular updates to Operation Head / Management. • Ensure SOP compliance, audit documentation, and reporting accuracy.	Upto Rs.25,000/Month

शारदा देवी बेबी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

6	Quality Control Manager	9	**Qualification: -** MBA/MFM or PGDM(2 year duration) in Marketing Management/Rural Marketing/Retail Management/Fashion Management/Commerce and allied courses or graduate from any Design Institute like NIFT/NID etc **Experience: -** Minimum 2-4 years of post qualification work experience in quality control of the Fashion retail/industry. Candidates having work experience with SRLMs or community owned services will be given preferences.	• Monitor and inspect stitching quality at different stages of production. • Ensure garments meet approved design, measurement, and stitching specifications. • Identify defects (e.g., measurement issues, loose stitching, missing components) and ensure corrective action. • Coordinate with production teams and stitching units to maintain consistent quality. • Conduct final quality checks before dispatch. • Maintain basic records of quality inspections and report major issues to management.	Upto Rs.25,000/Month
7	Manager – HR	1	**Qualification: -** Masters/PG Diploma/Masters (2-year duration) in Marketing Management/Rural Marketing/Rural Management/Development Management/Fashion Management and allied courses **Experience: -** Minimum 2 years (Masters/PG Diploma) or Minimum 4 years (for Bachelor degree) of post qualification work experience in HR & Admin. Candidates having work experience with SRLMs or community owned services will be given preferences.	• Planning, coordinating, and supervising the employment of employees are the responsibilities of HR managers • HR departments serve as a vital link between staff members and upper management by mediating problems at work, ensuring compliance with employment rules and regulations, and collaborating with executives on long-term strategic planning. • Managing payment and benefits for an organization's staff. • Create and put into action HR initiatives and strategies that are in line with the overall business plan. • Support present and future company demands through growing, involving, inspiring, and preserving human capital. • Cultivate a supportive workplace. • Always maintain legal compliance while managing human resources. • Maintenance of HR records	Upto Rs.35,000/Month

शारदा देवी वेनी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

8	Store Manager	1	**Qualification :** Must be graduate or equivalent **Experience :** Minimum 2-4 years of Post education experience.. • Good knowledge of inventory software (e.g., ERP, Excel) • Strong organizational and reporting skills	• Manage receipt, storage, and issuance of fabrics, trims, and accessories. • Maintain accurate stock records and ensure timely material availability to production. • Coordinate with merchandising and production teams for material planning. • Ensure inventory control, conduct regular stock audits, and minimize wastage. • Handle inward/outward documentation, tagging, and material classification.	Upto Rs.35,000/Month
9	Store Supervisor	39	Qualification: • 12th • 3–5 years in warehouse/store management	• Inventory control. • GRN and issue documentation. • Stock reconciliation. • Prevent stock loss.	Upto Rs.20,000/Month
10	Store Operator	5	**Qualification:** • 10th **Experience:** • 3–5 years in warehouse/store management	• Inventory control. • Goods Received Note and issue documentation. • Stock reconciliation. • Prevent stock loss.	Upto Rs.12,000/Month
11	Manager IT/MIS	1	**Qualification: -** Masters/M.Tech in IT and Computer Science, MCA (2-year duration) or Bachelor/B. Tech in IT or Computer Science, BCA and allied courses. **Experience: -** Minimum 3-5 years of post qualification work experience IT/MIS sector of the food retail/industry. Candidates having work experience with SRLMs or community owned services will be given preferences.	• Creating and implementing the organization's IT policy and best practice manuals. • Creating workshops and training programmes for staff. Performing routine system audits. • Running routine system operations reports and sharing them with top employees. • Develops, manages, and implements hardware maintenance, software support, network and remote backups, upgrades, and Internet support. • Well versed with software/apps use for the performance's tracking/knowledge sharing/HR management/keeping and updation of financial records/E POS.	Upto Rs.35,000/Month

शारदादेवी बेबी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

12	MIS Assistant	4	**Qualification:** • B.Com/BCA/Graduate with strong Excel skills **Experience:** • 2–4 years in MIS	• Prepare daily production and sales reports. • Maintain dashboards. • Data analysis and reporting.	Upto Rs.25,000/Month
13	Logistic Assistant	4	**Qualification:** • Graduate **Experience:** • 2–4 years in logistics	• Dispatch planning. • Transport coordination. • E-way bill documentation. • Delivery tracking.	Upto Rs.25,000/Month
14	Office Assistant	4	**Qualification:** • Graduate with MS Office knowledge **Experience:** • 1–3 years in administrative support	• Documentation management. • Inter-department coordination. • Record keeping.	Upto Rs.25,000/Month
15	Manager Finance	1	**Qualification: -** CA/ CA (inter)/ ICWAI/ ICWAI (inter)/MBA (finance) /PG degree in commerce from any other institutes /university **Experience: -** Minimum 5-7 years of post-qualification relevant experience. S/he should have worked on financial management, budgeting, developing financial system in Government/semi government agency, banking institutions, reputed financial firms or non-government organizations. Candidates having work experience with SRLMs or community owned services will be given preferences.	• S/he would be responsible for the smooth functioning of all financial and administrative systems in Block units and the District Unit. • S/he would also manage and monitor flow of PC funds. Another key role would be periodic financial reporting to the seniors and coordinating with auditors. • S/he would also guide and train unit level accountants in proper book keeping & accounting. • S/he will also have to undertake extensive field visit to ensure quality project/program interventions	Upto Rs.60,000/Month

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

16	Accountant	14	**Qualification:** Bachelor's degree in Commerce/Accounting/Finance. • Basic knowledge of Tally/ERP/MS Excel and Good understanding of accounting principles & statutory compliances. **Experience:** Minimum 2-4 years of post-qualification relevant experience. S/he should have worked on financial management, budgeting, developing financial system in Government/semi government agency, banking institutions, reputed financial firms or non-government organizations. Candidates having work experience with SRLMs or community owned services will be given preferences.	• Maintain day-to-day books of accounts (entries, ledgers, bank statements). • Prepare and manage invoices, bills, and vouchers. • Handle bank reconciliations and petty cash. • Assist in monthly, quarterly, and annual closing of accounts. • Prepare GST returns, TDS, and other statutory compliance documents. • Coordinate with auditors for internal and external audits. • Generate periodic financial reports as required by management.	Upto Rs.30,000/Month
17	Marketing Manager	1	**Qualification** Graduate (MBA / Marketing / Commerce preferred). Basic computer knowledge (Excel, email communication, reporting tools). **Experience** 3–7 years experience in marketing, sales, or business development. Experience in retail products, garment/textile, handicraft, or rural enterprise preferred. Experience in handling institutional or bulk sales preferred.	Develop and implement marketing and sales strategies for company products. Identify new market opportunities (retail, institutional, bulk orders, online platforms). Build and maintain relationships with buyers, retailers, and partners. Support product branding, packaging, and promotion activities. Coordinate with production team for order planning and timely delivery. Monitor sales performance and prepare sales & market reports. Support participation in exhibitions, fairs, and promotional events.	Upto Rs.35,000/Month

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

18	Support/Field Staff	4	Qualification- Graduation in any discipline (Should own and know to ride a Bicycle or bike.)	Working in support of packaging, QC, store room and other teams based on requirement.	Upto Rs.15,000/Month

General Terms & Conditions: -

1. Applications will be accepted only through online mode. The Application Form through any other mode shall not be accepted.
2. 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).
3. **All candidates must submit their final Application Form along with all the required documents through the following Google Form link:**
   https://forms.gle/6MnWD1zQUdcXeXNf9 Candidates are required to **carefully fill the form and upload all the necessary documents as specified in the form before final submission.**
4. Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
5. Print out of Application Form or hard copies of certificates/mark sheets are not required to be submitted by post.
6. Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the Janki PC if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
7. The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the Application Form or in case of any other default, the Janki PC may reject the candidature at any stage of the selection and take legal action against them.
8. After final submission of the application form, any request with regard to change of category shall not be entertained. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
9. Candidates must keep print out of Application Form, Photo ID, 03 (three) copies of colored passport size photograph, 1 set of photo copy of all required certificates for fulfilment of eligibility criteria and 3 set of latest bio data. Keep all documents in original also and produce the same at the time of document verification.
10. Shortlisting will be based on information provided by the candidates in the Application Form. No changes afterwards will be accepted in any circumstances.

शारदा देवी बेबी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR

11. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
12. The Janki PC reserves the right to bring about changes in the selection procedure/ scheme of Examination.
13. If two or more candidates secure equal marks, the candidate born earlier will be placed above in merit list.
14. No TA/DA will be paid for attending selection process or for first joining of BRLPS.
15. Initially contract will be for a period of eleven months and co-terminus with the project that may be extended further on the basis of the performance, requirement etc. of the project and approval of the Competent Authority.
16. This contract may be terminated on the basis of disciplinary ground.
17. The contract may be terminated by either party with a 30-day prior written notice.
18. Short listing for further Process will be based on educational qualification and minimum relevant experience.
19. Number of vacancies may be changed without prior notice.
20. Minimum Age limit for all the positions will be 18 years (Age and Experience will be calculated as on last date of submission of application).
21. The selected candidates will be the employees of the Janki PC for the position for which they are selected; they will not be the staff of the BRLPS. Hence, liabilities of such officials will lie with the Janki PC
22. Place of posting of the hired person will be as per requirement of Janki PC.
23. Only Shortlisted candidates will be called for the next stage of the selection process
24. List of shortlisted candidates will be published on http://brlps.in/Career.
25. **To apply online please visit: https://brlps.in/Career. The link for receiving of application will be activated from 10/3/2026. The Last Date for receiving of application is 16/03/2026.**

शारदा देवी बबी देवी

President Vice President Secretary
JAANKI JEEVIKA MAHILA STITCHING
PRODUCER COMPANY LIMITED
KOILWAR, BHOJPUR