



**TDCCOL**

**TRIBAL DEVELOPMENT CO-OPERATIVE CORPORATION OF ORISSA LTD**

Tel. 0674-2542475 / 2542617. Fax-2544828. Email: [admin@tdccorissa.org](mailto:admin@tdccorissa.org), website:

[www.tdccorissa.org](http://www.tdccorissa.org)



No.1660/TDCCOL, Date. 23/07/2019

**NOTICE FOR RECRUITMENT OF GENERAL MANAGER (OPERATION) & ACCOUNTS EXECUTIVES ON CONTRACTUAL BASIS**

Applications are invited for the post of General Manager (Operation) & Accounts Executives on contractual basis. Interested candidates are requested to download the details from website i.e. [www.tdccodisha.org](http://www.tdccodisha.org). Last date of receipt of applications by speed post/courier only is up to 03.00 PM on 06<sup>th</sup> August, 2019. Managing Director, TDCCOL reserves the right of accepting or rejecting any or all applications without assigning any reason thereof.

**-Sd/-  
Managing Director**



## TDCCOL

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Tribal Development Co-operative Corporation of Odisha Limited (TDCCOL) is a State level Apex Cooperative operational under the administrative control of ST & SC Development Department, Govt of Odisha since 1972. This Apex Cooperative was established with an major objective to procure Minor Forest Produce (MFP) and Surplus Agricultural Produce (SAP) collected by tribal farmers / primary collectors at remunerative/minimum support price and arrange marketing of these products.

### **Terms of Reference (TOR)**

#### **General Manager (Operation), TDCCOL.**

##### **Qualification:**

- MBA /PGDBM / Post Graduate in any stream/ Retail Management with from recognized University /Institute of repute.

##### **Experience**

- Should have minimum experience of 15 years in Retail/Agriculture Mechanization/Marketing /Rural Development Sector/ Operations in any Govt. /PSU Corporation/Private Retail Houses.
- Maximum age – 60 years. Age relaxation can be considered for deserving candidates.
- Should have experience in the Fair Average Quality/ Minimum Quality Standard of different MFP and SAP traded in the State.

##### **Job Description:**

- To asses and analyze the crop condition of different SAP & MFP and asses the field situations with respect to the market scenario with respect to forest/tribal/rural/SHG products.
- To suggest area & cluster based options for income generating activities for forest dependents/dwellers.
- To asses and analyze the field situations with respect to resources i.e. natural, human, social, physical, and financial along with current and potential market demand in the context of existing and potential forest/tribal/rural/SHG /NTFP/SAP products.
- To explore possibilities in market linkage in liasioning with local & outside market/traders and also keep liasioning with other Govt. agencies like TRIFED, OLM, NAFED, MARKFED, Export Promoting Agencies.
- To draft and conduct the tenders relating to sale and purchase of different products.
- To facilitate smooth functioning of chain of retail outlets of the corporation.
- To ensure efficient management of supply chain and value chain of different products for retail marketing through the outlets.

- To develop operational guideline/ systems for establishment of retail mart at Branch level.
- To ensure strong coordination with the partner agency working with TDCCOL for business development.
- To facilitate innovative strategies in retail business through packaging, branding, product diversification and promotion.
- To promote sale and marketing of tribal products by participating in different exhibitions in & out of state.
- To organize In-door and outdoor promotional activities for promotion of product and brand.
- To strengthen the processing units of TDCCOL and partner organization to improve quality of the produce based need assessment.
- To facilitate automation system for stock management at godown and retail outlet level.
- To contribute for capacity need assessment and in designing, skill building programme to improve the sale of produces in the outlet.
- To identify the agencies(s) for marketing of TDCCOL products across the globe.
- Packaging and product development.
- Online retail marking through ecommerce.
- Overall responsibility of retail management of TDCCOL outlets.
- Any other task as may be assigned by the Managing Director.

**Terms and Conditions of Service:**

1. The post is contractual in nature with no assurance of regularization in future.
2. The period of contractual appointment is for 1 year.

**Consolidated Remuneration:** Rs.40,000/- per month

## **TOR OF ACCOUNTS EXECUTIVE, TDCCOL**

### **Qualification:**

- B. Com / M. Com. with Tally Package from recognized University / reputed institute.
- Should have minimum experience of 5 years as Maintenance of books accounts with Tally ERP Version in any Govt. /PSU / Apex Co-Operative in Odisha.
- Upper age limit 45 years, however age relaxation can be considered for deserving candidates.

### **Job Description:**

- He/ She shall be responsible for maintenance of routine accounting records prescribed by the organization.
- He / She shall prepare budget of the field units as per the posting.
- He / She shall prepare all periodic reports and returns relating to financial transaction as prescribed by the organization.
- He / She shall be responsible for finalization of Annual Accounts and preparation OF Financial Statements of the Organization in Computerised format and procedure of Accounting adopted by the TDCC.
- He / She shall deal office cash under double lock and key as per the orders of the Managing Director.
- He / She shall attend to all tax matters of the Corporation.
- Any other task as may be assigned by the Managing Director.

### **Terms and Conditions of Service:**

1. The post is contractual in nature with no assurance of regularization in future.
2. The period of contractual appointment is for 1 year.

**Consolidated Remuneration:** Rs.25,000/- per month.



**3. Other trainings/qualifications:**

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

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**5. Employment / Experience Records:**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

6. **Language Proficiency:** (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. **Reference:**(Two persons to whom you have professionally reported)

Reference 1	Reference 2

**Declaration:**

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**