

APPLICATION FORM

POST APPLIED FOR:.....

Name:		
Address:	<u>Home:</u>	<u>Tel:</u>
	<u>Work:</u>	<u>Tel:</u>

(Please tick box to indicate which address and contact numbers we may use)

Date of Birth: Certificate of proof to be attached Marital Status: <ul style="list-style-type: none">• Married : • Un-Married:	<i>PHOTO TO BE PASTED HERE</i>
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Parent: Name: Address:	<u>Father</u>	<u>Mother</u>
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Please use additional pages if you have insufficient space to complete your answer

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Education History:

	<u>Institution & University Names</u>	<u>Specialization/ Degree/ Diploma</u>	<u>Dates</u>	<u>Division</u>
Graduation:				
Professional Qualifications: P.G For Required Post Only				
12th (Intermediate)				
10th (Matriculation)				
Computer Course				

Employment History: Please provide details of **all** positions held - starting with your present employment and going back to the first - in the space below:

<u>Organization</u>	<u>Designation</u>	<u>Key Responsibilities</u>	<u>Dates/Period</u>
		•	
		•	
		•	
		•	

Please use additional pages if you have insufficient space to complete your answer

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Details of Computer Literacy: Please provide brief details of computer skills, or information in support of your ability to work with computers, in the space below. Please emphasize knowledge of packages relating to desktop publishing and website design:

Package/ Application

Details of Exposure and Assessed Proficiency

Medical History: Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

Probable Joining Time:

Language Proficiency: Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage):

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 Kui (Tribal Language)]									

Please use additional pages if you have insufficient space to complete your answer

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Understanding of Job; Skills, Interests and Experience of Relevance to your Application:

Please read the **Job Description** available at the end of this form and use this page to describe why you are suitable for the position.(within 200 words)

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Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Additional Space if Required : Please use the space below to elaborate on answers for which you found the form allowed too little space.

GENERAL INFORMATION

HOW TO APPLY:

- Download the above application form and fill all the asking data properly.
- Send the application form to The Chairperson, M/S **NABARANGI RURAL ECONOMY FARMERS PRODUCERS COMPANY LTD. At- Block Office Premises Po-Umerkote, Pin- 764073** 01 August 2022 up to 5pm with all the relevant documents in an envelope mentioning the post applied for on the upper side of the envelope and with clear name and address on it.

DOCUMENTS TO BE ATTACHED:

- Adhaar Card
- Matriculation Certificate
- 12th Certificate
- Graduation Certificate
- Master Degree certificate (As required for the Post)
- Computer Certificate
- Experience certificate

Different Positions and necessary requirement

Sl. No.	Name of Post	No. of Post	Qualification	Work Experience	Remuneration & Allowance
1.	Marketing Manager	01	Graduation from any discipline. However, Post-graduation in social Entrepreneurship, Agribusiness Management and other related fields will be given preference	Experience in handling commodity (market side and production side). 2/3 years relevant experience. Computer Knowledge- PGDCA/DCA.	Remuneration Rs. 15,000/- P.M Travel Allowance Rs.1500/- Mobile Allowances Rs.500/- P.M Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs.
2.	Accountant-cum-MIS in-charge	01	Graduated in Commerce (B.Com). However, Post-graduation in social Entrepreneurship, Agribusiness Management and other related fields will be given preference	Experience in handling commodity (market side and production side) 2/3 years relevant experience. Computer Knowledge- Tally software	Remuneration Rs. 12,000/- P.M Travel Allowance Rs.500/- Mobile Allowances Rs.500/- P.M Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs.
3.	Cluster Coordinator	02	+2 pass from any discipline Candidate who have received vocational training from any skill programme (e.g. DDU-GKY) will be given preference	Should have 1-2 years of experience of working with community institution e.g. SHG, Producer Groups, Cooperatives. Experience in handling commodity (Market side and production side) for 1-2 years will be given preference	Remuneration Rs. 8,000/- P.M Travel Allowance Rs.800/- Mobile Allowances Rs.500/- P.M Performance incentives as per recommendation of Board of Directors and it will be paid quarterly, if approved by BoDs.