



ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ଼  
ZILLA PARISHAD, SUNDARGARH  
ORMAS, SUNDARGARH

(Sundargarh-770001, Email: ori-dsundargarh@nic.in, Tel.No. 06622-273873)  
(Under Panchayati Raj & Drinking Water Department, Odisha, Bhubaneswar)

No. 85 /ZP (ORAMS)

Dated the 19<sup>th</sup> February, 2025

To,

The DeGM,  
Sundargarh.

Sub:

Publish Recruitment Notice for Accountant under NPCL in the district  
official website -reg

Sir,

With reference to the subject cited above, I am to say that the detailed advertisement of the Accountant under Nuagoan Producer Company Limited, Nuagoan (NPCL) are enclosed herewith to upload the matter in the district official website latest by 19.02.2025.

Encl- Advertisement Notice

Yours faithfully,

Project Executive, ORMAS,  
Zilla Parishad, Sundargarh

Copy to:

1. The BDO/ABDO, Nuagoan for kind information and necessary action.

# **RECRUITMENT ADVERTISEMENT FOR THE POST OF ACCOUNTANT**

**ACCOUNTANT FOR Nuagaon Producer Company Limited (NMPCL)**

## **INTRODUCTION & BACKGROUND: -**

Nuagaon Producer Company Limited (NMPCL), was established under the Companies Act 2013, in the year 2023 with the support of ORMAS & District Administration, Sundargarh. The purpose of this Producer Company is to enhance the livelihoods of the rural producers by creating better opportunities. This Producer Company deals with procurement, value addition, and marketing of Vegetables and other products. The idea of this Producer Company is to provide all types of support i.e., forward and backward linkage to the producers through the WSHG/Producer Group and cluster approach.

## **Term of Reference**

<b>Designation</b>	<b>Accountant</b>
Qualification	<ul style="list-style-type: none"><li>• 10+2 with Mathematics as a compulsory subject or alternatively with a Commerce or Accountancy background.</li><li>• Knowledge of Accounting software (TALLY) etc. is a must.</li></ul>
Experience	1 + years of work experience as an Accountant handling financial transactions with exposure to accounting software
Age	Maximum 35 Years
Monthly Salary	Rs.10,000/- per month(Consolidated)
Required position	1 (One)
<b>Job profile</b>	
<ol style="list-style-type: none"><li>1. Recording daily business transactions of FPO in Accounting software</li><li>2. Inventory Management &amp; book keeping</li><li>3. Assets Management</li><li>4. Dealing with Banks</li><li>5. Prepare Financial Records for Auditing</li><li>6. Manage Compliance pertaining to Tax and RoC</li></ol>	

**PLACE OF POSTING:**

The place of posting for the Accountant will be at the FPO office in the operational Block.

**HOW TO APPLY:**

The last date of receipt of applications for the above post(s) is 28.02.2025 up to 4.00 PM; The Applications can be submitted through Registered Post to the address given below or via email in the mentioned email address. Candidates should note that incomplete applications or applications received after the due date and time are liable to be rejected summarily.

**Address:**

To The Additional Block Development Officer (ABDO), Nuagaon Block Office, Nuagaon Block. At:P.O: Nuagaon, Dist.: Sundargarh Odisha PIN – 770035

For email- [NmpclFPO2023@gmail.com](mailto:NmpclFPO2023@gmail.com)

- Self-attested Hard copy of Documents in support of Identity, Qualifications, Experiences, age proof certificate, caste certificate, etc. to be sent with the application form through Registered Post to the address given above.
- Candidates shall have a valid personal email (ID) and mobile number which should be kept till the recruitment process is over.
- Details of role, responsibilities, qualifications, and other eligibility criteria for each Post and application forms are available on the notice board of Zilla Parishad Office, Sundargarh. Also, it is available on the district website [www.sundergarh.nic.in](http://www.sundergarh.nic.in) Interested candidates can download the details.
- Documents in support of identity, qualifications, experience, etc. must be produced in 'originals' as and when required.
- The selection process will consist of shortlisting of candidates based on academic qualifications, experience, telephone interview, and Written Ability Test followed by a personal interview.
- The Educational Qualification should be from approved recognized institutions and only prescribed Post Educational work experience will be counted/taken into consideration.
- Only shortlisted candidates will be informed about further selection processes through text messages and email. Applicants should ensure that the mobile number and email ID given in the application form are active.
- The PC reserves the right to cancel/reject any or all applications or to cancel/reject or amend any clause laid down in the advertisement.

**Selection Procedure:**

The selection process will consist of shortlisting of candidates on the basis of academic qualifications, and experience & skills, followed by a Computer Test and personal interview. The MD & BoDs of the Company reserves the right to cancel the Advertisement/Selection process of the desirable candidate if She/He will not come into the selection process.

*Suyanti Kercketta*

**Managing Director, NMPCL**

MD  
NUAGAON MAHILA PRODUCER  
COMPANY LIMITED



## BIODATA

### 1. Personal Details

Photo

Title	(FIRST NAME)	(SURNAME)
NAME OF THE POST APPLIED FOR : (ACCOUNTANT/CEO)		
Address		
Present		Permanent (Not necessary, if the Present Address and the Permanent Address are the same)
Mobile Number:		
Alternate Contact Number (If available):		
Email Address:		
Date of Birth: (DD/MM/YYYY):		
Category (ST/SC/SEBC/General):		

### 2. Educational Qualification (10<sup>th</sup> Standard onwards)

Qualification	Institution	Board/University	Year of Completion	Division	Percentage of Marks

- Where only division or grade is awarded, the candidate is required to convert it in terms of percentage (documentary proof in support of the conversion of Grade into %marks should be attached)
- Self-attested Xerox copies of all mark sheets of all examinations shall be submitted at the time of verification.

conversion in percentage and your total marks are not given, the point in the respective qualification may not be taken into consideration.

**3. Other training/qualifications including relevant short training courses:**

Course	Duration	Institution	Details

**4. Employment/Experience Details:**

Name and Address of the Employer	Designation	Duration		Experiences month	Brief description of Duties
		From	To		

**N.B.** Experience certificate shall be obtained from the employer & self-attested Xerox copy of the same shall be submitted at the time of verification.

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

Language	Speak	Read	Write
English			
Hindi			
Odia			
AnyOther (Please Specify)			

**Declaration:**

I do hereby declare that all statements/information 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 to be false or incorrect at any point in time, my candidature/ engagement will be canceled/ terminated without any further notice.

**Date:**

**Place:**

**Signature of the Applicant**

**\*Canvassing for employment in any manner will be liable for disqualification.**