



# Devagiri Kisan Agro Products Producer Company Limited

(Incorporated under the Companies Act, 2013)

Address: Room No. 2, OLD Excise Office, Paralakhemundi, Gajapati, Odisha, Pin-761200

Email: [dkappco@gmail.com](mailto:dkappco@gmail.com) , Phone: 06815 222769



Letter No: - DKAPPCO/25-26/29

Date: - 18/07/2025

Devagiri Kisan Agro Products Producer Company Ltd, registered under the Companies Act, 2013, invites applications for the following positions.

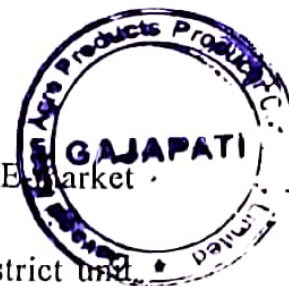
Name of the position	No. of Vacancy	Location	Salary
Chief Executive Officer	01	Paralakhemundi	Rs 25,000 plus TA/DA (Negotiable)
Cluster Coordinator	01	Rayagada	Rs 8000 plus TA/ DA
Sales Executive	02	Paralakhemundi	Rs 3000 Including all

Detail description of the above vacancies has been given below.

## Chief Executive Officer

### Roles & Responsibilities:

- Managing the day-to-day affairs of company efficiently and effectively as the administrative head of the company.
- To assist the Board of Directors in formation of goals, objectives, strategies, plans and policies and its achievements in the interest of the company
- Suggest BODs with respect to legal and regulatory matters concerning the proposed and ongoing activities and take necessary action in respect thereof.
- Oversee the effective implementation of project work plans and ensure projects delivered on time and within budgetary limit.
- Market strategy, Planning and linking the product to terminal market.
- Liaise with the partner agency of Government.
- Participate in conferences, meetings and consultations relevant to promoting the DKAPPCO
- Contribute towards the development of new business opportunities to generate additional funding for the sustainability of DKAPPCO.
- Lead the team of professionals to achieve the goal of the company.
- Increase membership base of primary produces of DKAPPCO.
- Maintain proper books of account, prepare annual accounts; place the audited accounts before the BOD and in the Annual General Meeting of the members of DKAPPCO. Overall accountability of the company remains with the CEO.



- Branding and packaging of rural product and linkage of the product to E-market place.
- Any other task assigned by the joint CEO/Deputy CEO of ORMAS district unit and Chairman of DKAPPCO.

### **Job requirements**

- Interest to work with rural communities and willing to do extensive field visits.
- Proven project management capabilities
- Product management with marketing of rural products and decision making for profitability of the company.
- Proven ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines.
- Clear and systematic thinking that demonstrates good judgment, problem solving, and creativity.
- Excellent project coordination, management, negotiation, and advocacy skills.
- Flexible with a willingness and ability to travel in challenging environments.
- High level of professionalism and integrity
- IT literate with excellent MS Office skills.
- Ability to operate within the private and public sectors to effectively liaise with private enterprises, development agencies, and governments at senior level.
- Excellent in Rural Product market linkage with branding & packaging.
- Skillful in linkage the rural product to different e-market place.
- Having knowledge about the process of certification and other government registration.

### **Experience**

- Minimum 5 years of working experience with field/ Ground Experience.
- Strong inter-personnel communication and presentation Skills.
- Product management and market Linkage.
- Budget and Strategic management.
- Experience in managing financial analysis and Reporting.
- Liaising with vendors, clients, and Stake holders.
- Experience in making business development plan, detail project reports, cluster plan and action plan.

**Desirable:** Experience in development sector viz. NRLM/OLM/ORMAS

### **Age**

- Age limit 28-40 year as on 01.01.2025. Age relaxation will be up to 49 years if experience is more than 7 years in Government sector.



### Education

- Master of Business Administration or Post Graduate Diploma in a field of supply chain management, business and marketing, development studies, economics, agricultural development, forest management; from recognized university/institute.

**Desirable:** Specialization in (MBA /PGDBM) in Finance or Marketing from recognized institute.

### Sales Executive

#### Roles

- Attend the Agri Mall daily
- Record day to day sales transaction of the Agri mall.
- Maintain all register linked to Agri mall.
- Apart from the job chart should obey the direction of concern authorities as and when required.

#### Age

- Age limit 21-30 year as on 01.01.2025

#### Education

- Minimum 10<sup>th</sup> Pass

### Cluster Coordinators

#### Roles

- Managing activities of DKAPPCO at block level.
- Assessing the product volume, schedule of delivery, management or aggregation centers.
- Maintenance of records at cluster level.
- Monitoring primary value addition works and ensuring quality of products.
- Disseminating market information relating to market demand, price and assisting farmers in price fixation of their products.
- Coordination with blocks/ block staff for effective implementation of different programme and achievement of business volume.
- Market linkage of the raw & value-added product at cluster level.
- Conduct day to day meeting at PG level & Supervision & validation of PG of the entire cluster.
- Backward and forward linkage to PG.
- Apart from the job chart should obey the direction of concern authorities as and when required.



## Experience

- Minimum one year of experience of working with community institution e.g. SHG, Producers group, Cooperatives.
- IT literates with excellent MS Office skills.
- Having two-wheeler is preferable.



## Age

- Age limit 25-35 year as on 01.01.2025

## Education

- Minimum +2 Pass

**Desirable:** - Vocational training from any skill programme (e.g. -DDU-GKY)

## Terms and condition

1. Last date to receive applications is **28/07/2025** during Official hour.
2. Applications along with Complete CV and all required documents viz. educational qualification, Experience certificate, no objection certificate (If employed) are to be sent through registered post / courier service to: **Devagiri Kisan Agro Products Producer Company Ltd, Old Excise office, Room no-2, Paralakhemundi, Gajapati, Odisha, Pin No 761200.**
3. Alternatively, the documents may be sent through mail in PDF format to **dkappco@gmail.com**
4. Decision of Selection Committee will be final for recruitment.
5. Any legal issues arising will come under jurisdiction of Gajapati district only.
6. The CC must be able to Speak & Write in Odia while the CEO must be able to Speak & Write in Odia & English.
7. Authority reserves the right to cancel/reject the candidature in part or full at any stage of the recruitment process without assigning any reason thereof.

**Devagiri Kisan Agro Products  
Producer Company Ltd. Gajapati**  
*Rani Manda*  
**Chairman**

**Chairman,  
Devagiri Kisan Agro Products Producer Company Ltd.**

## Copy Submitted to:

- CDO-cum-EO, Zilla Parishad, Gajapati for kind information & necessary action.
- Dy. CEO, ORMAS. Zilla Parishad, Gajapati for kind information & necessary action.
- Notice Board of Zilla Parishad, Gajapati for kind information & necessary action.
- DIO, NIC, Gajapati for information with request to hoist the above position in District web portal for wide publicity.