



File. No. HO/FOF/FIFA/2024-25

Dated: 04.03.2025

**NOTICE FOR RECRUITMENT OF 'DEPUTY MANAGER AND ASSISTANT MANAGER'**

Federation of Indian FPOs and Aggregators (FIFA) is a 100% owned subsidiary of **National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED)** specifically focused on strengthening FPOs through capacity building, market integration and convergence of Government schemes for the benefit of FPOs. NAFED is acting as an Implementing Agency for formation and promotion of 10,000 FPOs under the Central Sector Scheme, Ministry of Agriculture & Farmers' Welfare, Government of India. In order to implement the aforesaid Central Sector Scheme, FIFA is inviting application from eligible candidates for the position of 'Deputy Manager and Assistant Manager' with following eligibility criteria and job description:

**1. DEPUTY MANAGER:**

**1.2 Eligibility Criteria:**

- i. Candidates having PG degree and above in Agriculture/ Horticulture/ Agri-business/ Agri-marketing/ Management/ Business Administration and related fields from a recognized university/Institute.
- ii. Total 5 years of professional experience with min. 3 years of experience in implementation of Central Sector Schemes on Formation and Promotion of FPOs, Formation and Promotion of Fishery FPOs and Cooperatives, Other Agri & allied Projects.
- iii. Preference will be given, who have worked with any Implementing Agencies or CBBOs in implementation of such schemes/projects.
- iv. Proficiency in English with conceptualization, proposal preparation, presentations, documentation skills.
- v. Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.
- vi. Strong ability to build ecosystems, collaborates with stakeholders, and connects people and ability to use technology to accelerate sharing of information is essential.

**1.1 Job Responsibilities:**

- i. Monitor implementation of FPO Formation work, verification of proposal/applications of CBBO/FPOs as per mandate.
- ii. Conduct regular review meetings with the CBBOs and submit regular Progress Reports to the Management using MS Office tools and MIS Platform.
- iii. Coordination with Central/State Govt and other line department/stakeholders.
- iv. Act as a Nodal Officer to implement the schemes and programs.
- v. Visit to FPO and interacting with FPO Members/BoDs/Staff and CBBO functionaries to monitor quality of project implementation as and when required.
- vi. Regular interaction with CBBO/FPO to understand and catering to their issues, problems and services required by them.
- vii. Coordinate with CBBO for convergence of Govt. Schemes for setting up infrastructure for the FPO to start/scale its business.
- viii. Any other assignment given by MD-FIFA on time to time basis.



## 2. ASSISTANT MANAGER:

### 2.1 Eligibility Criteria:

- i. Any Graduate from a recognized University/Institute.
- ii. Total 3 years of professional experience with min. 2 years experience in implementation of Central Sector Schemes on Formation and Promotion of FPOs, Formation and Promotion of Fishery FPOs and Cooperatives, Other Agri & allied Projects.
- iii. Preference will be given, who have worked with any Implementing Agencies or CBBOs in implementation of such schemes/projects.
- iv. Proficiency in English with conceptualization, proposal preparation, presentations, documentation skills.
- v. Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.
- vi. Ability to prepare PowerPoint Presentation.

### 2.2 Job Responsibilities:

- i. To implement and monitor the implementation of FPO Formation, verification of activities and deliverables of CBBO as per MoU signed by NAFED with the CBBO under different schemes.
- ii. To coordinate with the CBBO for registration of FPOs and preparation of DPR/Business Plan for FPO to start its business after registration.
- iii. To conduct regular review meetings with the CBBOs and submit regular Progress Reports to the Management using MS Office tools and MIS Platform.
- iv. Regular interaction with CBBO/FPO to understand and catering to their issues, problems and services required by them.
- v. Any other assignment given by MD-FIFA on time to time basis.

3. **Location:** New Delhi.

4. **Remuneration:** The applicant shall be provided remuneration commensurate with Qualification and relevant experience.

5. **Period of Contract:** Initially for a period of One year and extendable as per performance and requirement.

6. **Age Limit:** 35 years as on date of submission of the application.

7. **How to apply:** Interested candidates may kindly submit their CVs on [admin@fifaindia.in](mailto:admin@fifaindia.in).

8. **Last date of Application:** The last date for submission of the application along with detailed CV is **16<sup>th</sup> March, 2025** and may be extended with prior of further notice.

9. Further extension of advertisement will be corrigendum.

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