



**JOB DESCRIPTION FOR THE POST OF MANAGER, ASSISTANT MANAGER, JUNIOR FIELD REPRESENTATIVE (JFR) AND JUNIOR ACCOUNTS ASSISTANT (JAA)**

<b>NAME OF POST</b>	:	<b>MANAGER</b>
<b>Number of Post</b>	:	04
<b>Pay Scale</b>	:	Rs. 67700-208700 (Level-11 of Central Govt. Pay Scale) with perks & benefits. The minimum gross salary (CTC) will be in the range of Rs. 15.50 lakhs approx.)
<b>Minimum Qualification</b>	:	Masters in Business Administration or Two Years full time PGDM from Institute of repute recognized by AICTE.
<b>Job Experience</b>	:	Minimum 10 years after acquiring MBA / PGDM with 5 years in any Government Organizations at Level-10 of 7 <sup>th</sup> CPC or at Managerial level in PSUs dealing in Procurement / Sale / Import / Export of Agricultural commodities or Managerial cadre having an annual CTC of Rs. 10.00 lakhs in any Business Organizations of repute having minimum turnover of Rs. 500 crore per annum preferably dealing in agricultural commodities.
<b>Desired Key skills</b>	:	<ul style="list-style-type: none"> <li>• Analytical thinking.</li> <li>• Preparation of result oriented commodity – wise objectives / targets and skills to motivate / lead his / her team in achieving the desired goals in consonance with the needs of the employer organizations.</li> <li>• Skill to anticipate the Market Trends / Futures in agricultural commodities (Domestic as well Globally).</li> <li>• Sound knowledge of operating E-portals for procurement and disposal of agricultural commodities.</li> <li>• Basic knowledge of Banking operations.</li> <li>• Knowledge of opening Letter of Credit and its operation.</li> <li>• Excellent command over oral / written English language and effective communication skills.</li> <li>• Proficient in use of latest computer based applications.</li> </ul>
<b>Optional Skills</b>	:	<ul style="list-style-type: none"> <li>• Knowledge of handling International Trade (Import / Export) of agricultural commodities, Port formalities.</li> <li>• Storage techniques of agricultural commodities in Warehouses.</li> <li>• Exposure of Milling Operation of Pulses and Oilseeds including costing for converting Raw Pulses / Oilseeds to Milled Dal / Oils.</li> <li>• Performed the Managerial roles in reputed FMCG companies for Stock Management, Pricing, Merchandizing, Finance and Customer Service.</li> </ul>
<b>Age Limit</b>	:	35-45 yezars on the date of advertisement.
<b>Method of Recruitment</b>	:	Written test followed by personal interviews.
<b>Posting</b>	:	Anywhere in India



<b>NAME OF POST</b>	:	<b>ASSISTANT MANAGER</b>
<b>Number of Post</b>	:	1. HO / NORTH ZONE – 04 2. WEST ZONE – 02 3. SOUTH ZONE – 02 4. EAST ZONE – 02
<b>Pay Scale</b>	:	Rs. 47600-151100 (Level-8 of Central Govt. Pay Scale) with Nafed's perks & benefits. The minimum gross salary (CTC) will be in the range of Rs. 10.70 lakhs approx).
<b>Minimum Qualification</b>	:	Masters in Business Administration or Two Years full time PGDM from Institute of repute recognized by AICTE.
<b>Job Experience</b>	:	Minimum 03 years working experience after completion of MBA / PGDM in any Government Organizations or PSUs or in any Business Organizations of repute having minimum turnover of Rs. 500 crore per annum.
<b>Desired Key skills</b>	:	<ul style="list-style-type: none"> <li>• Analytical thinking.</li> <li>• Sound knowledge of Agriculture Commodity Market</li> <li>• Skill to anticipate the Market Trends / Futures of agricultural commodities (Domestic and International)</li> <li>• Basic knowledge of Banking operations.</li> <li>• Excellent command over oral / written English language and effective communication skills.</li> <li>• Proficient in use of latest computer based applications.</li> </ul>
<b>Optional Skills</b>	:	<ul style="list-style-type: none"> <li>• Knowledge of International Trade (Import / Export) of agricultural commodities, EXIM Procedure.</li> <li>• Working knowledge of warehousing of agriculture commodities, processing industry of pulses and oilseeds.</li> <li>• Experience of handling Stock Management, Pricing, Merchandising, Retail &amp; Brand Development, Customer Service, etc.</li> <li>• Knowledge of Govt. Policies on Agriculture Production and Marketing etc.</li> <li>• Sound knowledge of operating e-portals for procurement and disposal of agricultural commodities.</li> </ul>
<b>Maximum Age Limit</b>	:	35 years on the date of advertisement.
<b>Method of Recruitment</b>	:	Written test followed by personal interviews.
<b>Posting</b>	:	Anywhere in India



<b>NAME OF POST</b>	:	<b>JUNIOR FIELD REPRESENTATIVE (JFR)</b>
<b>Number of Post</b>	:	1. HO / NORTH ZONE – 04 2. WEST ZONE – 05 3. SOUTH ZONE – 03 4. EAST ZONE – 03
<b>Pay Scale</b>	:	19900-63200 (Level-2 of Central Govt. Pay Scale) with Nafed's perks & benefits. (CTC Rs. 4.50 lakhs approx.)
<b>Minimum Qualification</b>	:	Graduate from any recognized Indian University.
<b>Age Limit</b>	:	21-30 years
<b>Job Requirements</b>	:	<ul style="list-style-type: none"> <li>The selected candidates will be responsible for managing the Procurement activities of various agriculture commodities in the APMCs or in field which may involve duties relating to Grading, Storage, Assaying, Dispatches &amp; Sales of agriculture commodities, specifically Pulses, Oilseeds and Horticultural crops.</li> <li>Knowledge about varietal difference of the Pulses &amp; Oilseeds, quality parameters of different agriculture / horticulture crops.</li> <li>Drawing and analyzing the crop sample at spot, APMC Rules and Regulations etc. Skills of dealing with farmers and Administrative officials in the Mandies and Government officials.</li> <li>Awareness of the specifications of gunny / HDPE bags utilized for packing of agricultural commodities, method of stenciling of bags.</li> <li>Storage and stacking of bags in Mandies Platform as well in Warehouses.</li> <li>Have the willingness to work during odd hours or duties assigned.</li> </ul>
<b>Essential</b>	:	Should have good command over oral / written English / Hindi / local language and must have passed local language paper in 10 <sup>th</sup> class exam. He should also have sound knowledge of computer applications i.e. MS Word, MS Excel , MS Power Point, Outlook, etc.
<b>Method of Recruitment</b>	:	Written test (a separate paper for assessing the local language knowledge of the applicant will be part of the written test)



**NAFED**  
60 Years in Service

<b>NAME OF POST</b>	:	<b>JUNIOR ACCOUNTS ASSISTANT (JAA)</b>
<b>Number of Post</b>	:	HO/ NORTH ZONE – 03 WEST ZONE – 03 SOUTH ZONE – 02 EAST ZONE – 02
<b>Pay Scale</b>	:	21700-69100 (level – 3) of Central Govt. Pay Scale) with Nafed's perks & benefits. (CTC Rs. 5.20 lakhs approx).
<b>Qualification</b>	:	Graduate in Commerce with 1 <sup>st</sup> / High 2 <sup>nd</sup> Division from recognized University. Preference shall be given to candidate having Master Degree in Commerce.
<b>Experience</b>	:	Three years having adequate knowledge accounting work, computer operation of latest Micro soft Technology in particular reference of F.A. package (standard / tailor made etc.) in any Organization having annual business turnover of minimum Rs. 100 crore.
<b>Age Limit</b>	:	21-30 years
<b>Essential</b>	:	Should have good command over oral / written English language and must have passed local language paper in 10 <sup>th</sup> class exam. He should also be proficient in using Tally based software of finance and accounting.
<b>Method of Recruitment</b>	:	Written test.
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## **Instructions to Candidates**

- 1) Before applying, the candidates are requested to read carefully the eligibility conditions for the post he/she is applying for.
- 2) Application Fees for the post of Manager & Assistant Manager is Rs.1000/-
- 3) Application Fees for the post of Junior Field Representative(JFR) & Junior Account Assistant(JAA) is Rs.500/-
- 4) The candidates are requested to click "**APPLY ONLINE**" option under "**Employment**" option on a home page of [www.vamnicom.gov.in](http://www.vamnicom.gov.in) under title "**External Link**"
- 5) Click on "**New Registration**" for generating valid registration number.
- 6) The candidates will receive SMS for Registration Number & Password on clicking submit button to enable for entering other relevant details for the post applied & for remittance of application fees.
- 7) In case, the candidate is unable to complete entire registration process, He / She may use the Registration Number & Password for entering remaining application details to complete the registration process.
- 8) For support you can write us on [cit@vamnicom.gov.in](mailto:cit@vamnicom.gov.in) or contact us on 02025701261

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