

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD PROCESSING
CLEVE COLONY, MEGHALAYA, SHILLONG-793003
{Ph. No 0364 - 2951132- Email ID dofpmeghalaya@gmail.com }

No. DOFP- 49/2020-21/ 672

Dated Shillong, the 17th December, 2020

Advertisement for Contractual Posts for Project Management Unit (PMU)

The Directorate of Food Processing (DOFP) as a notified State Nodal Agency (SNA) for implementation of the newly launched centrally sponsored scheme viz., PM Formalisation of Micro Food Processing Enterprises (PM FME) of the Ministry of Food Processing Industries (MOFPI), invites online application for the following posts purely on contractual basis.

Sl. No	Name of posts (No. of posts)	Area of Specific Experience	Educational Qualification	Experience	Remuneration (Rs./ Month) (Max. inclusive of all)
1.	State Lead Project Manager (01)	Project Management	Post Graduate degree / diploma in Business Management, Agri. or Food Business Management from national/ international premier institutes	8-10 years of experience in managing development projects preferably in Food Processing or Agri Business development or MSME, out of which minimum 3 years in leadership role.	1,30,000/-
2.	Manager, Marketing (01)	Marketing, Common Infrastructure & Aggregated Activities	PG Degree/ Diploma in Marketing Management, Agri-Marketing, Rural Management with specialization in Marketing, MBA(Marketing)	Minimum three years' experience in sourcing/ marketing of agri/ food products, linking of MSME units with retail chain, branding etc	1,00,000/-

General instruction, roles and responsibilities of the above posts, other terms and conditions may be downloaded from official website and the complete application may be submitted through online mode at www.dofpmeghalaya.org upto 17:00 Hrs of 04. 01. 2021.

**Officer on Special Duty (OSD),
Directorate of Food Processing
Meghalaya, Shillong.**

General Instructions:

1. The eligible and interested persons are required to apply online in the format available on the DOFP's website www.dofpmeghalaya.org. Only online applications will be accepted.
2. Applications received through any other mode except online would not be entertained for the selection process.
3. Only short listed candidates would be informed for next phases of selection process.
4. All eligible candidates may be asked to appear in a written examination to assess general writing skill and logical presentation of ideas appropriate to the post for short listing of the candidates.
5. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, DOFP, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.
6. The advertisement and online application form shall be uploaded on the DOFP's website and the last date for submission of applications completed in all respects shall be on **04.01.2021** up to 17:00 hours.
7. Candidates applying from Central Govt. / State Govt. organizations / PSU's etc. will have to forward application through proper channel or need to submit "**NO OBJECTION CERTIFICATE**" from the concerned department.
8. Working Experience in local environment and knowledge of local languages is an added advantage.
9. The Eligibility Norms of minimum required qualification and experience, Job Responsibilities, Tenure, Selection Process, age, as per Contractual Terms & Conditions of Ministry of Food Processing Industries, Government of India. (Model PMU Contract No. FM-11/17/2020-DS (FME) dated- July, 2020)
10. The DOFP, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the Selection Process and/ or amends and/ or supplements the Selection Process or modifies the dates or other terms and conditions relating thereto.
11. For any **TECHNICAL assistance** relating to registration or problems faced while applying online, please mail to administrator at gulrez.sohliya@nic.in
12. For other enquiries please mail to dofpmeghalaya@gmail.com

Roles and Responsibilities:

1. State Lead Project Manager

- (i) Overall management and establishing full functionality of SPMU as planned and ensuring program triggers are met;
- (ii) Establishing clear working relationship with key stakeholders at State and District level and ensuring flow of information, discussions and feedbacks among the various stakeholders of the program;
- (iii) Ensuring setting up of all Committees and providing sufficient technical and managerial support to efficiently manage program implementation;
- (iv) Facilitation in preparation and implementing of SLUP;
- (v) Periodic reporting of the overall performance of program to SNA;
- (vi) Support SNA in convening meeting of the State Level Approval Committees and putting forth issues to be decided upon from time to time during the implementation of the program
- (vii) All other matters relating to the implementation of the scheme at the state/ UT level.
- (viii) Assigning responsibilities to all the Managers as specified and additional work as deemed necessary for the implementation of the scheme.
- (ix) Convening meetings and putting forth issues to be decided upon from time to time during the implementation of the project;
- (x) Any other work assigned by the Competent Authority.

2. Manager, Marketing

- (i) Finalize strategy for Branding and marketing of food products under the programme and its implementation;
- (ii) Identifying marketing channel at the state level for the micro food processing enterprises and establish commercial linkages;
- (iii) Closely engage with leading retail chains in the State to develop marketing linkages for the enterprises under FME;
- (iv) Monitoring the branding and marketing activities in the State;
- (v) Develop plans to strengthen backward and forward linkages for the enterprises.
- (vi) Any other work assigned by the Competent Authority.



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