



GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF FOOD PROCESSING  
MEGHALAYA::SHILLONG

No.DOFP-49/2020-21/ 1019

Dated Shillong, the 3<sup>rd</sup> February, 2021

**Advertisement for the Empanelment of District Resource Persons under PM  
FME Scheme**

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 empanelment of the following posts:

Sl. No	Name of posts (No. of posts)	Educational Qualification	Experience	Mode of payment
1.	District Resource Persons (22 nos)	Diploma/degree in Food Technology/ Food Engineering from reputed National/ International University/Institute  or  Degree in Agriculture and experience in Food Technology and preparing DPRs, etc.	3-5 years' experience in providing consultancy services to food processing industries for technology up-gradation, new product development, quality assurance, food safety management;  Freshers can also apply but weightage will be awarded for experience.	<ul style="list-style-type: none"><li>• Payment to the Resource Persons would be made on the basis of each beneficiary supported by them after sanction of loan to them by the bank. Payment to each Resources Person would be @ Rs.20,000/- per bank loan sanctioned.</li><li>• 50% of the payment would be made after sanction of bank loan and remaining 50% after the Units takes GST &amp;Udyog Aadhar registration, takes standard compliance of FSSAI, implement the project and is given training.</li></ul>

General instructions, roles and responsibilities of the above posts and other terms and conditions may be downloaded from official website and the complete application may be submitted through online mode at [www.dofpmeghalaya.org](http://www.dofpmeghalaya.org) upto 17:00 Hrs of 15.02.2021

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



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**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](http://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. 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.
5. 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 **15.02.2021 up to 17:00 hours**.
6. The services of the DRPs shall be on the assignment/ requirement basis.
7. Working Experience in local environment and knowledge of local languages is an added advantage.
8. The Eligibility Norms of minimum required qualification and experience, Job Responsibilities, etc as per PM FME Scheme guidelines of Ministry of Food Processing Industries, Government of India. (<https://mofpi.nic.in/pmfm/docs/SchemeGuidelines.pdf>)
9. 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.
10. For any **TECHNICAL assistance** relating to registration or problems faced while applying online, please mail to administrator at [support@intownsolutions.com](mailto:support@intownsolutions.com)
11. For other enquiries please mail to [dofpmeghalaya@gmail.com](mailto:dofpmeghalaya@gmail.com)

**Roles and responsibilities of DRPs**

- Identification of potential micro food processing entrepreneurs.
- Linking food processing entrepreneurs with banks and government for getting loans and subsidies.
- Handholding support should be provided by the Resource Persons to individual units and groups for preparation of DPR, taking bank loan, support for obtaining necessary registration and licences including food standards of FSSAI, Udyog Aadhar, GST etc.



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**Mode of payment**

- Payment to the Resource Persons would be made on the basis of each beneficiary supported by them after sanction of loan to them by the bank. Payment to each Resources Person would be @ Rs.20,000/- per bank loan sanctioned.
- 50% of the payment would be made after sanction of bank loan and remaining 50% after the Units takes GST & Udyog Aadhar registration, takes standard compliance of FSSAI, implement the project and is given training.

**Terms of Reference:**

- The candidates need to be aware that this is purely part time job/ assignment based job without any regular/ fixed salary on a monthly basis.
- The DRPs are expected to comply with the rules and regulations as laid out in the scheme guidelines and perform the assigned duties and responsibilities.
- The DRPs should be willing to attend trainings, new learning and implementation of such knowledge.
- Since this is not a regular job, the DRPs should be aware that office space, basic requirements, laptops, gadgets, etc will not be provided to them at any cost. They are however accountable to the District Horticulture Officer of the respective district/ OSD, Directorate of Food Processing (DoFP), Govt. of Meghalaya who is also the State Nodal Officer of the Scheme and should be present at the office of DHO/OSD as and when called for.
- As the DRPs will need to travel to various towns/villages in the district to handhold the beneficiaries, they are to be aware that TA/DA or other Allowances **will not be provided** to them.
- The DRPs should also submit a progress report to the State Nodal Officer through the DHOs, indicating the status, the work done so far, details of the beneficiaries supported, etc.
- Empanelment period would be initially for ONE YEAR with scope of further extension upon satisfactory performance and requirement of the scheme/project.
- Empanelment of DRPs does not make one eligible for permanent/ contractual employment in the DoFP or any establishment of the State Government.

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