



**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD PROCESSING
MEGHALAYA::SHILLONG**

DOFP – 78/2022-23/554

Dated Shillong, February, 2024

To : The Director
Directorate of Information and Public Relation (DIPR)
Meghalaya, Shillong.

Sub : Publication of Advertisement

Sir/Madam,

With reference to the subject cited above, I have the honour to enclose herewith the Advertisement for the post of District Resources Persons under PMFME Scheme, with a request to kindly publish the same in any preferred local dailies viz. one English, one Khasi and one Garo. This is for favour of your kind information and necessary action.

Encl: As stated

Yours faithfully,

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

Dated Shillong, February, 2024

**Memo No. DOFP – 78/2022-23/554-A
Copy forwarded to**

1. In Town Solution with a request to upload the advertisement on the office website for favour of your kind information and necessary action.

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



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NoDOFP-49/PT-IV/551

Dated Shillong, the 22nd February, 2024


Advertisement for the Post 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 centrally sponsored scheme *viz.*, PM Formalisation of Micro Food Processing Enterprises (PM FME) of the Ministry of Food Processing Industries (MOFPI), invites application for the following post:

Name of post & No. of openings per district	Educational Qualification	Requirement	Mode of payment
District Resource Persons East Garo Hills - 5 North Garo Hills - 5 South West Garo Hills - 5 West Garo Hills - 5 South Garo Hills - 5 Ri Bhoi - 5 East Khasi Hills - 5 Eastern West Khasi Hills - 5 South West Khasi Hills - 5 West Khasi Hills - 5 East Jaintia Hills - 5 West Jaintia Hills - 5	Minimum Class XII pass.	Experience in Sales & Marketing, Bank Mitras, Loan Recovery agents, Insurance agents, and anyone having experience in any commission / incentive base employment. Can travel extensively within the district. Should have Good Communication Skills especially in local language	<ul style="list-style-type: none">• Payment to the District Resource Person will be on a Commission basis.• Payment to the Resource Persons would be made on the basis of successful sanctioning of loan to the beneficiary by the bank.• Payment to the Resources Person would be @ Rs.20,000/- per bank loan sanctioned whereby 50% of the payment would be made once loan is sanctioned by the bank and remaining 50% after the beneficiary have completed setting up the unit as well as obtained the necessary licenses - GST, Udyam and FSSAI.

Submission of complete application through online mode closes on **8.03.2024 upto 17:00 Hrs.**

General instruction, roles and responsibilities of the above posts and other terms and conditions may be downloaded from official website at **www.dofpmeghalaya.org**


Shri. M. L. Suiam
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. 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 **8.03.2024 up to 17:00 hours**.
 6. 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.
 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/pmfme/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**.
 11. For other enquiries please mail to **dofpmeghalaya@gmail.com**
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Roles and responsibilities of DRPs

- 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.

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 and Conditions

- The candidates need to be aware that this is purely part time 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.
- 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.
- 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.

**Shri. M. L. Suiam
OSD, Directorate of Food Processing
Meghalaya, Shillong**
