

**For MoFPI website**  
**Ministry of Food Processing Industries**  
**Notification for Hiring of Consultants, & Young Professionals**

Advertisement No: M-11/6/2020-(FME)(Part-I)

Hiring of Consultants & Young Professional for “Prime Minister Formalisation of Micro food processing Enterprises (PMFME) Scheme” of Ministry of Food Processing Industries (MoFPI), Government of India on contractual basis.

Ministry of Food Processing Industries invites applications from eligible and interested candidates for the following positions on contract basis to work in the National Programme Management Unit under the PMFME Scheme (Guidelines of scheme are available on Ministry’s website [www.mofpi.gov.in](http://www.mofpi.gov.in) and <https://pmfme.mofpi.gov.in/>. The details such as qualification, experience, remuneration, etc. are given in **Annexure-I**.

**The last date for receipt of applications: 31.01.2022.**

**Duration of assignment:** The assignment will be initially for a period of two years. On the basis of the work performance, MoFPI shall have powers to extend or reduce the period of assignment. **The selected candidate would initially be in probation for a period of 6 months.**

## Annexure I

The details of positions, age limit, remuneration, experience, role and responsibilities etc. are given below:

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
1.	<b>Lead Project Manager – State Programme</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/-* per month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	Retired General Manager or above level, with experience in Credit for Govt. sponsored Schemes at various levels, of a Public Sector scheduled Commercial Bank. Working as Lead District or State Manager would add to relevant experience.	<p>Implementation of the scheme with regard to coverage of individual and group beneficiaries allocated to the States/ UTs, SC/ST Coverage, Surveys/ Studies; Assess requirement of funds &amp; release; Day to day troubleshooting related to scheme in various States, Interface with Institutional Stake holders</p> <p>Any other work assigned by the competent authority.</p>
2.	<b>Lead Project Manager (Capacity Building)</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/-* per month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 15 years' experience.</p> <p><b>Preferred Experience Requirement:</b> Serving officer/ Retired officer from Government Training institutions or Corporates.</p>	<p>Overall responsibility for rolling out of capacity building activities, in all its facets including training and empowerment of all stake holders viz. trainers, inter-alia, includes designing training programme, finalisation of course content, preparation/ procurement of training material (Text, PPT, Audio &amp; Video for online &amp; offline training) and their dissemination to the target groups through a Learning Management System (LMS) Module.</p> <p>Any other work assigned by the competent authority.</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
3.	<b>Lead Project Manager-Planning</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/-* per month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 15 years' experience</p> <p><b>Preferred Educational Qualification:</b> MBA/ PGDM Finance.</p> <p><b>Preferred Experience Requirement:</b> Experience in Managing Financial aspects of Development Projects.</p>	<p>Overall scheme Fund Accounting; Handing Public Financial Management System (PFMS). Overall management of fund and facilitating external audit; Management of MIS for Project Finance; Facilitating release of funds from Government of India based on performance and monitoring of expenditure based on the claims filed and ensuring full utilization of the credit;</p> <p>Any other work assigned by the competent authority.</p>
4.	<b>Lead Project Manager-Knowledge Management</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/-* per month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 15 years' experience</p> <p><b>Preferred Educational Qualification:</b> MBA/Master's degree in Public Administration or Rural Development or Economics/ PGDM with specialization in Agri./Food Business or Rural Management.</p> <p><b>Preferred Experience Requirement:</b> Experience in Coordination with State Governments/ strengthening partnership with various stakeholders (government and non-government).</p>	<p>Coordination with States/UTs and NPMU team on issues faced by States/UTs related to various components of the Scheme.</p> <p>Preparation of Presentations on progress of scheme implementation for Ministers, Secretary/ Special Secretary, MHA, Consultative Committee, etc.</p> <p>Preparation of Status/ Report/ Scheme brief for NITI Aayog, Ministers, other Ministries/ Departments, Divisions, etc</p> <p>Any other work assigned by the competent authority.</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
5.	<b>Lead Project Manager – Branding &amp; Marketing</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/-* per month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master’s Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 15 years’ experience</p> <p><b>Preferred Educational Qualification:</b> PG Degree in Marketing Management or Agri Marketing or Rural Management with specialization in marketing or MBA Marketing and Sales</p> <p><b>Preferred Experience Requirement:</b> Experience in Sales and Distribution, Supply Chain, Branding and Marketing, Advertising, Commodity Trading.</p>	<p>Formulation, implementation and monitoring of Strategy for branding &amp; marketing Coordination with States/ Agencies, Appraisal of branding &amp; marketing proposals etc.</p> <p>Any other work assigned by the competent authority.</p>
6.	<b>Manager- State Programme</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master’s Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years’ experience.</p> <p><b>Preferred Educational Qualification:</b> MBA/PGDM (Finance)/ PGDM with specialization in Agri./Food Business or Rural Management / Masters in Rural Management, Agri-Business Management.</p> <p><b>Preferred Experience Requirement:</b> Banking Experience/Experience in appraisal of projects.</p>	<p>Assist LPM (State Programme)</p> <p>Support to Individual and Group Beneficiaries of the Scheme, Monitoring &amp; Coordination with District Resource Persons, District Level Committees, State Nodal Agencies, SLBC, LDMs and Lending Banks (HOs &amp; Branches) for achievement of Targets set for Individual and Groups Applications. Correspondence with DFS;</p> <p>Any other work assigned by the competent authority.</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
7.	<b>Manager, Capacity Building</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Experience Requirement:</b> Experience of working in IT platform in the relevant or related field.</p>	<p>Assist LPM (Capacity Building)</p> <p>Technical support for Planning and implementation of training programme for all the stake holders viz. trainers, beneficiaries etc. which, interalia, includes preparation of training material (Text, PPT, Audio &amp; Video for online &amp; offline training) and their dissemination to the target groups for learning.</p> <p>Any other work assigned by the competent authority.</p>
8.	<b>Manager, Planning.</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Educational Qualification:</b> MBA/ PGDM Finance.</p> <p><b>Preferred Experience Requirement:</b> Experience in Managing Financial aspects of Development Projects.</p>	<p>Assist LPM (Planning);</p> <p>Overall scheme Fund Accounting;</p> <p>Handing Public Financial Management System (PFMS).</p> <p>Management of MIS for Project Finance;</p> <p>Any other work assigned by the competent authority.</p>
9.	<b>Manager, Knowledge Management</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p>	<p>Assist LPM (Knowledge Management)</p> <p>Coordination with States/UTs and NPMU team on issues faced by States/UTs related to various components of the Scheme.</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
			<p><b>Preferred Educational Qualification:</b> MBA/Master's degree in Public Administration or Rural Development or Economics/ PGDM with specialization in Agri./Food Business or Rural Management</p> <p><b>Preferred Experience Requirement:</b> Experience in Coordination with State Governments/ strengthening partnership with various stakeholders (government and non-government).</p>	<p>Preparation of Presentations on progress of scheme implementation for Ministers, Secretary/ Special Secretary, MHA, Consultative Committee, etc.</p> <p>Preparation of Status/ Report/ Scheme brief for NITI Aayog, Ministers, other Ministries/ Departments, Divisions, etc.</p> <p>Any other work assigned by the competent authority.</p>
10.	<b>Manager Branding &amp; Marketing</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Educational Qualification:</b> PG Degree in Marketing Management or Agri Marketing or Rural Management.</p> <p><b>Preferred Experience Requirement:</b> Experience in Sales and Distribution, Supply Chain, Branding and Marketing, Advertising, Commodity Trading</p>	<p>Assist LPM Marketing &amp; Branding. Screening of proposals for branding &amp; marketing etc.</p> <p>Any other work assigned by the competent authority.</p>
11.	<b>Manager, MIS</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> </ul>	<p><b>Mandatory Educational Qualification:</b> MCA/ M.Sc. Systems or System Management/M.Sc.IT/ MS Computer Engineering or Computer Science</p>	<p>Planning, Designing and implementing the information systems. Project Management, Data Management, Data Handling, Coordination with stakeholders etc.</p>

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		<ul style="list-style-type: none"> <li>- 45 years</li> </ul>	<p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Experience Requirement:</b> Experience in MIS system design/Implementation of Information System.</p>	<p>Any other work assigned by the competent authority.</p>
12.	<b>Financial &amp; Micro Credit Manager</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Educational Qualification:</b> MBA/PGDM (Finance).</p> <p><b>Preferred Experience Requirement:</b> Appraisal of Business Plan of Micro Enterprises and financing MSMEs.</p>	<p>Facilitating release of funds from Government of India based on performance and monitoring of expenditure based on the claims filed and ensuring full utilization of the credit;</p> <p>Overall management of fund and facilitating external audit;</p> <p>Management of MIS for Project Finance;</p>
13.	<b>Communication Manager</b>	<ul style="list-style-type: none"> <li>- Two</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience</p> <p><b>Preferred Educational Qualification:</b> PGD/ Master's degree in Mass Communication/ Journalism.</p> <p><b>Preferred Experience Requirement:</b> Experience in planning &amp; overseeing IEC campaign.</p>	<p>All internal and external communication, for example: - Creation of visual identity for the project;</p> <p>Communicating refined and revised project implementation guidelines as appropriate;</p> <p>Maintaining close link with SNA/State PMU and development of IEC material for dissemination of lessons and experiences;</p> <p>Organizing inter-state Exchange programmes between the States to study and for replication of best practices;</p> <p>Any other work assigned by the competent authority.</p>

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14.	<b>Food Technologist</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> Graduation</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Educational Qualification:</b> Graduation in Food Technology/ Food Engineering/ Post Harvest Engineering/ Food Safety and Quality Assurance.</p> <p><b>Preferred Experience Requirement:</b> Experience in Capacity Building of Food Entrepreneurs/ Food processing units. Ability to prepare/review the training material for Capacity Building of Micro Enterprises etc. under the Scheme.</p>	<p>Review the training material for Capacity Building of Micro Enterprises etc. under the Scheme;</p> <p>Responsible for carrying out capacity building activities under the Scheme;</p> <p>Provide Subject knowledge to facilitate the preparation of training materials;</p> <p>Any other work assigned by the competent authority.</p>
15.	<b>Food Technologist</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> Master's Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years' experience.</p> <p><b>Preferred Educational Qualification:</b> Graduation in Food Technology/ Food Engineering/ Post Harvest Engineering/ Food Safety and Quality Assurance.</p> <p><b>Preferred Experience Requirement:</b> Experience in Food Processing Industries</p>	<p>Establishment of Incubation Centers;</p> <p>R &amp; D Proposals;</p> <p>Technology Transfer issues with CSIR, ICAR etc.;</p> <p>Any other work assigned by the competent authority.</p>



Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
			(preferably to Micro Enterprises) in the areas of technology upgradation, new product development, quality assurance, food safety management.	
16.	<b>Manager Enterprise Development</b> –	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master’s Degree.</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years’ experience.</p> <p><b>Preferred Educational Qualification:</b> MBA/Master’s degree in Public Administration or Rural Development or Economics/ PGDM with specialization in Agri./Food Business or Rural Management</p> <p><b>Preferred Experience Requirement:</b> Experience in development of clusters, organization of FPO, branding &amp; marketing of produce of MSME</p>	<p>Facilitating in identifying National &amp; State Institutes focusing enterprise development;</p> <p>ODOP, Seed Capital, Convergence with Ministries/ Departments/ Agencies, Joint Letters, MoUs;</p> <p>Coverage of ST Entrepreneurs, Coverage of Aspirational Districts;</p> <p>Any other work assigned by the competent authority.</p>
17.	<b>Manager Monitoring &amp; Evaluation</b> –	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/-* per month</li> <li>- 45 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/ Master’s Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 5 years’ experience.</p> <p><b>Preferred Educational Qualification:</b> Master’s degree in Economics/ Statistics/ Data Analytics.</p> <p><b>Preferred Experience Requirement:</b> Experience in monitoring or data analytics on</p>	<p>Coordinating with SNAs for periodic monitoring of the implementation with respect to inputs, outputs, outcomes, processes and impacts of the various interventions and their compliance;</p> <p>Preparing / collating and submitting reports for internal use and external reporting to the MoFPI and other appropriate stakeholders including Interim, mid-term and project completion reporting;</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
			development programme	Suggest improvements in Project Implementation;  Any other work assigned by the Competent Authority.
18.	<b>Consultant-Joint Secretary/ Dir. level retired officer.</b>	- One  - Rs. 1,50,000/- per month for Consultant (JS level) / Rs. 1,00,000/- per month for Consultant (Director level).	<b>Preferred Experience Requirement:</b> Having experience in matters relating to Establishment, General Administration, Procurement & payment etc. from central / state government.	For handling Secretariat work such as facilitating fund transfer, PFMS ;  Any other work assigned by the competent authority.
19.	<b>Consultant-Pay &amp; Accounts level retired Officer</b>	- One  - Rs. 75,000/- per month	<b>Preferred Experience Requirement:</b> Having experience in Budget, Finance & PAO works. Should have understanding Centrally sponsored Schemes and hands on in PFMS (Public Financial Management System).	For handling Budget, Finance & PAO work  Any other work assigned by the competent authority.
20.	<b>Young Professional – Media &amp; PR</b>	- One  - Rs. 60,000/- per month  - 32 years	<b>Mandatory Educational Qualification:</b> PGD/Master's Degree  <b>Mandatory Experience Requirement:</b> Minimum 1 years' experience  <b>Preferred Educational Qualification:</b> PGD/ Master's degree in Mass	Assist Communication Manager;  All internal and external communication;  Communicating refined and revised project implementation guidelines as appropriate; Maintaining close link with SNA/State PMU and development of IEC material for

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
			Communication/ Journalism.	dissemination of lessons and experiences;  Any other work assigned by the competent authority.
21.	<b>Young Professional – Technical</b>	<ul style="list-style-type: none"> <li>- Four</li> <li>- Rs. 60,000/- per month</li> <li>- 32 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/Master’s Degree</p> <p><b>Mandatory Experience Requirement:</b> Minimum 1 years’ experience</p> <p><b>Preferred Educational Qualification:</b> Food Technology/Food Engineering</p>	<p>Support the Manager and Lead Project Manager in co-ordination and Knowledge Management;</p> <p>Young Professionals will be required to provide their input in disciplines like Food technology/ Agri business etc.;</p> <p>To work on special tasks related to implementation of project as and when conveyed by MoFPI or the PMU (in accordance with the approval of MoFPI)</p> <p>Support the PMU in all day to day tasks especially in data synthesis, preparation of power point presentation and Reports.</p> <p>Any other work assigned by the competent authority.</p>
22.	<b>Young Professional – Management</b>	<ul style="list-style-type: none"> <li>- Four</li> <li>- Rs. 60,000/- per month</li> <li>- 32 years</li> </ul>	<p><b>Mandatory Educational Qualification:</b> PGD/MBA</p> <p><b>Mandatory Experience Requirement:</b> Minimum 1 years’ experience</p>	<p>Support the Manager and Lead Project Manager in co-ordination and Knowledge Management;</p> <p>Young Professionals will be required to provide their input in disciplines like Agri business/ Rural Development/ Data Analysis/</p>

Sl. No.	Name of the Position	No. of Vacancy, Remuneration, Upper age limit	Qualification & Experience Requirement.	Job Roles & Responsibility.
				<p>Project Management etc.;</p> <p>To work on special tasks related to implementation of project as and when conveyed by MoFPI or the PMU (in accordance with the approval of MoFPI)</p> <p>Support the PMU in all day to day tasks especially in data synthesis, preparation of power point presentation and Reports.</p> <p>Any other work assigned by the competent authority.</p>

**\*-Ministry may change the prescribed remuneration based on the Candidates Qualification and Experience.**

## **Instructions for filling and submitting the application form:**

1. Ministry of Food Processing Industries (MoFPI) has engaged M/s. Vision India Services Private Limited, Noida, UP. for supporting the Ministry in recruitment of candidates for the above mentioned positions. M/s. Vision India would collect documents, conduct preliminary interviews, background check & manage candidate interactions on behalf of MoFPI. The application form for the positions is available on the link <https://www.justjob.co.in/mofpi/>. Applicants are requested to fill their application forms online on this link.
2. All the details as mentioned in the application shall be supported by the attested relevant and authorized documents. Application without proof of requisite documents will not be considered.
3. For any query related to the process of hiring, contact VISPL on +91 7827938392 or WhatsApp on +91 7827938392 or write on shreshtha.vijay@vispl.co.in

## **General Instructions:**

1. The eligibility (as well as suitability) of a candidate shall be considered based on the information supplied in the application.
2. The Ministry has right to prescribe minimum as well as set higher norms, while short listing the applications taking into account the work requirement. Mere fulfillment of Qualification required does not entitle candidates to be called for interaction.
3. The Ministry reserves the right to restrict the number of candidates for interaction to a reasonable limit on the basis of qualification and experience and to the academic achievements higher than the minimum prescribed in the advertisement.
4. No correspondence will be entertained with the candidates, who are not called for interaction.
5. If it is found at a later date that any information given in the application is incorrect / false, the candidature / contractual assignment is liable to be cancelled / terminated.