

**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.

MoFPI invites applications for the National Programme Monitoring Unit (NPMU) for the PMFME scheme (Guidelines of scheme is available on Ministry’s website [www.mofpi.nic.in](http://www.mofpi.nic.in) and [www.pmfme.mofpi.gov.in](http://www.pmfme.mofpi.gov.in) ) for the position of Consultants having specialization in Capacity Building/ Planning/ Marketing/ MIS/ Knowledge Management, Establishment matter, Administration and Budget matters, Monitoring & Evaluation, and Young Professional from the eligible candidates.

**The last date for receipt of applications was 19.04.2021, which has now been extended to 26.04.2021**

**Duration of assignment: The selected candidate would initially be in probation for a period of 6 months.** 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 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	Required Qualification & Experience	Responsibility
1.	<b>Lead Project Manager (State Programme)</b>	<p>- One</p> <p>- Rs. 2,50,000/- Lakh / Month with annual increment @5% subject to performance evaluation.</p> <p>- 65 years</p>	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>Assist Project Director in the 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 trouble shooting related to scheme in various state Interface with Institutional Stake holders</p> <p>Any other work assigned by the competent authority.</p>
2	<b>Lead Project Manager (Knowledge Management)</b>	<p>- One</p> <p>- Rs. 2,50,000/- Lakh / Month with annual</p>	MBA/Master's degree in Public Administration or Rural Development or Economics/ PGDM with specialization in Agri./Food Business or Rural Management	Overall management and establishing full functionality of PMU as planned and ensuring project triggers are met;

		<p>increment @5% subject to performance evaluation.</p> <p>- 65 years</p>	<p>from National/ International reputed University/ Institute.</p> <p>12 - 15 years experience in managing development projects preferably in Food Processing or Agri Business development or Rural Development or MSME, out of which 3-5 years in leadership role.</p>	<p>Periodic reporting of the overall performance of project to Ministry;</p> <p>Establishing clear working relationship with State Nodal Agencies (SNAs)/ key stakeholders and ensuring flow of information, discussions and feedbacks among the various stakeholders of the project;</p> <p>Convening meetings and putting forth issues to be decided upon from time to time during the implementation of the project;</p> <p>Any other work assigned by the competent authority.</p>
3	<b>Lead Project Manager (Capacity Building)</b>	<p>- One</p> <p>- Rs. 2,50,000/- Lakh / Month with annual increment @5% subject to performance</p>	<p>Serving officers with experience of more than 20 years from reputed government/ Autonomous educational, professional training institutions like IIMs, NIRD, MANAGE, NIAM or persons retired from these institutions with appropriate seniority in these</p>	<p>Overall responsibility for rolling out of capacity building activities, in all its facets including training and empowerment of all stakeholders viz. trainers, interalia, includes designing training programme, finalisation of</p>

		<p>evaluation.</p> <ul style="list-style-type: none"> <li>- 65 years</li> </ul>	<p>organizations.</p> <p>Must have worked at leadership role for more than 3 years. Max age 65 years for retired officers.</p>	<p>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>
4.	<b>Lead Project Manager-Planning</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/- Lakh / Month with annual increment @5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Qualifications –</b></p> <p>(i) MBA/ Masters in Rural Management, Agri-Business Management, MBA/PGDM (Finance)/ PGDM with specialization in Agri./Food Business or Rural Management from National/ International reputed University/ Institute;</p> <p><b>Experience:</b></p> <p>12- 15 years' experience in managing development projects preferably in Food Processing or Agri Business development or Rural Development or MSME, out</p>	<p>Responsible for co-ordination with SNA for preparation of Project Implementation Plans, scrutiny &amp; evaluation of PIP of the state/ UTs, projects involving grants above the limit of 10 lakh, co- ordination with institutional stake holders and assisting Project Executive Committee, Inter-Ministerial Empowered Committee etc.</p> <p>Appraisal of Project Implementation Plans (PIP)/</p>

			of which 3 years in leadership role; and Experience of Project Conceptualization, Designing, preparation, management and Financing.	Projects/ SLUP; Interface with Institutional Stake holders.  Any other work assigned by the competent authority.
5.	<b>Lead Project Manager- Branding &amp; Marketing</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 2,50,000/- Lakh / Month with annual increment @ 5% subject to performance evaluation.</li> <li>- 65 years</li> </ul>	<p><b>Qualifications:</b> PG Degree in Marketing Management or Agri Marketing or Rural Management with specialization in marketing or MBA Marketing and Sales</p> <p><b>Experience:</b> 12-15 years 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>Master's degree in Public Admn. or Rural Development or Economics/ MBA/ PGDM with specialization in Agriculture, Food Business, Rural Management from National/ International University/ Institute of repute.</p> <p>7 years' experience in managing development projects in</p>	<p>Assist LPM-I (State Programme);</p> <p>Job role: Implementation of the scheme at the state level which will involve regular follow up for mobilising individual beneficiaries for availing skill training, bank credit, generating proposals from</p>

			Government, Non-Government Organizations, Corporates, Bi/Multilateral funding institutions preferably in Food Processing, Agri-Business development, Rural Development, MSME.	group beneficiaries & facilitating approvals, facilitating release of funds etc. and assist LPM-I.  Any other work assigned by the competent authority.
7.	<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>Degree in Engineering or Technology/ Economics and MBA in Public Policy, Public Administration, Agribusiness Management, Rural Management, Forest Management from a reputed institute in India or abroad.</p> <p>7 years' experience of working in a fairly large programme of Central/ state government, inter-governmental Organisations, International or Large national NGOs; Experience of preparing Action Plans, Concept notes for development projects, Generating Annual/ bi-annual Reports, Analysis of Data in Excel and generating analysis tables, graphs, PPTs, Monitoring &amp; Evaluation,</p>	<p>Assist LPM-II (Knowledge Management);</p> <p>Job role:</p> <p>Conceptualisation, Planning, Data Analysis, Documentation, reporting, Communication with various stakeholders,</p> <p>Any other work assigned by the competent authority.</p>

			<p>Impact assessment of development projects, strengthening partnership with various stakeholders (government and non-government), conversant with Media outreach and press briefs</p> <p>Should have flair for written and communication role.</p>	
8.	<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>Qualifications:</b></p> <p>Graduate with 7 years of experience of working in operational role in an institutions for capacity building.</p> <p>Experience of working in IT platform in the relevant or related field will be desirable.</p>	<p>Technical support for Planning and implementation of training programme for all the stakeholders 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>
9.	<b>Manager, Planning</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 1,45,000/- per month</li> </ul>	<p>Degree in Engineering or Technology/ Economics/Commerce with MBA/ PGDM from a reputed National/ International</p>	<p>Assist LPM-III (Planning); Job Role: Responsible for co-ordination with SNA for preparation of Project Implementation Plans ,</p>

		<ul style="list-style-type: none"> <li>- 45 years</li> </ul>	<p>University/ Institute.</p> <p>7 years' experience in scrutiny of Annual Plan Proposals of programme implementation Agencies, appraisal of Business Plan of Micro Enterprises, financing MSMEs etc.</p>	<p>scrutiny &amp; evaluation of PIP of the state/ UTs, projects involving grants above the limit of 10 lakh, co-ordination with institutional stake holders, organising and assisting Project Executive Committee, Inter-Ministerial Empowered Committee for consideration of different proposals, preparation of agenda notes, minutes and follow up action on the directions/ decisions of these Committees.</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>PG Degree in Marketing Management or Agri Marketing or Rural Management With specialization in marketing or MBA Marketing</p> <p>Experience: Minimum of 7 years in Sales and Distribution, Supply Chain, Branding and Marketing, Advertising, Commodity Trading</p>	<p>Assist LPM Marketing. 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> <li>- 45 years</li> </ul>	<p>MCA/ M.Sc. Systems or System Management/M.Sc.IT/ MS Computer Engineering or Computer Science</p> <p>Experience: 7 years in implementation of information system</p>	<p>Planning, Designing and implementing the information systems. Project Management, Data Management, Data Handling, Coordination with stakeholders etc.</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>MBA/PGDM (Finance) from reputed National/ International University/ Institute</p> <p>3-5 years experience in appraisal of Business Plan of Micro Enterprises and financing MSMEs.</p>	<p>Facilitating preparation of Firm Upgradation Plan(FUP) and encouraging meaningful and purposive innovation and monitoring their compliance;</p> <p>Facilitation in preparation and implementing of PIP, SLUP and Districts level plan and monitoring thereof;</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>Facilitating convergence with other Central schemes and availing benefits of State incentives for Micro Food Processor;</p> <p>Overall management of fund and facilitating external audit; Management of MIS for Project Finance;</p> <p>Any other work assigned by the competent authority.</p>
13	<b>Monitoring &amp; Evaluation 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>Master's degree in Economics/ Statistics/ Data Analytics from reputed National/ International University/Institute;</p> <p>3-5 years experience in monitoring or data analytics on development programme at national level. Ability to handle data for interpretation of information, experience in using statistical and M&amp;E tools and dashboard preferred.</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>

				<p>Suggest improvements in Project Implementation;</p> <p>Any other work assigned by the competent authority.</p>
14	<b>Food Technologist</b>	<ul style="list-style-type: none"> <li>- Two</li> <li>- Rs. 1,45,000/- per month</li> <li>- 45 years</li> </ul>	<p>Master's degree in Food Technology/ Food Engineering from reputed National/ International University/Institute</p> <p>Ph.D in the design and development of Food Process/Equipment or New Product Development is desirable.</p> <p>3-5 years experience in providing consultancy services to FPI (preferably to Micro Enterprises) for technology upgradation, new product development, quality assurance, food safety management.</p>	<p>Facilitating in identifying National &amp; State Institutes in the field of Food Processing Technology, Food Safety &amp; Quality, Food Packaging R&amp;D, credit and enterprise development and field level functionaries;</p> <p>Facilitating SNA for strengthening/setting up of food testing labs in aspirational districts;</p> <p>Identifying capacity-building needs at all level and procuring necessary inputs from SNA and organizing training wherever needed for their capacity building;</p>

				<p>Monitoring and innovation to ensure timely learning and documentation of lessons, and disseminating and using them as appropriate;</p> <p>Facilitation in preparation and implementing of PIP, SLUP, Districts level plan and Firm Upgradation plan (FUP) and monitoring thereof;</p> <p>Facilitation in getting enterprise to avail training, credit &amp; become upgraded;</p> <p>Any other work assigned by the competent authority.</p>
15	<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>PGD/ Master's degree in Mass Communication/ Journalism from reputed National/International University/ Institute</p> <p>3-5 years experience in planning &amp; overseeing IEC campaign for National programme for masses/ beneficiaries at grass root level</p>	<p>All internal and external communication, for example:</p> <ul style="list-style-type: none"> <li>- Creation of visual identity for the project;</li> </ul> <p>Communicating refined and revised project implementation guidelines as appropriate;</p> <p>Maintaining close link with SNA/State PIU and development</p>

				<p>of IEC material for dissemination of lessons and experiences; 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>
16.	<b>Consultant-Joint Secretary/ Dir. level retired officer</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- (Last pay drawn – Pension) x 1.25 per month</li> </ul>	Having experience in matters relating to Establishment, General Admin., Procurement & payment etc.	<p>For handling Secretariat work;</p> <p>Any other work assigned by the competent authority.</p>
17.	<b>Consultant-Pay &amp; Accounts retired level Officer</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- (Last pay drawn – Pension) x 1.25 per month</li> </ul>	Having experience in Budget, Finance & PAO works	<p>For handling Budget, Finance &amp; PAO work</p> <p>Any other work assigned by the competent authority.</p>

18.	<b>Young Professional, Administration</b>	<ul style="list-style-type: none"> <li>- One</li> <li>- Rs. 60,000/- per month</li> <li>- 32 years</li> </ul>	MBA/ PGDM and having minimum one year experience in handling works relating to Establishment, Administration, Budget and accounts.	<p>For handling works relating to Establishment, Administration , Budget and accounts.</p> <p>Any other work assigned by the competent authority.</p>
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### **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.visionjobs.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 8802003333 or WhatsApp on +91 7557222333 or write on [reachus@vispl.co.in](mailto:reachus@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.