

**For MoFPI website**

**Ministry of Food Processing Industries**

**Notification for Hiring of Consultants & Young Professionals**

Advertisement No: (P-12033/2/2020-DS(GSY))/FME

Hiring of Consultants & Young Professionals for the proposed new scheme “Formalisation of Micro food processing Enterprises (FME)” of Ministry of Food Processing Industries (MoFPI), Government of India on contractual basis.

MoFPI invites applications for the National Project Monitoring Unit (NPMU) for the proposed new scheme for the posts of Consultants having specialisation in Project Management (Lead Project Manager)/ Credit & Finance/ Enterprise Development/ Food Technology/ Monitoring & Evaluation and Data Analytics/Communication & Dissemination/ Procurement Management and Young Professionals from the eligible candidates in the prescribed format.

**Last date for receipt of applications: 15.06.2020.**

**Background**

There are an estimated 25 lakh unregistered food processing enterprises in the country which constitute 98% of the sector and are unorganized and informal. With only 7% of investment in plant & machinery and 3% of outstanding credit, the unorganized enterprises contribute to 74% of employment (a third of which are women), 12% of output and 27% of value addition in the food processing sector. Nearly 66% of these units are located in rural areas and about 80% of them are family-based enterprises. Currently there are no programmatic interventions to support enhancement of their technical capacities or quality of their products. access to credit, modern technology and compliance with the health and safety regime of FSSAI are also challenge.

Taking cognizance of the contribution and the challenges that impede the sector, the Government has proposed a Centrally Sponsored Scheme “Formalisation of Micro food processing Enterprises (FME)” on all India basis with an outlay of Rs. 10,000 crore for assisting 2,00,000 units for a period of five years i.e. 2020-21 to 2024-25. The scheme has been designed to specifically address the problems of this segment, with the aim of formalizing these informal enterprises. The existing individual micro food processing enterprises as well as SHGs/FPOs/Cooperatives would be supported for upgradation of their food processing activities.

**Administrative and Implementation Mechanisms:** The Scheme would be monitored by an Inter-Ministerial Empowered Committee under the Chairmanship of Minister, FPI. The Committee would take decisions on the scheme guidelines, State Level Upgradation Plan (SLUP) etc. A State Level Committee chaired by the Chief Secretary with representatives of MoFPI and members from the relevant Departments of the State/UT Government, financial institutions and other stakeholders would recommend proposals to MoFPI and monitor the programme at the State/UT level. A Committee under the District Collector would monitor the programme at District level.

In each of the State/UT, a State/UT Nodal Agency (SNA) would be selected. This could be a State PSU/ Mission engaged in related activities or a private agency engaged through competitive bidding. SNA would be responsible for implementation, preparation and validation of SLUP, Cluster Development Plan, engaging and monitoring the work of Resource Groups at district/ regional level, providing support to units and groups, etc. At the National and State levels, Project Management Units (PMUs) would be formed to support the scheme.

Services from State Rural Livelihood Mission, resource centres of Small Farmers' Agribusiness Consortium (SFAC), local offices of National Cooperative Development Corporation (NCDC) and State level agencies would be availed in providing support to SHGs/ FPOs/ Cooperatives respectively.

**Convergence:** Support from the existing schemes of Central as well as State Governments would be availed under the proposed scheme.

**Requirement of Consultants & Young Professionals:**

1. One Lead Project Manager-: To lead the team and PMU.
2. One Financial & Micro Credit Manager: This person would facilitate in preparation of Firm Upgradation Plan (FUP), District level and State level Upgradation Plan by the State PMUs and District Resources Centres. He /She would also look after release of subsidy to individual firms in bank accounts.
3. One Enterprise Development Manager: This person would work with Self Help Groups (SHGs). He/She would also be responsible for branding and marketing support and hand-holding support to enterprises.
4. Two Food Technologists: They would facilitate drafting technical support to the firms in meeting FSSAI standards, technical training needs and technical inputs in the States/UTs& District Level Plans.

5. One Marketing and Evaluation (M&E) Manager: This person would be responsible for working with State Nodal Agency in monitoring of the project including inputs, outputs, outcomes, processes and impacts of the various interventions and their compliance, preparation of various reports etc.

6. Two Communication Managers: They would be responsible for media campaigns and communication strategy at the Central level as well as coordinating with the States/UTs.

7. One Procurement Specialist (full time/part time): This person would be engaged full time or on part-time basis to help in procurement of various Central and State/UT level service providers. Payment would be on man-hour basis in case of part time assignment.

8. Eight Young Professionals (YPs): Four YPs would be on the management side and four would on food technology side with relevant degrees. They would provide support to PMU.

**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 details of posts required, age limit, remuneration, experience, role and responsibilities etc. are given below**

<b>S. No.</b>	<b>Area of Specific experience desired</b>	<b>Designation, No. of posts, Remuneration, Upper age limit</b>	<b>Minimum Professional Qualification &amp; Desired Experience</b>	<b>Roles and Responsibilities</b>
1.	Project Management	<p>Lead Project Manager</p> <p>- One</p> <p>- Rs. 3,30,000/- per month</p> <p>-62 years</p>	<p>MBA/Master's degree in Public Administration or Rural Development or Economics/ PGDM with specialization in Agri./Food Business or Rural Management 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>Overall management and establishing full functionality of PMU as planned and ensuring project triggers are met;</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>Preparing Project Implementation Plan (PIP);</p> <p>Ensuring setting up of State PIU and demonstrating sufficient technical and managerial support</p>

				<p>to States/UTs to efficiently manage project implementation;</p> <p>Facilitation in preparation and implementing of State Level Upgradation Plan (SLUP) &amp; Districts level plan;</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>
2.	Credit & Finance, Budget and Accounts	<p>Financial &amp; Micro Credit Manager</p> <p>- One</p> <p>- Rs. 1,45,000/- per month</p> <p>- 45years</p>	<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</p>

				<p>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;</p> <p>Management of MIS for Project Finance;</p> <p>Any other work assigned by the competent authority.</p>
3.	Enterprise Development	<p>Enterprise Development Manager</p> <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/ Technology and MBA/PGDM, from reputed National/ International University/ Institute, with focus on Entrepreneurship</p> <p>3-5years experience in development of clusters, organization of FPO, branding &amp; marketing of produce of MSME</p>	<p>Facilitating States for agglomerations (clusters formation) of unorganized Food Processing enterprises through creation/strengthening of Farmer Producer Organizations and Self Help Groups etc. and strengthening/ setting up of food testing labs in aspirational districts;</p>

				<p>Identifying branding and marketing channel at the national level for the micro food processing enterprises;</p> <p>Providing technical assistance to the Ministry for formulation/revision of policies at the National and State level and on suggesting relevant regulatory reforms to provide a conducive environment for growth of Food Processing enterprises, including suggesting better compliance to items of the Ease of Doing Business (EODB) Index relevant for the food processing industry;</p> <p>Facilitating in identifying National &amp; State Institutes focusing enterprise development;</p> <p>Facilitation in preparation and implementing of PIP, SLUP, Districts level plan and Firm Upgradation plan (FUP) and Monitoring;</p> <p>Any other work assigned by the</p>
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				competent authority.
4.	Knowledge Management	<p>Food Technologist</p> <p>- Two</p> <p>- Rs. 1,45,000/- per month</p> <p>- 45 years</p>	<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</p>



				<p>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>
5.	M&E and Data Analytics	<p>M&amp;E Manager</p> <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</p>

				competent authority.
6.	Communication & Dissemination	<p>Communication Manager</p> <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 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 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>

7.	Procurement Management	<p>Procurement Specialist</p> <ul style="list-style-type: none"> <li>- One</li> </ul> <p>(can be hired on part-time basis also, if required)</p> <ul style="list-style-type: none"> <li>- Rs. 1,45,000/- per month</li> <li>- 45 years</li> </ul>	<p>Graduate Degree in Engineering/ Economics/ Management disciplines from reputed National/International University/Institute.</p> <p>MBA/PGDM from reputed National/International University/Institute with focus in Procurement/Supply Chain Management desirable.</p> <p>Minimum 5 years' experience in public procurement with State or Central government or with State/Central Public Sector Undertaking.</p>	<p>Facilitating and assisting MoFPI and National Institutes under MoFPI in the procurement of goods, works and services in accordance with approved procurement plan;</p> <p>Assisting MoFPI in preparing, updating and monitoring procurements under the Project in accordance with the approved procurement plan;</p> <p>Assisting MoFPI in coordinating with SPIUs on their procurements to effectively implementing various activities as per approved procurement plan and monitoring their progress;</p> <p>Assist MoFPI and SPIUs in systematic maintenance of procurement related records and documentation for audit/review;</p> <p>Assist MoFPI and SPIU in handling procurement related complaints, if any, received by the project as per the agreed</p>
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				<p>procedure for the project;</p> <p>Support MoFPI in ensuring that all disclosure requirements relating to procurement are uploaded on the Project website in a timely manner, including publication of contract award notices;</p> <p>Support MoFPI in any and all procurement related activities under the project;</p> <p>Any other work assigned by the competent authority.</p>
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S.No.	Designation and No.	Remuneration/ Upper age limit	Minimum Professional Qualification & Desired experience	Roles and Responsibilities
8.	Young Professional  - four	Rs. 60,000/- p.m.  - 32 years	B.Tech./ MSc. in Food Technology/Food Engineering from reputed National/International University/ Institute with minimum of 1 year experience.	Support the Lead Project Manager in co-ordination and Knowledge Management;  Young Professionals will be required to provide their input in disciplines like Food technology/ Agri business/ Rural Development/ Data Analysis/ Project Management etc.;
9.	Young Professional  - four	Rs. 60,000/- p.m.  - 32 years	B.Tech./ M.Sc. in Food Technology/Post Graduates in Economics/ Management/Rural Management/Agri Business from reputed National/International University/Institute with minimum of 1 year experience	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)  Support the PMU in all day to day tasks especially in data synthesis, preparation of power point presentation and Reports.  Any other work assigned by the competent authority.

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

- i. Please make sure to complete all fields without leaving any fields blank.
- ii. Separate applications should be submitted if applying for more than one post.
- iii. Please attach self-attested copies of requisite documents along with application for verification of qualifications, experience, date of birth etc.
- iv. All the details as mentioned in the application shall be supported by the attested relevant and authorized documents.
- v. If a candidate has submitted more than one application prescribed for the same post before the last date, the last application will be considered as valid.
- vi. Application not sent in prescribed format and without proof of requisite documents will not be considered.
- vii. Please send the application in the prescribed format for the above said posts along with the relevant enclosures to: Under Secretary, Ministry of Food Processing Industries, at email: [vp.bhatt@gov.in](mailto:vp.bhatt@gov.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.

APPLICATION FORM

**MINISTRY OF FOOD PROCESSING INDUSTRIES**

APPLICATION PROFORMA FOR THE POST OF \_\_\_\_\_

1. Name of the Candidate: \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ :

3. Father/ Mother/ Spouse Name: \_\_\_\_\_ :

4. Permanent Address: \_\_\_\_\_ :

5. Mailing Address: \_\_\_\_\_ :

6. Telephone No. : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

7. Email-id: \_\_\_\_\_

8. Academic / Professional Qualification: \_\_\_\_\_

Paste your  
Passport Size  
photo here

9. Languages known:

10. Details of experience in chronological order:  
*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*

Office/Institute/Organization	Post Held	From	To	Nature of duties performed

11. Please explain briefly how your experience is suitable to the post applied for.



12. Details of courses/training performed, if any

13. Additional Information, if any, which you would like to mention in support of your suitability for the post . Enclose a separate sheet, if required.

(Signature of the Candidate)

Address:

Date: