

THE ASKA CO-OPERATIVE SUGAR INDUSTRIES LTD., NUAGAM, ASKA

Letter No. **GAD/F-200/** 608

Date: 03.08.2021

GUIDELINE FOR ENGAGEMENT OF CONTRACTUAL STAFF IN ACSI LTD. ON PURELY CONTRACTUAL BASIS FOR A PERIOD OF ONE YEAR.

1. Details of Contractual Staff to be engaged for ACSI Ltd. are as follows:

Sl. No.	Name of the Post	No. of posts required
1.	Chief Engineer	1
2.	Senior Manager(Process)	1
3.	Accounts Officer	1
4.	Distillery Chemist	1
5.	Safety Officer	1
6.	Instrument Mechanic	1
7.	Steno Grapher	1

2. Minimum Qualifications, Remuneration & Experiences in respect of the above

Sl. No.	Name of the Post with gross emolument per month	Nature of appointment	Eligibility/ Qualification	Age as on 31.08.2021
1	Chief Engineer (Rs. 60,000/-)	Contractual	<ul style="list-style-type: none">The Candidates must have a Bachelor Degree or above in Mech. Engineering from a recognized University.Experience: Minimum two years of experience in Sugar Industries of 2500 TCD or more capacity as Chief Engineer. (Preference will be given to candidates having NSI/ VSI/ BOE certificates).	<ul style="list-style-type: none">Not above 55 years
2	Senior Manager (Process) (Rs. 60,000/-)	Contractual	<ul style="list-style-type: none">The Candidates should have Degree in Sugar Technology from National Sugar Institute, Kanpur/ Vasantdada Sugar Institute, Pune.Experience: The candidate should have minimum two years of experience in Sugar Industries of 2500 TCD or more capacity as Senior Manager (Process).	<ul style="list-style-type: none">Not above 55 years

3	Accounts Officer (Rs. 50,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidate must have I.C.W.A.I./ MBA (Finance) from a recognized University. • Experience: Minimum eight years experience in Sugar Industry / Industry / Company. • He/ She must have knowledge of Odia & Hindi language. 	<ul style="list-style-type: none"> • Not above 50 years
4	Distillery Chemist (Rs. 30,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidates should have B.Sc. (Chemistry/Wine Technology/ Bio-Technology) OR BE/B-TECH (Chemical / Bio- Technology). (Preference will be given to DIFAT candidates.) • Experience: Minimum five years experience as Distillery Chemists in Production of ENA with knowledge in Excise matter. 	<ul style="list-style-type: none"> • Not above 45 years
5	Safety Officer (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidates should have Degree in any branch of Engineering/Technology/ Degree in Physics & Chemistry from a recognized University with a Degree or Diploma in Industrial Safety recognized by the State Government in this regard. • Practical experience of working in a factory in Supervisor capacity for a period not less than five years and knowledge in Odia Language with Computer skill and Safety Management. 	<ul style="list-style-type: none"> • Not above 45 years
6	Instrument Mechanic (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidates should have Diploma in Instrumentation from a recognized Institute approved by Govt. of Odisha. • Experience: The candidate should have minimum three years of experience in an Industry. 	<ul style="list-style-type: none"> • Not above 45 years

7	Steno Grapher (Short Hand) (Rs. 20,000/-)	Contractual	<ul style="list-style-type: none"> • The Candidates must be a Graduate from a recognized University with having 80 words per minute on short hand writing on dictation & 40 words per minute in type writing. • Candidates should have proficiency in Odia language. • Candidates have to appear practical test. • Experience: preference will be given to the experienced candidates. 	<ul style="list-style-type: none"> • Not above 40 years
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3. General Ability:

In order to be eligible for engagement to the above post, a candidate must satisfy the following conditions also. He/ She

- a) Shall be a citizen of India.
- b) Shall have good moral character.
- c) Must not have more than one spouse living.
- d) Shall possess the requisite qualification as shown in above table-2.
- e) Candidate should have a clean service carrier and not involved in any criminal activities.
- f) Only shortlisted candidates will be called for personal interview/ practical test.

4. Age Limit:

The candidate must not be less than 21 years of age as on 31.08.2021 & the upper age limits for Particular Posts mentioned in Table - 2.

5. Procedure of selection:

(i) Eligible candidates will be short-listed in the following manner;

- Total Marks 100 (Base career- 50, Higher Education- 10, Experience- 10, Personal Interview- 30).
- 02 (Two) marks shall be given for every additional relevant higher qualification subject to a maximum of 10 (Ten) marks.
- 02 (Two) marks shall be given for every year of additional relevant experience over & above the required experience subject to a maximum of 10 (Ten) marks.

(ii) Weightage shall be given to the candidates having higher qualification and /or relevant Industry experience.

(iii) The merit list shall be drawn up on the basis of weighed percentage of marks obtained as per above mentioned in sub-paragraph (i) and (ii).

(iv) In case, more than one candidate has equal weightage of marks, the decision of the Authority in this regard shall be final.

6. Documents to be submitted alongwith the prescribed applications form duly filled in:

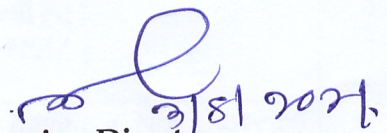
- a) Self-attested photocopy of HSC or equivalent and mark sheet.
- b) Self- attested photocopy of 10+2 or equivalent certificate and mark sheet.
- c) Self- attested photocopy of Degree certificate and mark sheet.
- d) Self- attested photocopy of certificates and mark sheets of higher educational qualifications if any.
- e) One recent self-attested colour photograph (3.5 X 4.5 size) should be affixed at the space provided.
- f) Certificate of experience issued by the previous/ current employer.

7. Procedure for submission of Application:

The eligible candidate should apply in the prescribed format duly filled in alongwith required documents which should be sent to the Managing Director, Aska Cooperative Sugar Industries Ltd., Aska through Speed Post/ Registered Post/ Courier.

8. The ACSI Ltd. will intimate/send the call letter through email id/ Post to face an interview after scrutinization (if required) and have rights to reject/cancel either or all of the applications applied for the contractual posts without assigning any reason.
9. Applications received after due date shall not be entertained.

Last date of receipt of Application: 06.09.2021.


Managing Director

APPLICATION FORM

A. FOR OFFICE USE ONLY

Sl. No.	Category of Post	Date of Receipt of Application	Received through			Application duly filled in		Signature of the Officer who checked this Application Form
			Regd. Post	Speed Post	Courier	Yes	No	
1								
2								

B.

Name of the post Applied for :		
Name of the Applicant (In Bold Capital Letters)		
Father / Husband Name :		
Permanent Address :		
Present Address :		Recent Colour Pass photo self-attested in front side.
Email Id :		Phone No. :
Day of Birth (as mentioned in H.S.C certificate)	Sex : Male/Female	Marital Status : Married / Unmarried
Nationality:	Religion:	

C. Educational Qualification: From H.S.C. / Matriculation onwards -

Qualification	Board / University	Year of Passing	MARKS		Full / Part time / Distance
			% of Mark Secured	Division / Grade	
H.S.C.					
+2 / Equivalent					
Degree in :					
Higher Qualification					

D. WORKING EXPERIENCE:

Name of the Organization	Designation	Year of Experience		Total Experience in years & months.
		From	To	

E. Computer Knowledge:

F. Languages Known :

Computer Literacy : (Mention Software Known / Can use / Package)	Language	Write	Read	Speak
	English			
	Odia			
	Hindi			

Declaration :

I do hereby declare that the information submitted by me in the above is true to the best of my Knowledge and understanding. In the event of any information being found false or incorrect at any point of time, my candidature / appointment may be cancelled / terminated without any notice.

Date :

Place:

Signature of the Applicant