

EASTERN RI BHOI ORGANIC FARMER PRODUCER COMPANY LIMITED

UMSLI, LUMDAITKHLA,
PO BHOIRYMBONG, RI BHOI, MEGHALAYA-793116, INDIA.
Email : easternribhoiorganicfpc@gmail.com

Contact details: +91 6009966258

Regn. No: CIN: U01100ML2017PTC013648 (Registered under Companies Act, 2013).



erbofpc/16/2019-20/454

Date:14.09.2026

RECRUITMENT ADVERTISEMENT

The Eastern Ri Bhoi Organic Farmer Producer Company Limited, Umsli, Lumdaitkhla Bhoirymbong Invites application from eligible candidates for the following posts:

Sl No	POST & SALARY	Job Description	No. Of Vacancies	Qualifications
1	PROCUREMENT MANAGER Salary: Rs.18,000/-	The Procurement Manager is responsible for sourcing, purchasing, and ensuring the timely availability of organic spices, packaging materials, and other production-related inputs required for smooth plant operations. The role involves farmer/vendor management, cost optimization, inventory coordination, quality compliance, and maintaining procurement records in line with organic certification and food safety requirements.	1	Qualifications Required: Bachelor's degree in Supply Chain Management, Procurement, Agriculture, Business Administration, Commerce, or related field. 2–5 years of procurement experience, preferably in spices, food processing, FMCG, or agricultural commodities. Experience working with farmers, aggregators, or organic supply chains is preferred. Required Skills Strong negotiation and vendor management skills. Knowledge of procurement processes and supply chain management. Proficiency in MS Excel. Good analytical and reporting skills. Strong communication and coordination abilities. Ability to work under pressure and manage multiple priorities. Applicants must own a two Wheeler and a valid driver's Licence.
2	FIELD OFFICER	The Field Officer (Organic NPOP) is responsible for implementing, monitoring, and maintaining organic farming standards under the National Programme for Organic	2	Education B.Sc. / Diploma in Agriculture, Agronomy, Horticulture, or related Life Sciences. Experience

	Salary: Rs.15,000/-	Production (NPOP) across assigned farmer clusters. The role acts as the primary link between smallholder farmers and the company's Internal Control System (ICS), ensuring total compliance with APEDA regulations, farm traceability, zero chemical contamination, and smooth audit clearance.		2 to 4 years of hands-on experience in organic farming, ICS management, or organic certification operations. Direct experience with NPOP / NOP / EU organic standards and APEDA TraceNet portal management. Required Skills & Competencies Technical Knowledge: Deep understanding of Indian organic standards (NPOP), APEDA rules, biological pest management, and soil organic chemistry. Field Communication: Strong local language fluency to interact smoothly with rural farming communities. Documentation & Digital Savvy: Proficiency in mobile field-inspection apps, Excel, GPS mapping tools, and database entry. Mobility: Willingness to travel extensively across rural clusters via two-wheeler.
3	Marketing Executives Salary: Rs.15,000/-	Responsible for supporting the planning and implementation of marketing activities, promoting the organization's products and services, developing customer relationships, conducting market research, coordinating promotional activities and preparing marketing reports. The position will work under the supervision of the Marketing Manager.	1	Qualifications Required: Bachelor's Degree in Business Administration (BBA) or Master's Degree in Business Administration (MBA). 2. Proficiency in Microsoft Office, including MS Word, MS Excel and MS PowerPoint. 3. Good communication, interpersonal and presentation skills. 4. Knowledge of marketing, sales and customer relationship management will be an added advantage. 5. Relevant experience in marketing will be preferred.
4	Procurement Executives Salary: Rs. 12,000/-	Responsible for assisting in the procurement of raw materials, goods and other required items; coordinating with suppliers; obtaining quotations; maintaining procurement records; monitoring orders and deliveries; and ensuring timely availability of materials. The position will work	2	Qualifications Required: 1. Class 12 (HSSLC) passed. 2. Proficiency in Microsoft Office, including MS Word, MS Excel and MS PowerPoint. 3. Good communication and negotiation skills. 4. Ability to maintain procurement records and documents.

		under the supervision of the Procurement Manager.		5. Previous experience in procurement, purchasing or related work will be an added advantage. 6. Applicants must own a two Wheeler and a valid driver's Licence.
5	Account Assistant Salary: Rs. 12,000/-	Responsible for assisting in day-to-day accounting activities, maintaining financial records, preparing invoices and vouchers, recording transactions, assisting with bank and account reconciliations, maintaining supporting documents and preparing basic financial reports. The position will work under the supervision of the Accounts Manager.	1	Qualifications Required: 1. Bachelor's Degree in Commerce (B.Com). 2. Proficiency in Microsoft Office, particularly MS Excel, along with MS Word and MS PowerPoint. 3. Basic knowledge of accounting principles, bookkeeping and financial record-keeping. 4. Good numerical and analytical skills. 5. Knowledge of accounting software will be an added advantage.
6	Store Manager Salary: Rs. 10,000/-	Responsible for managing day-to-day store operations, including receiving, storing and issuing materials; maintaining stock records; monitoring inventory levels; conducting physical stock verification; ensuring proper storage and handling of goods; and preparing inventory reports.	1	Qualifications Required: 1. Higher Secondary School Leaving Certificate (HSSLC) / Class 12 passed. 2. Proficiency in Microsoft Office, including MS Word, MS Excel and MS PowerPoint. 3. Good organizational and record-keeping skills. 4. Basic knowledge of inventory and stock management. 5. Previous experience in store or inventory management will be an added advantage.
7	Security (Male Only) Salary: Rs. 8,000/-	Responsible for maintaining security and safety of the organization's premises, personnel and property; monitoring entry and exit of visitors; maintaining security registers; conducting regular checks of the premises; reporting incidents and ensuring compliance with security procedures.	2	Qualifications Required: 1. Minimum Class 10 (SSLC) passed. 2. Valid Security Training Certificate. 3. Previous experience in security work will be an added advantage. 4. Good communication skills in English, Hindi and the local language.
8	Maintenance Engineer (Male Only) Salary: Rs. 18,000	Looking for BE – Electrical/Mechanical pass outs with 2 years' experience. You will be assigned to specific processing stations along our automated ginger and turmeric washing, slicing, drying, and packaging lines.	2	Qualification Required: Graduate in Electrical or Mechanical Engineering or 3-year Diploma in Industrial Tech 2 years' experience

Eligibility Criteria

- Age Limit: 18 to 37
- Interested candidates must submit their application in Plain paper, along with Resume.

Submission Details

- Application addressing to the undersigned and Resume are to be submitted to the office during working days (Monday to Saturday) and Office hours (9 AM to 5 PM) or through
- WhatsApp: +91 6009966258 OR Email: easternribhoiorganicfpc@gmail.com
- The last date for submission of application is 25th September 2026

Selection Process

- Shortlisted Candidates will be called for a Written Test
- Candidates selected from the written Test will be invited for a personal interview
- Successful candidates will be appointed on probation for a period of six months

For EASTERN RI BHOI ORGANIC FARMER PRODUCER COMPANY LIMITED

Sd/-

MR. R KHARUMNUID
Chief Executive Officer