



**TRIBAL COOPERATIVE MARKETING DEVELOPMENT FEDERATION OF INDIA LTD.
(TRIFED)**

(Ministry of Tribal Affairs, Government of India)

Regional Office: Maharashtra

No: TFD/ROM/P&A/2021-22/884

Dated: 26-10-2021

WALK-IN-INTERVIEW

TRIFED is a National level apex organization under the Ministry of Tribal Affairs, Govt. of India, striving to promote the economic development of tribal communities through marketing development and sustained up gradation of their skills and products such as tribal handicrafts, value added natural products and minor forest produce.

TRIFED intends to hire bright and innovative mind as **Accountant and Business Managers** who will strengthen the operations of TRIFED and enhance the business of Maharashtra region.

A Walk-in- Interview will be held on **01st November 2021, Monday, between 10 AM to 3 PM** at Tribes India, TRIFED Tower, Plot No.3, Sector-17, MIDC Industrial Area, Opp. Khanda Colony, Panvel (West), Navi Mumbai – 410 206.

Interested candidates who fulfill the eligibility condition may appear for "Walk-in-interview" at the address mentioned above on the date & time along with their Application/Bio-data with photographs, original & attested copies of education mark sheet/certificates, experience certificates, Aadhar card etc. No TA/DA will be paid for appearing in the interview.

Terms of Reference (ToR) for hiring of Accountant in TRIFED, Ministry of Tribal Affairs, Govt. of India

Eligibility Criteria

1. Age: 21-35 years (Age relaxation as per Government of India norms). Special relaxation in age can be further given in the cases of candidate having worked in TRIFED in the past.
2. Qualification: Graduation in Commerce or higher with good operational knowledge in computer.
3. Experience: Minimum 3 years of experience in relevant field.
4. Proficient in all accounts related works, Tally, MS Office Excel, Word, Power Point etc.
5. Remuneration: Rs. 21,976 per month
6. Period of Engagement – **11 months, further extendable depending upon the performance and requirement.**

Key deliverables for Accountant:

- Manage balance sheets and profit/loss statements
- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Any other work assigned time to time.

Terms of Reference (ToR) for hiring of Business Manager in TRIFED, Ministry of Tribal Affairs, Govt. of India

Eligibility Criteria

1. Age: 21-35 years (Age relaxation as per government of India norms). Special relaxation in age can be further given in the cases of candidate having worked in TRIFED in the past.
2. Qualification: Graduation in any discipline with good operational knowledge in computer.

3. Preference shall be given for:

- Qualification/experience in areas of Marketing, Exports, Merchandising of arts & crafts items and agro-forest based value added products/socio-economic development projects, Retail sales, Inventory/ Stock management.
- Proficiency in handling digital office products, retail inventory software, MS Office Excel, Word, Power Point etc.

4. Remuneration: Rs. 21,976 per month

5. Period of Engagement – 11 months, further extendable depending upon the performance and requirement.

Key deliverables for Business Manager

- Conduct market research and make strategies to identify sales possibilities in desired territories.
- Setup meetings with potential customers for business to business sales opportunities.
- Conduct and participate on behalf of the company in exhibitions.
- Identify and prepare detail database of all tribal handicraft, handloom and natural products suppliers of the region for linkage with TRIFED.
- Look after the E Commerce activities of Maharashtra region, involving uploading of SKUs, timely dispatching of orders, proper management of inventories etc.
- Promotion of Tribes India brand and products through various social media platforms to increase the sales of outlets and online sites.
- Any other work assigned time to time.

Regional Manager

TRIFED Maharashtra