



MAHARASHTRA STATE SEEDS CORPORATION LIMITED

Mahabeej Bhavan, Krishi Nagar, Akola 444 104
Phone No.0724-2455093, 2542060 Toll Free 18002338877
CIN : U01200MH1976SGC018990

E-mail – hoadmin@mahabeej.com

Website – www.mahabeej.com

Ref No: MSSC/ADMN/ASST/Advt/2023/249-B

Date: 20/02/2023

RECRUITMENT NOTICE

The Maharashtra State Seeds Corporation Limited, Akola a leading Public Sector Undertaking in India, engaged in seed production, processing and marketing of quality seeds of various crops and varieties with having annual turnover of more than Rs.500 Crores wishes to recruit dynamic professionals for the following posts.

Sr. No.	Name of the Post	No. of posts / Category	Pay Scale
1	General Manager (Marketing)	1 (UR)	Pay Matrix – S-27 - Rs.123100-215900
2	Deputy General Manager (Finance & Accounts)	1 (UR)	Pay Matrix – S-24 - Rs.71100-219100
3	Deputy General Manager (Processing)	1 (UR)	Pay Matrix – S-24 - Rs.71100-219100
4	Deputy General Manager (Production)	1 (UR)	Pay Matrix – S-24 - Rs.71100-219100

The detailed advertisement containing qualification/experience/Pay Scale/Age limit & prescribed format of application etc. is available on Notice Board at Mahabeej Bhawan, Akola and in Job List at MSSCL's website i.e. www.mahabeej.com. The last date for submitting the applications is **13/03/2023**. Applications received after the due date will not be entertained.

Akola
Date: 20/02/2023.

Sd/-
(Sachin Kalantre)
Managing Director



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Stage Wise Tentative Programme of Recruitment

Sr.No.	Particulars	Duration
1	Date of Publication of Advertisement	20.02.2023
2	Submission of Applications by Post, Courier or by hand delivery	Dt. 20.02.2023 to 13.03.2023 (3 weeks from publication of advertisement)
3	Scrutiny of received Applications	Dt.14.03.2023 to 18.03.2023
4	Publication of Provisional List of Eligible / Not Eligible Candidates	Dt.24.03.2023
5	Submission of Grievances from Candidates regarding Eligibility / Not Eligibility	Dt.27.03.2023 to 31.03.2023
6	Publication of Final List of Eligible Candidates	Dt.05.04.2023
7	Schedule of Interview	Will be informed separately



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The Maharashtra State Seeds Corporation Limited, Akola a leading Public Sector Undertaking in India, engaged in seed production, processing and marketing of quality seeds of various crops and varieties with having annual turnover of more than Rs.500 Crores wishes to recruit dynamic professionals for the following posts and applications are invited from the eligible candidates.

1) General Manager (Marketing) : 1 Post (UR)

Educational Qualification	Essential Qualification : B.Sc. Graduate in (Agriculture/ Horticulture/ Agri.Business Management/ Forestry) from any recognized Agricultural University/ Agricultural Institute. AND Post Graduate Degree in Business Management (Marketing) from Reputed Institute. Desirable: Post Graduate Degree in Management Science from IIM or IMM will be preferred.
Experience	8 years post qualification experience at very senior level in Sales Planning, Marketing Strategy, Market Research, Market Survey, Development of distributor's network, new product development, new business development, Pricing, Demand forecasting, evaluating competitors, deciding targets, allocating budgets, brand development, Product Promotion and Advertising etc.
Age (Maximum)	50 years. (As on last date of receipt of Application Form)
Pay Scale	Pay Matrix S-27-123100-215900 (As per 7th Pay Revision) (Gross initial emoluments approx. Rs.1.83 Lakh per month + perks i.e. Medical Reimbursement, CPF/Gratuity, House Rent Amount, Car, Mobile etc.)
Senior Level Experience means	1.MSSCL Candidates : Out of 8 years, having minimum 3 years experience in the Revised Pay Matrix S-23-67700- 208700 (formerly Grade Pay Rs.6600/-) and above in the capacity of Managerial Cadre in Sales Planning, Marketing Strategy, Market Research, Market Survey, Development of distributor's network, new product development, new business development, Pricing, Demand forecasting, evaluating competitors, deciding targets, allocating budgets, brand development, Product Promotion and Advertising etc.

	<p>2.Govt/Semi-Govt : Out of 8 years, having minimum 3 years experience in the Revised Pay Matrix S-23-67700-208700 (formerly Grade Pay Rs.6600/-) and above in the capacity of Managerial Cadre in Sales Planning, Marketing Strategy, Market Research, Market Survey, Development of distributor's network, new product development, new business development, Pricing, Demand forecasting, evaluating competitors, deciding targets, allocating budgets, brand development, Product Promotion and Advertising etc. Pay scale order/ Pay fixation order/ Appointment order and IT Return of last 3 Years OR Form No.16 of last 3 years should be submitted.</p>
	<p>3.Private Sector : Out of 8 years, having minimum 3 years experience on the post in the capacity of Managerial Cadre in Sales Planning, Marketing Strategy, Market Research, Market Survey, Development of distributor's network, new product development, new business development, Pricing, Demand forecasting, evaluating competitors, deciding targets, allocating budgets, brand development, Product Promotion and Advertising etc. in organizations having minimum annual turnover of Rs.100 Crores. The Gross salary of the candidate should not be less than minimum gross salary of Government /Semi-government/MSSCL employees as mentioned above during the same period (Rs.1,00,000/- per month excluding perks i.e. PF/ Incentive/ Telephone, Fuel Expense/ Various types of Reimbursement etc.). Pay Slip of last 3 years OR IT return of Last 3 Years OR Form No.16 of last 3 years should be submitted.</p>
Job description	As per attached Annex-I

2) Deputy General Manager (Finance & Accounts) :1 Post (UR)

Educational Qualification	Qualified Chartered Accountant / Cost Accountant having membership of the Institute of Chartered/Cost & Works Accountant of India.
Experience	Minimum 4 years post qualification experience in the relevant field is essential.
Age (Maximum)	40 years. (As on last date of receipt of Application Form) Note: Age relaxation up to 45 years to MSSCL Employees. However, the relaxable age limit for MSSCL employees can be considered from 45 years to 50 years subject to their “ Outstanding ” Performance Appraisal Reports of preceding 5 years.
Pay Scale	Pay Matrix S-24-71100-211900 (As per 7th Pay Revision) (Gross initial emoluments approx. Rs.1,07,000/- per month + perks i.e. medical reimbursement, CPF/Gratuity, House Rent Amount, Mobile etc.)

Senior Level Experience means	For MSSCL Candidates : Out of 4 years having minimum 3 years experience on the post of Assistant Accounts Officer OR higher post in the Revised Pay Matrix S-20-56100- 175100 (formerly Grade Pay Rs.5400/-)
	Govt/Semi-Govt : Out of 4 years having minimum 3 years experience on the similar post in the Revised Pay Matrix S-20-56100- 175100 (formerly Grade Pay Rs.5400/-) & above. Pay scale order and IT return of last one year OR Form No.16 should be submitted.
	Private Sector : Working as Head of Accounts/ Manager in organizations having minimum annual Financial Turn Over of Rs.100 Crores (Average of last 3 years). The Gross salary of the candidate should not be less than minimum gross salary of Government /Semi-government/MSSCL employees as mentioned above during the same period (Rs.85,000/- per month excluding perks i.e. PF/ Incentive/ Telephone, Fuel Expense/ Various types of Reimbursement etc.). Pay Slip of last 3 years OR IT return of Last 3 Years OR Form No.16 of last 3 years should be submitted.
Job description	As per attached Annex-IV

3) Deputy General Manager (Processing) :1 Post (UR)

Educational Qualification	B.Tech. (In Agriculture Engineering) from any recognized Agricultural Universities/ Agricultural Institutes/ Engineering Institutes. Desirable: M.Tech.(Agriculture Engineering) in Agriculture Process Engineering with sound knowledge of Computer will be preferred.
Experience	Minimum post qualification experience of 5 years in Seed Industry i.e. in the area of planning, processing, processing stores, installation and maintenance of Plant and Machineries, preparation of Project Reports, Material Management etc. Out of 5 years minimum 2 years experience is required at a senior level.
Age (Maximum)	40 years. (As on last date of receipt of Application Form) Note: Age relaxation up to 45 years to MSSCL Employees. However, the relaxable age limit for Corporation employees can be considered from 45 years to 50 years subject to their “Outstanding” Performance Appraisal Reports of preceding 5 years.
Pay Scale	Pay Matrix S-24-71100-211900 (As per 7th Pay Revision) (Gross initial emoluments approx. Rs.1,07,000/- per month + perks i.e. medical reimbursement, CPF/Gratuity, House Rent Amount, Mobile etc.)

Senior Level Experience means	For MSSCL Candidates : Out of 5 years, having minimum 2 years experience on the post in the capacity of Managerial Cadre in Seed Processing Plant/Processing Department having pay scale in Revised Pay Matrix S-20-56100- 175100 and above (formerly Grade Pay Rs.5400/-)
	Govt/Semi-Govt : Out of 5 years, having minimum 2 years experience on the post in the capacity of Managerial Cadre in Seed Processing Plant/Processing Department having pay in Revised Pay Matrix S-20-56100-175100 and above (formerly Grade Pay Rs.5400/-). Pay scale order/ IT return/ Form No.16 of two years of senior level experience should be submitted.
	Private Sector : Out of 5 years, having minimum 2 years experience on the post in the capacity of Managerial Cadre in Seed Processing Plant/Processing Department in the organizations having minimum annual turnover of Rs.100 Crores (Average of 2 years). The Gross salary of the candidates should not be less than minimum gross salary of Government/Semi-government/MSSCL employees as mentioned above during the same period (Rs.85,000/- per month excluding perks i.e. PF/ Incentive/ Telephone, Fuel Expense/ Various types of Reimbursement etc.). Pay Slip of Last 3 Years OR IT returns of last 3 years OR Form No.16 of 3 years of senior level experience should be submitted.
Job description	As per attached Annex-IV

4) Deputy General Manager (Production) :1 Post (UR)

Educational Qualification	Post Graduate in Agronomy/ Plant Breeding/Genetics /Botany and Seed Technology from any recognized Agricultural Universities/ Agricultural Institutes. Desirable: Candidate having Ph.D / Special Training in Seed Production, Seed Testing, Seed Certification, Plant Multiplication and Tissue Culture at a senior level will be preferred.
Experience	6 years post qualification experience in planning, execution and administration and seed production at senior level.
Age (Maximum)	40 years. (As on last date of receipt of Application Form) Note: Age relaxation up to 45 years to MSSCL Employees. However, the relaxable age limit for Corporation employees can be considered from 45 years to 50 years subject to their “Outstanding” Performance Appraisal Reports of preceding 5 years.
Pay Scale	Pay Matrix S-24-71100-211900 (As per 7th Pay Revision) (Gross initial emoluments approx. Rs.1,07,000/- per month + perks i.e. medical reimbursement, CPF/Gratuity, House Rent Amount, Mobile etc.)
Senior Level	For MSSCL Candidates : Out of 6 years must have minimum 3 years experience on the post of District Manager Grade-I OR higher post having

Experience means	pay in Revised Pay Matrix S-20-56100- 175100 and above (formerly Grade Pay Rs.5400/-)
	Govt/Semi-Govt : Out of 6 years, having minimum 3 years experience on the Similar post having having pay in Revised Pay Matrix S-20-56100-175100 and above (formerly Grade Pay Rs.5400/-). Pay scale order and last one year IT return OR Form No.16 should be submitted.
	Private Sector : Working as Regional Officer/Manager (working territory of more than one district) in organizations having minimum annual turnover of Rs.100 Crores. The Gross salary of the candidates should not be less than minimum gross salary of Government/Semi-government/MSSCL employees as mentioned above during the same period (Rs.85,000/- per month excluding perks i.e. PF/ Incentive/ Telephone, Fuel Expense/ Various types of Reimbursement etc.). Pay Slip of Last 3 Years OR IT returns of last 3 years OR Form No.16 of 3 years of senior level experience should be submitted.
Job description	As per attached Annex-IV

Interested candidates should apply in the prescribed format available in job list at MSSCL's website i.e. www.mahabeej.com alongwith self attested xerox copies of relevant certificates addressing to **"The General Manager (Admin), Maharashtra State Seeds Corporation Limited, Mahabeej Bhavan, Krishi Nagar, Akola (MS) 444 104."** No request will be entertained to accept the application form after the last date for receipt of application. **No application will be accepted received through E-Mail.** After the scrutiny of the applications eligible candidates will be called for Interview. The Date, Time & Venue of Interview will be communicated separately through E-mail, SMS and by Post.

All future communications/information regarding this recruitment will be made available at MSSCL's website i.e. www.mahabeej.com. Candidates are advised to check their E-mail account and visit MSSCL's website regularly for further updates.

- **The Management reserves the right to modify or relax eligibility criteria or cancel the Advertisement/Selection Process fully or partly at any stage with/without giving any reason.**
- **All existing Acts, Rules & Guidelines of Govt. applicable is this process of recruitment along with their amendments and new Acts, Rules & Guideline issued by of Govt. in future will be applicable & binding on selected candidates as well as process of selection.**
- **CANVASSING IN any form shall disqualify the candidates from further selection process.**

The candidates will be reimbursed to and fro II AC Rail fare from their present place of residence for attending the interview on production of proof.

Last date for receipt of application at the above address is 13/03/2023 upto 06.00 PM.

Akola
Date: 20/02/2023

Sd/-
(Sachin Kalantre)
Managing Director
MSSC Ltd., Akola



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APPLICATION FORMAT

To,
The General Manager (Administration),
Maharashtra States Seeds Corp. Ltd.,
Akola-444104.(M.S.)

Recent
Passport Size
Colour Photo

Subject :- Application for the post of -----

Ref. :- MSSCL's Recruitment Advt No: MSSC/ADMN/ASSTT/Advt/2023/----- Date: ----/----/2023

1	Full Name of the Candidate (In BLOCK LETTERS starting with Surname)										
	Full Name of the Candidate in Marathi										
2	Address & Contact Details										
	Permanent					Address for Correspondence					
	Mob.No :					Email Address :					
3	Date of Birth (day/month/year)		/ /								
	Place of Birth		Domicile State :								
4	Age as on last date of receipt of Application Form		Years		Months		Days				
5	Whether Belonging to (tick whichever applicable)		SC	ST	VJ-A	NT-B	NT-C	NT-D	SBC	OBC	Open
6	Category of Physically Handicapped (percentage & type of disability)										
7	Are you an Ex-serviceman										
8	Mother Tongue										
9	Languages Known		Read								
			Write								
			Speak								

10	Qualifications (including additional Qualification, Certificate Course/Courses, etc.)										
	Diploma / Degree/ Course	Name of Board / University/ Institute	Duration (from-to)			% of marks/ CGPA & Class			Subjects of specialization		
11	Experience										
	Name of the Employer	Post Held	Period						Total	Pay Scale while leaving	Reason of leaving
			From			To					
			dd	mm	yy	dd	mm	yy			
	1.										
	2.										
	3.										
	4.										
	5.										
	6.										
Special Experience in Seed Industry, Projects, Studies, etc. if any											
12	Computer Training / Knowledge										
13	Extra Curricular Activities										

14	References		
	Name	Position	Address with Telephone Nos.
	1.		
	2.		
15	Marital Status : Married/Unmarried	No. of Children	No. of Dependents
16	Family Details:		
	Sr.No.	Name	Relationship
17	Have you ever worked /trained in this Corporation, if so, name of Posts & durations (from-to)		
18	Any other information you wish to supply		

I declare and certify that the above facts and statements made are true to the best of my knowledge and belief without consequential omissions of any kind whatsoever and I understand that any mis-statement and suppression of facts, if any, noticed subsequently will subject to immediate dis-qualification/ dismissal in case I am selected for the post. Also I undertake that my selection shall be subject to the verification of my character and antecedents by the competent authority as the Corporation may deem fit and if the same is found to be unsatisfactory any point of time (Before & After joining), my services shall be terminated immediately without assigning any reasons & decision of Corporation binding on me .

Dated :

Place :

(Signature of the Applicant)

Full Name : _____

Note :

- Must enclose necessary self attested copies of all certificates for the items mentioned above.
- Application without requisite necessary documents shall be rejected.

Encl: As per documents list.

ANNEXURE-III (i)

Notice of Interest

I,, son/daughter/spouse of, resident of, hereby give notice of my interest or concern in the following company or companies, bodies corporate, firms or other association of individuals:-

Sr. No	Names of the Companies/bodies corporate/firms/ association of individuals		Nature of interest or concern / Change in interest or concern	Share-holding as on today	Shareholding Date on which interest or concern arose /changed
1	Proprietorship Firm	M/s	Proprietor	N.A.	
2	Partnership Firm	M/s	Partner	N.A.	
3	HUF	(HUF)	Karta/ Coparcener	N.A.	
4	Private Limited company		Director/ Share holder		
5	Other				

Signature: _____

Name: _____

Place: _____

Date: _____

NB: Wherever applicable to furnish the information furnish the same without fail. Otherwise wherever not applicable to furnish the information clearly mention N.A./Nill.

Small Family Declaration

(Maharashtra Civil Service Rules, 2005)

Form "A" (See Rule - 4)

I, Shri/Smt/Kumari _____
son/daughter/wife of Shri/Smt _____ aged _____ years,
resident of _____ do hereby
declare as follows :

- 1) That I have filled my application for the post of _____
- 2) I have _____ (number) living children as on today. Out of which number of children born after 28th March, 2005 is _____ (Mention date of birth if any).
- 3) I am aware that if any total number of living children are more than two due to the children born on and after 28th March, 2006, I am liable to be disqualified for the said post.

Place :

Date :

Signature:-

(Name of the candidate)

(Note:-Unmarried candidates should mention "Not Applicable" on above said declaration. Declaration if not signed shall be treated as incomplete and rejected.)

GENERAL ADMINISTRATION DEPARTMENT

Mantralaya, Mumbai 400 032, dated the 28th March 2005.

NOTIFICATION

CONSTITUTION OF INDIA.

No. SRV. 2000/CR (17/2000)/XII.—In exercise of the powers conferred by the proviso to the article 309 of the Constitution of India, the Governor of Maharashtra is hereby pleased to make the following rules prescribing declaration of the small family as one of the essential qualification for recruitment to Group A, B, C and D posts in Government Department, namely :—

1. *Short title.*—These rules, may be called the Maharashtra Civil Services (Declaration of Small Family) Rules, 2005.

2. *Definitions.*—In these rules, unless the context otherwise requires, —

(a) “Declaration” means a declaration to be given by the candidate applying for Government service ;

(b) “Government” means the Government of Maharashtra;

(c) “Service” means Civil Service or any other service under Government of Maharashtra ;

(d) “Small family” means wife and husband including two children.

Explanation.—For the purposes of this clause,—

(i) Where a couple has only one child on or after the date of such commencement, any number of children born out of a single subsequent delivery shall be deemed to be one entity ;

(ii) “Child” does not include an adopted child or children.

(iii) Words and expressions used in these rules but not defined shall have the same meaning respectively assigned to them in the Maharashtra Civil Service Rules.

3. *Necessity of declaration of Small Family.*—Notwithstanding any things contained in any rules or orders or instruments made in that behalf, regulating recruitment to Group A, B, C or D post in Government Service or any other order or instruments made in that behalf, the declaration of Small Family shall be an additional essential requirement for an appointment to Group A, Group B, Group C or Group D post in any Government service :

Provided that, a person having more than two children on the date of commencement of these rules shall not be disqualified for appointment

under these clause so long as the number of children he had on the date of such commencement dose not increase :

Provided further that a child or more than one child born in a single delivery within the period of one year from the date of such a commencement shall not be taken into consideration for the purpose of disqualification mentioned in this clause.

4. *Submission of declaration.*—A person who desires to apply for any post in Group A, B, C or D in any Government Service shall submit, alongwith the application form, a declaration in FORM ' A ' appended to these rules.

5. *Rules not to apply.*—These rules shall not be made applicable where the selection process was started before the date of commencement of these rules.

6. *Power to Relax the Provisions of these Rules.*—Notwithstanding anything contained in these rules, Government may relax the provisions of any of these rules, under such circumstances in such manner as shall appear it to be just and reasonable and shall record the reasons for any such relaxation.

DECLARATION

FORM-A

(See Rule 4)

I, Shri/Smt./Kum.
son/daughter/wife of Shri, aged
..... years, resident of

do hereby declare as follows :—

1. That I have filled my application for the post of
2. I have (Number) living children as on today.
Out of which No. of children born after..... is (mention
dates of birth, if any).
3. I am aware that, if any total number of living children are more
than two due to the children born after.....,
I am liable to be disqualified for the same post.

Place :

Date :

(Signature)

By order and in the name of the Governor of Maharashtra,

P. K. LOKHANDE,
Deputy Secretary to Government.

ANNEXURE-III (iii)

Must enclosed requisite necessary documents self attested copies

Sr.No.	Particulars of documents	Enclosed Yes/No
1	SSC Board Certificate	
2	SSC Marks sheet	
3	HSC Marks sheet	
4	Graduation Marks sheet	
5	Graduation Degree Certificate	
6	Post Graduation Marks sheet	
7	Post Graduation Degree Certificate	
8	Computer Degree/Diploma/MSCIT Certificate	
9	Any other Qualification	
10	Leaving Certificate	
11	Experience Certificates 1..... 2..... 3..... 4..... 5.....	
12	Company Turnover Certificate (for Pvt.sector candidate) 1..... 2..... 3..... 4.....	
13	Pay Scale Order/Pay fixation Order/ Appointment Order (for Govt./Semi-govt.employee)	
14	Pay slip of Senior Level 1 st year and Last year	
15	Income Tax Return OR Form No.16 of last 3 years.	
16	Notice of Intrest	
17	Small Family Declaration	
18	Office/Company I-Card No-.....	
19	Aadhar Card No-.....	
20	PAN Card No-.....	
21	Driving Licence/ Voter Card No-.....	

GENERAL MANAGER (MARKETING)

The Post of General Manager (Marketing) a key post of the Marketing Department in the Organisation. Since MSSC has the unique social responsibility to maintain the stability and undisturbed supplies of the seeds in the State. He has to keep the balance between social as well as commercial and professional objective of the management as per the aspirations and in coordination with the department of Agril. He has to streamline the whole planning about marketing strategies of the Corporation. Thus he shares over all responsibility for planning, distribution and marketing of MSSC range of seeds which includes demand assessment, study of market trends, framing of pricing, sales, publicity and promotion and distribution policies, planning for Dealers network and deciding on new dealers appointment , performance appraisal, ideal mix between different types of dealers, market span of dealers and their coordination.

The GM (Marketing) is also expected to keep a watch on activities of the competitors, their future plans and develop counter strategies and also to maintain liaison with the State level / national level agencies.

The General Manager (marketing) has to perform the following duties and responsibilities

1	Assessing and estimating the sales potential for all varieties and districts and aligning it with the corporate growth plan and strategies.
2	Finalisation of the Advance Booking scheme and allotment of bookings to the dealers/districts
3	Preparing district-wise sales target in consultation with the Commissionerate of Agriculture, Maharashtra State Pune.
4	Finalisation of the sales promotion and publicity plans, selection of modes of publicity and liaison with the adverting agency to ensure its timely execution.
5	Fixation of selling prices depending on the price trends in the market .
6	Finalisation of the sales forecast of different crops and varieties
7	Preparation and implementation of movement plan (season-wise) in consultation with Processing and Quality Control wing.
8	Monitoring the actual sales by effectively implementing various sales strategies etc.
9	Assessment of dealers' performance based on statistics and field visits.
10	Touring of different districts / states to assess the ground realities obtain information, on competitors and their future strategies, evaluate market trend and try to solve dealers difficulties, if any.
11	Procurement of seeds to fulfill the increased/unfulfilled marketing demand or contingency supply of seed as per the guidelines of the Government as well as Board.
12	To liquidate surplus stock by relocating the stock inter state and intra-state . 17

13	To monitor the recovery drive, to take the assessment of recovery position at the end of every season. Submission of data to the Board towards the status of sale, recovery, financial ratios to assess the achievement of marketing section as a whole . To suggest plans for recovery. To keep the outstanding at the rock bottom. To provide help to legal section for the recovery related to marketing.
14	Compliance of the Statutory Audit/ Internal Audit / Government Audit quarries as well as Administrative audit quarries , Central /State Government quarries etc.
15	To coordinate with Production, Processing and Quality Control Departments to make available seed in time. Also to coordinate with Processing Material Wing for desired packing material, with Finance Department to get regular feed back on control on receivables , bad debts, Government outstandings etc., with Administration and Processing Departments for godown planning, manning and seasonal staff requirement.
16	Liaisoning with other Seed Corporations /Farming Corporations/ Seed Companies for sharing of views , meeting out seed requirements from them or selling our seeds to them.
17	Liaisoning with Ministry of Agril. Govt. of India and State Government and Zilla Parishads for state seed planning / financial assistance / participation in Government Agril. Development programmes. Participating and preparing for agri. Exhibition, Melavas and Divisional Meetings.
18	Impart training to the newly appointed technical staff and regular technical staff.
19	Shall review and assess the performance of following from the marketing point of view and <ul style="list-style-type: none"> a) The Regional Managers /District Managers/Dist.Unit Incharges being administrative head of their area. b) Plant Engineers/Incharges being handling the movement of seeds for timely availability, dispatches and control on inventory
20	Assessing the strength and weaknesses of field staff with reference to their working /determining their initiative, product knowledge, their out put to a corporation and based on that their proper placement, their motivation etc.
21	Assisting in recruitment of technical staff particularly Agril.Graduates .
22	To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time
23	Any other work that will be assigned by the Management from time to time.

DEPUTY GENERAL MANAGER (FINANCE & ACCOUNTS)

The person holding this post shall be reporting to the General Manager (Finance). This is a second line managerial and supervisory post in the Finance Department at Head Office and the concerned shall look after and assist in the activities such as Financial Management, Accounting, Budgeting and costing functions in the Organization.

He shall inter-act with the Regional and District Offices and obtain as well as give information about all Finance Department related work.

The duties and responsibilities to be performed by this post are :

1	To prepare the annual Updating of accounts of the Company from time to time. To ensure timely submission of final accounts before the General Manager (Finance)
2	Monitoring utilization of cash credit limits, interest costs & cash flow.
3	Ensuring accuracy of claims for reimbursement of expenses, price subsidy, production subsidy etc. submitted to General Manager (Finance).
4	To check the work sheets of the subordinate staff working in the section submitted to General Manager (Finance).
5	Ensure proper maintenance of accounts in all MSSC units as per the prescribed accounting methods.
6	Shall make adequate income-tax planning under the control of General Manager (Finance)
7	To exercise over the staff working under his control and implementation of financial orders issued by General Manager (Finance).
8	Assistance in the important matters of income-tax, sales tax, Profession tax, CPF and other tax aspects including of Tax Audit under Income-tax Act, Attending hearing of original appeal Cases under Sales/Income tax Act.
9	Conducting meetings of AAOs/Accountants/Internal Auditors and make them aware about various management policies and their accounting implications etc.
10	To take all necessary precautions and actions to maintain financial discipline in the Finance Department.
11	Ensuring submission of financial information required by external agencies like Ministry, Financial institutions, Bureau of Public Enterprises, Auditors, Consultants, C.A.G. banks etc. before the General Manager (Finance)
12	Should have awareness of computer operation and its applications etc.
13	Any other work that will be assigned by the management from time to time.

DEPUTY GENERAL MANAGER (PROCESSING)

Deputy Manager (Processing) shall perform supervisory and managerial duties with reference to processing activities at all seed processing plants. This includes the project planning, planning of stores and machinery inclusive of spares, working out the seed processing schedule based on load in every season & monitoring of actual processing activity. The Deputy Manager (Processing) is expected to exercise initiative and independent judgment in bringing about technical advances, value engineering and increased productivity in processing related work.

The duties and responsibilities to be performed by this post are as under :

1	To visit all the MSSCL owned and custom hired Seed Processing Plants and work closely with the plant engineers to ensure proper quality and timely delivery of processed and standard seeds.
2	Implement all possible productivity oriented measures to cut costs and reduce wastages in the activities of seed processing plants.
3	Ensure proper preventive maintenance schedules in processing plants and also ensure timely day to day maintenance.
4	To workout the schedule of processing in every season after assessing the arrival of seed at different processing plants.
5	Work closely with the local seed certification agency to ensure timely start of processing activities and also smooth running of various shifts during the processing period. Plan, monitor and execute up-gradation of technology wherever possible to improve working of various activities in the plant.
6	Assist GM (Processing) by proper consolidated reporting about processing activities and by ensuring implementation of guidelines given by him.
7	Preparation of Tender papers, floating the tender and finalisation of orders for the plants and machineries to be procured in consultation with G.M.(Processing)
8	Ensure proper storage of processing material.
9	Installation of plants and machinery
10	Develop manning tables and manpower norms for various plants and various crops/packing sizes and activities and implementation of manpower norms..
11	Study existing load charts and recommend up-gradation, addition to the facilities wherever necessary.
12	Preparation of detailed project reports in case of <ul style="list-style-type: none">• Addition to existing capacity• building up of new capacity• adaptation of new technology
13	Cost analysis for current cost structure of processing plants.
14	Any other work that will be assigned by the superiors /superior offices etc.
15	To act as a link between the Regional and District Offices and will clarify queries if any and receive information pertaining to the Processing department relating to the day to day operations.
16	To check the work sheets of the subordinate staff working in the section
17	To take review of all pending works at least once in a month without fail.
18	To exercise control over the entire activities required to be performed by the staff working in the processing department at head office and also other departments where the processing staff is posted.
19	Any other work assigned by the GM (Processing) or any other superior officers in the organization.

DEPUTY GENERAL MANAGER (PRODUCTION)

He will be reporting to the General Manager (Production) and his work is supervisory and he shall be over all Incharge for the Management and execution of production programme. This will include production programme within the State of Maharashtra and Outstate. He will also work closely with Commissionerate of Agril. Pune, State Seed Certification Agency Agricultural Universities & ICAR institution. He will also be over all responsible for ensuring foundation seed availability and its production programme and coordinate with Agriculture Universities for ensuring timely supply and distribution of foundation seed. He should have good technical knowledge of factors relating to crop characteristics & cultivation practices for crops grown in Maharashtra out state and their peculiarities with respect to climatic conditions biotic and abiotec stresses.

In the absence of Deputy Manager (Production) if any Regional Manager or District Manager is posted in Production Department at Head Office, then the following duties would be continued as duties and responsibilities of Regional Manager (Production)/ District Manager (Production).

The duties and responsibilities to be performed by the Deputy Manager (Production) interalia would include the following

1	To assist G.M. (Production) in preparation, implementation & monitoring certified/foundation/breeder Seed Production Programme within the State and outside Maharashtra.
2	To assist the G.M. (production) to select growers and help in monitoring their performance.
3	To undertake field visits to the various places for inspection and establishing the progress made in the execution of production programme within the State of Maharashtra and Outside Maharashtra .
4	To maintain close liaison with Agril. Deptt. Of the Central Govt. State Government as well as Seed Certification Agency and Agril. Universities.
5	To assist the General Manager (Production)in fixation of procurement prices.
6	Over all incharge of monitoring of vegetable seed production within and Outstates.
7	Submission of various subsidy claims to respective Government under of various schemes as and when announced by Central Govt./ State Govt. and reconciliation of the claims submitted/received etc.
8	Maintain close liaison with Regional / District Offices in connection with the entire seed production programme activities, distribution of breeder / foundation seed, declaration of procurement prices as per the declared policy of the Corporation from time to time etc.
9	To exercise control over the entire activities required to be performed by the staff working in production department at head office.
10	Any other work assigned by the GM (Production) or any other superior officers in the organization.