Applications are invited on plain paper up to 25th August, 2018 for carrying out following works under Sadar Division, TFDPC Limited

**Works to be performed:**

1. To check all records and registers kept at below mentioned RPC/Beneficiary center under Sadar Division and guide the Officer-in-Charge to complete the records as per procedures and rules of the TFDPC Limited.

   The list of registers to be checked:

   | b. Wage register   | i. Incentive Register |
   | c. Rubber stock register | j. Gratuity Register |
   | d. Latex receive register | k. Form no 40 |
   | e. Work Register   | l. Fixed asset register |
   | f. Sick Leave Register | m. Firewood register |
   | g. Leave with wage register/Paid holiday Register | and other registers if any maintained in the center. |

2. To check the physical stock of dry & smoked rubber and scrap at below mentioned centers and ensure that all the stocks are dispatched to Central Godown/Takmacherra Factory in a time bound manner.

3. To check stock of chemicals, fertilizers, tapping materials and other store items with store register.

4. To check up to follow up criterion to fulfill FSC guidelines at least once in a month in the below mentioned centers.

5. To check DRC content of rubber in the below mentioned centers at least once a month.

6. To check payment of wages of tappers and other workers at the below mentioned centers.

7. To report the shortcomings of each center to Divisional Manager, Sadar Division.

**Name of centers to be checked every month:** 1. Kalamchoura RPC, 2. Sovapur RPC, 3. Dhanpur RPC, 4. Chelikholo Beneficiary Center, 5. Dhanyamanikya Beneficiary Center, 6. Vrigudasbari Beneficiary Center

**Terms & Conditions:**

1. All the centers are to be covered every month
2. The work is purely contractual and will be renewed on six monthly basis.
3. The work must be carried out by experienced worker who has served as Officer-in-Charge of a RPC/Beneficiary Center under TFDPC Limited for at least 10 years.
4. The age of the person carrying out the work should not be more than 62 years as on 31/08/2018.
5. Physical fitness should be supported by valid medical certificates (to be produced with application).
6. The maximum period of engagement will be up to one year from the date of appointment.
7. New centers may be included later for which proportionate amount can be paid.
8. The applicant may be required to halt at the center.
9. Priority will be given to person belonging to SC/ST depending on availability and willingness of the candidates subject to all terms and conditions mentioned here.
10. The remuneration will be about Rs. 18,000/- per month. No TA/DA will be admissible.
11. Any applicable taxes payable towards this will be borne by TFDPC Limited.
12. The application so received may be accepted/rejected as per the discretion of Managing Director, TFDPC Limited.

No.F.2-15(3)/Estt/FCDS-2017/ dated 10/08/2018

Divisional Manager
Sadar Division
TFDPC Limited