



# Sikkim State Organic Certification Agency

(Government of Sikkim)  
ICAR Complex, Tadong, Gangtok,  
East Sikkim – 737102  
Phone No. 03592-232494  
Email id: ssoca2016@gmail.com



Ref.No:- SSOCA/16-17/055

Date: -20/10/2016

## Employment Notice through Walk in interview

Sikkim State Organic Certification Agency (SSOCA) is an autonomous agency established by Government of Sikkim. The function of SSOCA is highly competent to operate the agency as a business organization with great degree of responsibility, transparency, accountability and impartially establishing its credibility, building trust among its clients and consumers. SSOCA is looking for local energetic, well experienced and dedicated professionals who are ready to take challenges and can work in corporate manner in the given time frame. All the applicants should be trained in NPOP or should have experience in inspection & certification process and internal control systems. Sikkim State Organic Certification Agency (SSOCA) invites job applications from local eligible candidates for following post on contractual basis:-

- |   |        |
|---|--------|
| 1. Auditors/Inspectors for Organic Inspection and Certification | - 4nos |
| 2. Accountant   | - 1 no |
| 3. Multi Tasking Staff (Peon cum Driver)                        | - 2nos |

### Minimum Educational Qualifications:

1. Auditors/Inspectors for Organic Inspection and Certification.  
Preferably B.Sc. (Agri. or Horti.). Minimum 2 years of work experience in related and respective field and one should have attended trainings in ICS, NPOP and Documentations. Candidate should be well versed with the Computer.
2. Accountant  
B.Com/M.Com. having three years experience in Finance and Account and should have knowledge of latest Tally version. Preference will be given to CA intermediate.
3. Multi Tasking Staff (Peon cum Driver).  
Preferably Class XII pass and preferably should have three years work experience in Government Sector/Department. One should be ready to do all office work like runner, cleaning, driving etc. Applicant having knowledge of computer will be given preference and weightage.

Preference shall be given to local candidates having Sikkim Subjects/COI and weightage will be given to candidate working with other certification bodies or government agencies.

Applicants along with the Application in given format supported by resume, training certificates and all relevant documents and duly filled registration Slip (in given format) should visit the office of the Chief Executive Officer, SSOCA, Soil Testing Lab Building, Ground Floor, ICAR Complex, Tadong, East Sikkim – 737102 on 03<sup>rd</sup> of November, 2016 at 10.00am for Walk in Interview. Candidate must report the office between 10.00am to 11.00am for registration and submit the documents. After closing time of 11.30am no applicants will be entertained. **The candidates are requested to see the terms & conditions carefully.**

**Management of SSOCA reserves all right to call/cancel/select/relax any criteria/appoint/interview and all related matters and decision of CEO, SSOCA will be final and binding on all.**

(Chief Executive Officer)  
Sikkim State Organic Certification Agency (SSOCA)  
Soil Testing Lab Building, Ground Floor, ICAR Complex, Tadong, East Sikkim – 737102.

## General Instructions:-

1. The number of vacancies may vary depending upon the requirement.
2. The candidates will be engaged against different assignment of the Agency and duties will be assigned, including field duties, accordingly.
3. The selected candidates are liable to be posted anywhere depending on the requirement of agency.
4. The eligibility of the candidates will be determined as on the date of advertisement.
5. The candidates who fulfill the eligibility requirements may attend the Test/Interview along with an application in the prescribed format (**Annex-I**), Registration Slip duly filled in, along with Original documents and attested photocopies of certificates of qualifications, experience, mark sheet, birth certificates, passport size photographs, caste certificates, training certificates.
6. The Management of SSOCA reserves the right to relax any criteria or qualification depending on the situation, requirement, deserving candidates and candidates having such relevant experience in agriculture and Internal Control System (ICS) Inspection & Certification, Livelihood trained, Organic Farming and Agriculture.
7. Age Limit
  - (i).The candidates should not be below the age of 18 years and over the age of 30 years as on 01. 08. 2016
  - (ii). Upper age limit shall be relaxed by 35 years for candidates belonging to Scheduled Tribe (ST), Scheduled Caste (SC), Bhutia Lepcha (BL) and Primitive Tribe (PT) category
  - (iii). Upper age limit shall be relaxed by 34 years for candidates belonging to Other Backward Classes (OBC – Central List) category
  - (iv). Upper age limit shall be relaxed by 33 years for candidates belonging to Other Backward Classes (OBC – State List) category.
  - (v). Upper age limit shall be relaxed upto 50 years in r/ o Group ‘C’ & ‘D’ persons working under and with the State Government departments and under NHPC, other Central Government Establishment, PSUs or with any Undertakings in the State of Sikkim.
8. Applicants appearing with incomplete documents will not be entertained for the test/interview.
9. The candidate, if employed with any Autonomous/Govt. or private sector on regular/permanent basis, may bring NOC from their employer at the time of joining.
10. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
11. In case large number of candidates reporting for interview/test, the competent authority reserves the right to shortlist candidates by adopting appropriate criteria. For which the management decision of SSOCA will be final and binding on all.
12. Further, the interview may also be held on the next day.
13. The appointment order issue may get delayed due to formal approval of higher authority and fund position. The decision of the management of SSOCA will be final and binding on all.
14. The selected candidates shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis. The appointment will be for one year.
15. Interested candidates may also in their own interest ensure that they fulfill the eligibility conditions. Ineligible candidates will not be allowed to appear for interview. Verification of documents/certificates will be done before the Interview.
16. Candidates are requested to see SSOCA’s website (**www.ssoca.in**) on regular basis for any new announcement in this regard.
17. No TA/DA will be admissible for attending test/interview.
18. **Canvassing in any form OR on behalf of a candidate will be a disqualification.**
19. **The decision of the management of SSOCA will be final and binding on all. The Management of SSOCA reserves all rights.**

(Chief Executive Officer)  
Sikkim State Organic Certification Agency (SSOCA)  
Soil Testing Lab Buidling, Ground Floor,  
ICAR Complex, Tadong, East Sikkim – 737102.

**SIKKIM STATE ORGANIC CERTIFICATION AGENCY (SSOCA)**

Application for the Post of .....

1. Name of the Applicant in full:-
2. Husband's/ Father's Name:-
3. Religion and Caste:-
4. Address in Block Letters with Pin Code:-
  - a. Permanent:-
  - b. Correspondence:-
  - c. Email id:-
  - d. Mobile/Land Line Phone No.:-
5. Date of Birth and Age:-
6. SSC/COI (Yes/No) :-
7. Employment Card No. :-

Affix one attested  
passport size  
colored  
photograph

8. Educational Qualifications:-  
(Attached attested copies of relevant documents)

Qualifications	Year of Passing	School	Board

9. Training in relevant field, if any

Name and Place of the Training Institute	Duration From.....To.....	Area/Subject of Training

10. Working Experience in relevant field, if any  
(Attached attested copies of relevant documents)

Name of the Agency/Organisation associated with	Duration From.....To.....	Field of Experience/Job profile

11. Driving License Number (for the post of Sl. No. 3)

Driving License Registration No.	Date of Registration	Authority giving registration	D/L issued for Vehicle

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient)

13. Other information of any (Enclose a separate sheet, if the space is insufficient):

14. Please enclose attested photocopies in support of your qualifications (general & technical) mark sheets of all the examinations conducted by Board/Council/University, training, Registration Certificate, experience, driving license etc. (Without attested copies of certificate application will be rejected and will not be allowed for sitting in interview in any circumstances)

15. List of enclosures:-

I hereby declare that the information and particulars furnished by me as above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement and requirement of SSOCA.

Place: -

Signature of Applicant

Date:-

## SIKKIM STATE ORGANIC CERTIFICATION AGENCY (SSOCA)

**POST:**

Name:-

Whether SC/ST/OBC/PH/Genl.

Husband's/Father's Name:-

Address:-

a) Permanent:-

b) Correspondence:-

c) Email id:-

d) Mobile/Land Line Phone No.:-

Date:- .....

Registration No.....

Sign of the Candidate

Sign of Rep. of SSOCA

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Sign of the Candidate

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Affix one attested  
passport size  
colored  
photograph

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