

**OFFICE OF THE GENERAL MANAGER,  
DISTRICT INDUSTRIES CENTRE, SUNDARGARH**  
Mob.No.7978388195/9938428063

Notification No. 524 dt. 30.04.2022

**Expression of Interest for Empanelment of District Resource Person under  
State Implemented Centrally Sponsored Scheme "PM formalization of  
Micro Food Processing Enterprises (PMFME)"**

Government of India, Ministry of Food Processing Industries has launched a Centrally Sponsored Scheme "PM Formalization of Micro Food Processing Enterprises (PMFME)" and implemented by MSME Department, Govt. of Odisha to address the challenges faced by the micro enterprises. The scheme will provide back ended subsidy for the formalization of existing and to be established micro-food processing enterprises both to individuals and groups. The detailed scheme guidelines can be viewed on [www.mofpi.gov.in](http://www.mofpi.gov.in).

As per the operational guidelines of PMFME at section 9.3.8. Resource Persons will be engaged through empanelment for providing handholding support to the individual beneficiaries or groups for preparation of DPR, assisting in facilitation for availing bank loan, support for obtaining necessary registration and licenses etc.

Expression of Interest is invited from eligible person for empanelment as District Resource Person so as to reach this office by dt.13.05.2022 by Regd. Post/Speed Post only. One template for Application Form and Terms of Reference can be viewed at district website [www.sundargarh.nic.in/](http://www.sundargarh.nic.in/) [www.apicol.co.in](http://www.apicol.co.in).

*EMAN*  
General Manager,  
District Industries Centre,  
Sundargarh.

Memo No. 525 dt. 30-4-2022

Copy forwarded to the District Informatics Officer, NIC Sundargarh for information with a request to publish the advertisement material for Empanelment of District Resource Person under PMFME.

*EMAN*  
General Manager,  
District Industries Centre,  
Sundargarh

Memo No. 526 dt. 30-4-2022

Copy forwarded to the Managing Director, APICOL, Bhubaneswar for kind information with a request to publish the advertisement material for empanelment of District Resource Person under PMFME in the website of APICOL.

*EMAN*  
General Manager,  
District Industries Centre,  
Sundargarh

Memo No. 527 dt. 30-4-2022

Copy forwarded to the Director of Industries, Odisha Cuttack for favour of kind information and necessary action.

*EMAN*  
General Manager,  
District Industries Centre,  
Sundargarh

Memo No. 528 dt. 30-4-2022

Copy forwarded to Regional Industries Centre, Rourkela for favour of kind information and necessary action.

*EMAN*  
General Manager,  
District Industries Centre,  
Sundargarh

**Application Form for District Resource Person (DRP) under PM  
Formalization of Micro Food Processing Enterprises (PMFME) in \_\_\_\_\_  
District**

**1. Basic Information**

<b>Name of the Applicant</b>	
<b>Father's Name</b>	
<b>Date of Birth</b>	
<b>Gender</b>	
<b>Permanent Address</b>	
<b>Current Address</b>	
<b>E mail Id</b>	
<b>Mobile No</b>	
<b>Land Line No</b>	
<b>PAN</b>	
<b>Aadhar Card</b>	

**2. Educational Qualification**

<b>Qualification</b>	<b>Institution/University</b>	<b>Year of Completion</b>	<b>Marks Obtained</b>	<b>Percentage</b>

**3. Work Experience (Please start from current assignment)**

<b>Organization</b>	<b>From</b>	<b>To</b>	<b>Designation</b>	<b>Location</b>	<b>Work Profile/ Activities undertaken</b>

**4. Details of work carried out for promotion of Micro Enterprises under various schemes in last five years**

Name of Scheme	Year	Entrepreneurs motivated (Number)	Micro Enterprises Set up (Number)	Total Micro Enterprises Set up in a year (Number)

**5. Professional References**

Name of the Person	Designation	Mobile	Email	Relation

**6. Certification**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

Date [DDMMYYYY]

Signature

(Name: )

27.4.2021

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**FM-11/62/2021-FME-Part(2)**  
 Government of India  
 Ministry of Food Processing Industries  
 Panchsheel Bhawan, August Kranti Marg,  
 New Delhi- 110049

Date: 27.12.2021

**OFFICE MEMORANDUM**

**Subject: Relaxation in qualifications of the District Resource Persons (DRPs) under the PMFME scheme**

This in with reference to the OM- FM-11/4/2020-DS(FME) dated 24<sup>th</sup> December regarding the qualifications for engagement of DRPs under the PMFME scheme. It has been noticed that few States/ UTs are requesting for relaxation in the DRP qualifications as they are not able to find suitable candidates with requisite qualification.

2. In the light of the above, it is informed that if required, the State/ UT could relax the qualifications of the DRPs mentioned in OM- FM-11/4/2020-DS(FME) dated 24<sup>th</sup> December. As per the revised qualification, a candidate having Bachelor's or equivalent degree in any field with relevant knowledge/experience in DPR preparation would be eligible to apply for DRP. However, it should be ensured by the State Nodal Department/Agency (SNA), that the candidate should not be a Government employee.

3. Moreover, if required, the State/ UT may hire additional manpower with expertise in DPR preparation to assist the DRPs in providing handholding support to beneficiaries. Out of the prescribed payment of Rs. 20,000/- to DRPs, a payment up to Rs.5000/- per application could be fixed for this additional manpower.

4. This has the approval of the Competent Authority.

(Surendra Singh)

Deputy Industrial Adviser to the Govt. of India  
 Phone No.: +91-11 26406538  
 E mail: surendrasingh@nic.in

To  
 All States/ UTs

Copy to: -  
 PSO to Secretary, FPI/ Sr. PPS to Special Secretary/PPS to JS (MA)/ PS to DS (RS)

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27.04.22

28/1/23

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## Terms of Reference for selection of District Resource Persons (DRP) for implementation of PMFME Scheme in Odisha

### I. QUALIFICATIONS:

The District Resource Person (DRP) should have the following qualifications:

- a. Diploma / degree in Food Technology / Food Engineering from reputed State / National / International universities / Institute.
- b. 3-5 years experience in providing consultancy services to food processing industries for technology up-gradation, new product development, quality assurance, food safety management etc.
- c. In absence of candidates in the above two criteria, persons with experience in food processing industries, banking, DPR preparation and training will be considered.

### II. ROLES AND RESPONSIBILITIES:

To provide handholding support to individual units and groups for preparation of DPR, taking bank loan, support for obtaining necessary registration and licenses including food standards of FSSAI, Udyog Aadhaar, GST etc. The empanelment will be initially for one year and will be renewed from year to year based on satisfactory performance and coterminous with the scheme.

### III. PAYMENT:

Payment would be made on the basis of each beneficiary supported by them after sanction of loan to them by the bank. Payment to each DRP would be Rs. 20,000/- per bank loan sanctioned. 50% of the payment would be made after sanction of bank loan and remaining 50% after the unit takes GST & Udyog Aadhaar registration, takes standard compliance of FSSAI, implement the project and is given training.

### IV. SELECTION CRITERIA

The tentative criteria for selection will be as follows:

Sl. No.	Selection Criteria	Marks
1	<b>Education</b>	<b>30</b>
a	Diploma / degree in Food Technology / Food Engineering from reputed State / National / International universities / Institute.	30
b	Diploma / degree in Agriculture / Horticulture / Veterinary Sciences / Fisheries / Community Management from reputed State / National / International Universities / Institute.	20

c	Diploma / degree in other disciplines with experience in food processing.	10
<b>2</b>	<b>Experience</b>	<b>40</b>
a-1	3-5 years experience in providing consultancy services to food processing industries for technology upgradation, new product development, quality assurance, food safety management etc	20
a-2	1-3 years experience in providing consultancy services to food processing industries for technology upgradation, new product development, quality assurance, food safety management etc	15
a-3	<1 years experience in providing consultancy services to food processing industries for technology upgradation, new product development, quality assurance, food safety management etc	10
b	Experience in banking, DPR preparation and training	10
c	Community Mobilization / working with Groups	10
<b>3</b>	<b>Interview</b>	<b>30</b>
a	Understanding PMFME Scheme	10
b	Understanding of Food Processing Sector, Local Scenario, Challenges etc.	10
c	Vision for Implementation	10
<b>Total</b>		<b>100</b>