



File. No. HO/FOF/FIFA/2024-25

Dated: 03.03.2025

NOTICE FOR RECRUITMENT OF 'MIS EXPERT' IN FIFA

Federation of Indian FPOs and Aggregators (FIFA) is a 100% owned subsidiary of NAFED specifically focused on strengthening FPOs through capacity building, market integration and convergence of Government schemes for the benefit of FPOs. NAFED is acting as an Implementing Agency for formation and promotion of 10,000 FPOs under the Central Sector Scheme, Ministry of Agriculture & Farmers' Welfare, Government of India. In order to implement the aforesaid Central Sector Scheme, FIFA is inviting application from eligible candidates for the position of 'MIS EXPERT' with following job description and eligibility criteria:

A. Eligibility Criteria:

- i. Graduate from a recognized University/Institute with at least 2 years of experience in implementation of under different Central Sector Schemes for FPOs/FFPOs.
- ii. Proficiency in Data Analysis, Statistical Analysis, Database Management and presentations.
- iii. Good Ability to drive data-driven and decision-making.
- iv. Proficiency in advanced excel functions such as VLOOKUP, Pivot tables, Data cleaning, Data Validation etc.
- v. Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.

B. Job Responsibilities:

- i. Collect and integrate data from various sources (CBBOs/ FPOs, NAFED branches etc.) and to ensure that the data provided by FPOs is accurate, consistent, and timely. Perform regular checks to validate and cleanse data.
- ii. Ensure that data is standardized across all FPOs for consistency in reporting and analysis. Oversee the day-to-day functioning of the portal, ensuring its accessibility, security, and smooth operation.
- iii. Facilitate resolving any system-related issues, technical errors, or performance problems within the portal through MIS technical team/NPMA.
- iv. To assist team in preparation of Monthly Progress Report and generating regular reports, presentation and provide day to day support in implementation of scheme.



- v. Develop and automate customized reports as per the Ministry's requirements and build analytical tools and dashboards to track the performance of CBBOs and FPOs. Provide insights on key metrics such as growth, productivity, financial status, etc.
- vi. Monitor and analyze the performance of CBBOs and their FPOs through KPIs and other relevant metrics.
- vii. Provide technical support to CBBOs/FPOs and users for any portal-related issues, assisting with troubleshooting, navigation, and functionalities.
- viii. Any other work given by Senior Officers from time to time.

C. Location: New Delhi.

D. Remuneration: The applicant shall be provided remuneration commensurate with Qualification and relevant experience.

E. How to apply: Interested candidates may kindly submit their CVs on admin@fifaindia.in.

F. Last date of Application: The last date for submission of the application along with detailed CV is **10th March, 2025** and may be extended with prior of further notice.

G. Further extension of advertisement will be corrigendum.
