| Indian Potash Limited (IPL)<br>Job Description – CANE OFFICER/ OFFICE INCHARGE (CANE) | |
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| **About IPL** | Indian Potash Limited (IPL) is a Leading Public Limited Company promoted by Co-operative Sector, Public Sector & Private Sector Companies of Fertilizer Industry, Leader in importing various Bulk Fertilizers, Operating 19 Production Units in the fields of Sugar, Ethanol, Bio-CNG, Single Super Phosphate, Dairy and Cattle Feed along with revival of Sugar Mills across the country and advancing towards additions of chemicals in its value chain. We are committed to sustainable development, technological innovation, and contributing to the national growth agenda.<br><br>IPL offers a purpose-driven environment with a strong commitment to sustainability, employee development, and nation-building. As a leader, the incumbent will have the opportunity to influence high-impact projects and shape the organization's growth trajectory. |
| **Post Name** | Cane Officer/ Office Incharge – Cane |
| **Age Criteria** | 24 to 35 Years |
| **Qualification** | **Preferable:**<br>B.Sc (Agriculture) |
| **Experience** | 12 years |
| **Position Overview/Role/ Key Responsibilities :** | 1. Monitor cane receipt, data entry in the IT system, finalization of cane purchases, and preparation of cane drainage and driage records, including morning balance reports from out- centers.<br>2. Handle correspondence with government officials and cane department staff, maintain liaison with D.C.O., Dy. C.C., C.C., and sugarcane societies, and attend official meetings to ensure timely implementation of decisions.<br>3. Verify and monitor all cane department bills, arrange stationery and out-center supplies, and oversee the utilization and maintenance of departmental jeeps and motorcycles. |

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| | 4. Monitor staff attendance, prepare salary records, and coordinate with IT, Accounts, HR, Civil, Legal, and Purchase departments for smooth departmental operations.<br>5. Coordinate and execute legal cases related to cane matters, maintain relevant records, and ensure timely completion of administrative and reporting responsibilities. |
| **Job Location** | Badamba, Odisha / Raiyam & Sakri Bihar |
| **Work Conditions** | This is a full-time role, you may be relocated in line with business priorities and organizational needs.<br><br>IPL nurtures an inclusive, people-centric culture with strong employee welfare, approachable leadership, and a balanced work-life ethos rooted in its values. While supportive, the role may require extended hours during critical project and compliance milestones. |
| **Remuneration** | Negotiable / no constraint for right candidate |

***Note:***

1. ***The overall responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on organisational requirements.***

2. ***Terms and Conditions of appointment may vary in any manner with any other employees of the Company as per discretion of the Company.***

3. ***Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process without assigning any reason thereafter.***

4. ***Canvassing in any form shall disqualify the candidate for the selection process.***

5. ***Relaxation in age or experience may be considered for exceptionally qualified or high-potential candidates, at the discretion of the management.***

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