



www.omfed.com

The Odisha State Co-operative Milk Producers' Federation Limited
D-2, Sahidnagar, Bhubaneswar - 751007
Ph. No.- 0674-2546030, 2540273, 2540417,
Fax No: 0674-2540974, Email ID : omfed@yahoo.com

Adv.No...: OMFED:HRD:RECRUIT:02:2021

Date: 28.01.2021

ADVERTISEMENT NOTICE

OMFED, the apex Cooperative Body of Milk Producing Farmers at the State Level invites Applications from dynamic and experienced professionals for the following contractual vacancies: -

Sl. No	Name of the Post	No. of Post	Remarks
01	Manager (IT)	01	Contractual
02	Deputy Manager (Finance)	01	Contractual
03	Assistant Manager (Finance)	01	Contractual
04	Superintendent(Finance)	05	Contractual
05	Assistant Manager (Electrical)	01	Contractual
06	Assistant Manager (Instrumentation)	01	Contractual
07	Technical Superintendent- SCADA Operation	05	Contractual
08	Technical Superintendent- Process Production	03	Contractual
09	Manager (Quality Control)	01	Contractual
10	Assistant Manager(Quality Control)	03	Contractual
11	Superintendent(Quality Control)	06	Contractual
12	Jr. Laboratory Technician	10	Contractual

The details of the Qualification, Experience, Terms of Reference and Application forms for each of these posts may be downloaded from OMFED website www.omfed.com

OMFED Management reserves the right to cancel, effect changes or alteration in the above advertisement without assigning any reason thereof and corrigendum, if any, will be published in above said website.

Managing Director

TERMS OF REFERENCE FOR THE POST OF MANAGER (IT)

Name of the Post	:	Manager (IT)
No. of Post	:	01(One)
Qualification	:	B. E/B.Tech in Computer Science/ IT from a recognized Institute / University.
Experience	:	Minimum 10 years of post- qualification experience in the field of IT Management, Consulting, ERP Implementation, Design Development & implementation of Business Application System using JAVA/NET, Relation Database Management System, IT Infrastructure deployment, Security Solution Management etc. for any Government/Semi Government/PSU Organizations or for any reputed private firm.
Age limit as on 31.12.2020	:	55 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Manage the entire IT system and associated components belonging to OMFED.
- Plan, organize, control and evaluate IT and electronic data operations.
- Manage the IT Team and ensure proper functioning of IT based systems and hardware, ensure preventive maintenance taken for all IT based equipment.
- Managing & monitoring all the IT application including ERP.
- Manage the team for proper auditing of all running systems as well as formulate the road map for future systems and solutions ensuring its best utilization.
- Explore the IT requirement and discussion with the management till its successful execution.

- Formulate the IT roadmap, related policies and guidelines for effective utilization of IT based system in all offices of OMFED.

Lead the IT related procurement activity starting from preparing budgetary estimate, component quantification, specification based on requirement and coordinate with the agency for successful installation and commissioning.

- Overseeing and determining timeframes for major activities like system updates, upgrades, migrations and outages.
- Lead the team in maintaining the MIS pertaining to IT systems across all offices of OMFED.
- Ensure proper implementation and compliances of IT standards and security guidelines so as to ensure proper management and security of data and information from threats.
- Identify problematic areas and implement strategic solutions in time.
- Coordination and management of all associated agencies involved in providing various IT related activities and timely identification and communication, if any deviation or risk factor is raised during the service tenure.
- Ensure regular audit of all systems running in the organization based on standard guidelines and policies.
- Explore futuristic and robust IT based system for effective resource utilization and generating accurate information on a real time basis.
- Manage the IT team including the field team with regular updates and subsequent reporting to the management.
- Manage regular and requirement-based training as well as capacity building initiatives for staff to ensure better system utilization and getting best results.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
- Other roles and responsibilities include
 - Identify and recommend any requirement pertaining to IT based system and its improvisation based on need.
 - Ensure optimum utilization of the manpower working under him.
 - Appraise performance of the staff reporting to him.
 - Provide technical assistance to all Dairy Plants.
 - Any other duties assigned from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF MANAGER (IT)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), latest pay slip & recent colour passport size photograph with the Application Form.
- v) Incomplete applications without supporting documents and not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

TERMS OF REFERENCE FOR THE POST OF ASSISTANT MANAGER (FINANCE)

Name of the Post	:	Assistant Manager (Finance).
No. of Post	:	01 (One)
Qualification	:	Degree with passing of final examination of, (Chartered Accountant / Cost & Management Accountant)
Experience	:	Minimum 5 years post qualification in Financial Management and Accounting in Public / Private sector/ Chartered Accountant Firm .
Age limit as on 31.12.2020	:	50 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Finalization of Accounts of the Dairy Units .
- Audit of Accounts in dairy industry.
- Income tax – Annual return File , TDS and TCS.
- GST- Reports required for Filling of Returns.
- Preparation of MIS Reports of Finance and Accounts.
- FATand SNF deviation report.
- Inter branch reconciliation.
- Maintaining financial health of the organization.
- Knowledge in – ERP , ACE package ,Excel etc.
- Submission of MIS reports desired by HO.
- Knowledge in Cost Control .
- Preparation of cost estimate of different products.
- Break even Analysis
- Any other duties assigned from time to time.

Submission of application.

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER (FINANCE)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021** or by post. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card). Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.

- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (FINANCE)

- 1) Post applied for :
 2) Full Name (in capital) :
 3) Father's/Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent exam) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status(Married/Unmarried) :
 9) Address with PIN Code

Affix recent colour passport Size photograph
--

Present AddressPermanent Address

.....

.....

- 10) Contact details (a) Phone :
 (b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
 2)
 3)

TERMS OF REFERENCE FOR THE POST OF SUPERINTENDENT (FINANCE)

Name of the Post	:	Superintendent (Finance).
No. of Post	:	05 (Five)
Qualification	:	Degree with passing of intermediate Examination of Chartered accountant / Cost and Management accountant .
Experience	:	Minimum 3 years post qualification experience in Financial Management and Accounting in Public/Private Sector/ Chartered Accountant Firm
Age limit as on 31.12.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Finalization of Accounts of the Dairy Units.
- Finalization of Audit of Accounts in Dairy Industry.
- Income tax –TDS and TCS.
- GST- Reports required for Filling of Returns.
- Preparation of MIS Reports of Finance and Accounts.
- FAT and SNF deviation report.
- Inter branch reconciliation.
- Maintaining financial health of the organization.
- Knowledge in – ERP , ACE package ,Excel etc .
- Submission of MIS reports desired by HO.
- Knowledge in Cost Control.
- Cost estimate of products
- Break even Analysis
- Any other duties assigned from time to time.

Submission of application.

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF SUPERINTENDENT (FINANCE)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent color passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.

- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF SUPERINTENDENT (FINANCE)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

.....
.....
.....

Permanent Address

.....
.....
.....

- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)

TERMS OF REFERENCE FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)

Name of the Post	: Assistant Manager. (Electrical)
No. of Post	: 01 (One)
Qualification	: Full time B.E./B.Tech in Electrical Engineering from a recognized Institute / University.
Experience	: Minimum 05 years post qualification experience in Automated Plants/ Production Units in Electrical maintenance
Age limit as on 31.12.2020	: 50 years
Nature of employment	: Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	: Negotiable, depending on experience and Suitability/Merit.

JOB DESCRIPTION

Duties and Responsibilities:

1. Routine maintenance of all HT/MV installations , electrical substation, outdoor/Indoor transformer , CTs , ACB, incoming / Outgoing feeders, Diesel Generator sets, motor control Centre etc and maintain records for the same.
2. Break-down Maintenance of all industrial Electrical installation as specified above within least possible time.
3. Response to problem reported by production management / operatives.
4. Constant monitoring of incoming voltage, current, Power factor and monthly electricity bill and maintain their records from time to time.
5. Analysis of Break-downs, Failures, Chronic problems in the plants and taking corrective actions.
6. Effective Maintenance of DCS, SCADA, VFD, General instrumentation and control and PLC Systems.
7. Effective Maintenance of Dairy process equipments, services and utilities, water treatment and effluent treatment plant.
8. Supervision of workshop activities such as motor rewinding, repair of pumping stations, welding fabrication of service pipe line and installation work.
9. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
10. Energy audit of electrical and heat energy, water consumption at utility points to minimise consumption.
11. Preparation of material indents of Mechanical/ Electrical spares / Equipments as per requirement and ensures to maintain the stock of inventory for smooth functioning of plant activities.
12. Ensure to comply with all statutory requirement of the plant as laid down under various statutory rules.
13. Working out on up gradation of mechanical/electrical/service utilities equipments as per requirement and preparation of DPR, technical specification, tendering and execution.
14. Ensure to follow safety guideline and address to the issues within least possible time.
15. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
16. Any other duties assigned from time to time.

Submission of application :

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail -careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

ANNEXURE

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

Permanent Address

.....
.....
.....

.....
.....
.....

- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)
Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)

TERMS OF REFERENCE FOR THE POST OF
ASSISTANT MANAGER (INSTRUMENTATION)

Name of the Post	:	Assistant Manager. (Instrumentation)
No. of Post	:	01 (One)
Qualification	:	Full time B.E./B.Tech in Instrumentation Engineering from a recognized Institute / University.
Experience	:	Minimum 05 years post qualification experience in Automated Plants/ Production Units with experience in Instrumentation maintenance
Age limit as on 31.12.2020	:	50 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

JOB DESCRIPTION

Duties and Responsibilities:

1. Monitoring of general instrumentation and control, PID controller, PCB, VFD, temperature and pressure gauge, Flow meter etc and maintain records for the same.
2. Routine and Break-down Maintenance of above installation as specified above within least possible time.
3. Fault diagnosis and rectification, and assessment of chronic problem.
4. Analysis of breakdown, failure and chronic problem and taking corrective action
5. Continuous monitoring and Response to problem reported by production management / operatives.
6. Continuous monitoring and up gradation of the SCADA system as per requirements
7. Effective Maintenance of DCS, SCADA, instrumentation and control and PLC Systems.
8. Effective Maintenance of Dairy process equipments, services and utilities, water treatment and effluent treatment plant.
9. Supervision of work shop activities such as motor rewinding, repair of pumping stations, welding fabrication of service pipe line and installation work.
10. Energy audit of electrical and heat energy, water consumption at utility points to minimise consumption.
11. Preparation of material indents of Mechanical/ Electrical spares / Equipments as per requirement and ensures to maintain the stock of inventory for smooth functioning of plant activities.
12. Ensure to comply with all statutory requirement of the plant as laid down under various statutory rules.
13. Working out on up gradation of mechanical/electrical/service utilities equipments as per requirement and preparation of DPR, technical specification, tendering and execution.
14. Ensure to follow safety guideline and address to the issues within least possible time.
15. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
16. Any other duties assigned from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER(INSTRUMENTATION)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government / Central PSU/ State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhar Card). Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (INSTRUMENTATION)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent colour passport Size photograph
--

Present Address

Permanent Address

.....

.....

- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)
Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)

**TERMS OF REFERENCE FOR THE POST OF
TECHNICAL SUPERINTENDENT–(SCADA OPERATION)**

Name of the Post	:	Technical Superintendent (SCADA Operation)
No. of Post	:	05 (Five)
Qualification	:	Full time B.E./B.Tech.in Instrumentation/ Electrical Engineering from a recognized Institute / University.
Experience	:	Minimum 03 years post qualification experience in Automated Plants/ Production Units with experience in SCADA operation
Age limit as on 31.12.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

1. Monitoring of SCADA installation, reception and configuration of servers and network equipments.
2. Continuous maintenance and up gradation to the SCADA system.
3. Data communication, monitoring and Acquisition.
4. PLC Circuit trouble shooting.
5. Firewall set up and Security of SCADA from external attack
6. Trouble shooting equipments and software to repair and diagnoses any malfunction in the system.
7. System access management& Transmission and receiving of large amounts of data from field to control centres.
8. Licence and support documents organisation and maintenance.
9. Periodic Maintenance of sensor (Digital/ Analogy and control relay), Remote Telemetric Units (RTU) SCADA master unit and communication network.
10. Continuous monitoring of the parameters of voltage, current etc and automatic tasks of switching of transmission lines, CBs, etc.
11. Managing spare parts inventories for just-in-time manufacturing, regulate industrial automation, and monitor process and quality control with SCADA systems.
12. Real-Time Monitoring and Control using SCADA and quantitative measurements immediately, Detect, Diagnose and correction of problems as soon as they arise, Measure trends over time and prepare reports and charts, Discover and eliminate bottlenecks over time and improve efficiency.
13. Monitoring SCADA master station with several different functions of continuous monitors of all sensors and alerts the operator as and when the “alarm” is activated.
14. Monitoring SCADA master station for data processing on information gathered from sensors and maintains report logs and summarize historical trends.
15. Ensure to follow safety guideline and address to the issues within least possible time.
16. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
17. Any other duties assigned from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF SUPERINTENDENT (SCADA OPERATION)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail -careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/ State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card). Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED)
APPLICATION FORMAT FOR THE POST OF TECHNICAL
SUPERINTENDENT (SCADA OPERATION)

- 1) Post applied for :
 2) Full Name (in capital) :
 3) Father's/Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent exam) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status(Married/Unmarried) :
 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

.....

Permanent Address

.....

- 10) Contact details (a) Phone :
 (b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)
Name:

Documents/Certificates Attached:

- 1)
 2)
 3)
 4)

**TERMS OF REFERENCE FOR THE POST OF
TECHNICAL SUPERINTENDENT (PROCESS PRODUCTION)**

Name of the Post	:	Technical Supdt.(Process Production)
No. of Post	:	03(Three)
Qualification	:	Full time B. E./B.Tech in Dairy Technology from a recognized Institute / University.
Experience	:	Minimum 03 years of post qualification experience in Automated Plants/Production Units.
Age limit as on 31.12.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and suitability/merit.

Job Description

Duties and Responsibilities:

1. Processing and packaging of liquid milk as per market demand by monitoring the input/output of milk solid restricting milk solid losses within the approved limit.
2. Manufacturing of all varieties of fermented and coagulated milk product, dried milk product & UHT processed milk/ Aseptic Filling and packing as per market demand
3. Strictly adhering to the best manufacturing and hygienic practices and suggest measures for improved productivity in the plant.
4. Ensure the quality standard of Milk / Milk Products as per the standards laid down under FSSAI act to avoid legal dispute and complaint from market
5. Plan and ensure the introduction of cost effective and Modern technique in process production
6. Ensure strict adherence to preventive maintenance system and make effort to minimise breakdown of plant and machineries with planned maintenance schedules
7. Supervision and monitoring at shop-floor to maintain good industrial relation in order to avoid any disturbance in production activities,
8. Inter departmental co-ordination for MIS report
9. Ensure to follow safety guideline and address to the issue within least possible time.
10. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
11. Any other duties assigned from time to time.

Submission of application.

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF TECHNICAL SUPERINTENDENT(PROCESS PRODUCTION)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail -careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent color passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF
TECHNICAL SUPERINTENDENT (PROCESS PRODUCTION)

- 1) Post applied for :
 2) Full Name (in capital) :
 3) Father's/Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent exam) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status(Married/Unmarried) :
 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

.....

Permanent Address

.....

- 10) Contact details (a) Phone :
 (b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
2)
3)

TERMS OF REFERENCE FOR THE POST OF MANAGER (QUALITY CONTROL)

Name of the Post	:	Manager (Quality Control).
No. of Post	:	01 (One)
Qualification	:	Graduate/ Post Graduate in Dairy Technology/ Food Technology/Dairy Chemistry/ Dairy Bacteriology/ Microbiology from a recognized Institute/University.
Experience	:	Minimum 7 years of post-qualification experience in Dairy/Food Industry out of which at least 4 years in Quality Control/Quality Assurance in an organization of repute.
Age limit as on 31.12.2020	:	55 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly Remuneration	:	Negotiable, depending on experience and Suitability /Merit

Job Description

Duties and Responsibilities:

- Responsible for quality assurance, quality control, Research & development and new product development functioning as in- charge of the quality control activities of the dairies of OMFED.
- Ensure adherence to quality standards of milk as well as other dairy products.
- Ensure compliance to guidelines given by FSSAI and any other statutory requirements with regard to food safety in food processing industry as per Rule.
- Ensure/maintain overall quality activities as per guidelines, quality assurance plans, SOP etc for Plant through the quality control personnel engaged at the Plant.
- Analyzing quality of competitor products on a continuous basis and developing processes to improve quality of milk and products.
- Preparing annual budget for the quality control department and ensuring compliance to the budgeted spends.
- To facilitate the requirements for ISO audit and ensure the audit must be carried out smoothly.
- Ensure that good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness.
- Identify improvement areas for product, packaging, manufacturing, storage and distribution.
- Ensure quality standards of milk and milk products at every stage.
- Addressing all quality related complaints and suggest remedial measures.
- Ensure proper maintenance of all records to meet statutory requirement.
- Arrange necessary training for the Quality Control personnel.
- Any other duties assigned to him from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed“ **APPLICATION FOR THE POST OF MANAGER (QUALITY CONTROL)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

ANNEXURE

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED(OMFED)

APPLICATION FOR THE POST OF MANAGER(QUALITY CONTROL)

- 1) Post applied for :
- 2) Full name (in CAPITAL) :
- 3) Father's/ Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent examination) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status (Married/ Unmarried) :
- 9) Address with PIN Code :

Affix recent
colour passport
size photograph

Present Address

Permanent Address

.....
.....
.....
.....

- 10) Contact details
a) Phone :
b) Email :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl No.	Exam passed/ Discipline	Name of the board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/ No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/ Grades, please indicate equivalent percentage as per norms adopted by the University/ Institute & attach a copy of such norm fixed by the concerned University/ Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl No.	Name & address of the Organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience		Total years and months of experience	Type of assignment Handled/ specific nature of work/duty performed.
					From	To		

Declaration

I..... Son/Daughter/Wife of.....,do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:
Date:

(Signature in Full)
Name:

Documents/ Certificates Attached:

- 1)
- 2)
- 3)

**TERMS OF REFERENCE FOR THE POST OF
ASSISTANT MANAGER (QUALITY CONTROL)**

Name of the Post	:	Assistant Manager (Quality Control)
No. of Post	:	03 (Three)
Qualification	:	Graduate/ Post Graduate in Dairy Technology/ Food Technology/Dairy Chemistry/ Dairy Bacteriology/ Microbiology from a recognized Institute/University.
Experience	:	Minimum 5 years of post-qualification experience in Dairy/Food Industry out of which at least 2 years in Quality Control/ Quality Assurance in an organization of repute.
Age limit as on 31.12.2020	:	50 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Responsible for quality assurance, quality control, Research & development and new product development functioning as in- charge of the quality control activities of the dairies of OMFED.
- Ensure adherence to quality standards of milk as well as other dairy products.
- Ensure compliance to guidelines given by FSSAI and any other statutory requirements with regard to food safety in food processing industry as per Rule.
- Ensure/maintain overall quality activities as per guidelines, quality assurance plans, SOP etc for Plant through the quality control personnel engaged at the Plant.
- Analyzing quality of competitor products on a continuous basis and developing processes to improve quality of milk and products.
- Preparing annual budget for the quality control department and ensuring compliance to the budgeted spends.
- To facilitate the requirements for ISO audit and ensure the audit must be carried out smoothly.
- Ensure that good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness.
- Identify improvement areas for product, packaging, manufacturing, storage and distribution.
- Ensure quality standards of milk and milk products at every stage.
- Addressing all quality related complaints and suggest remedial measures.
- Ensure proper maintenance of all records to meet statutory requirement.
- Arrange necessary training for the Quality Control personnel.
- Any other duties assigned to him from time to time.

Submission of application.

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER (QUALITY CONTROL)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED)
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (QUALITY CONTROL)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

Permanent Address

.....

.....

- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)

TERMS OF REFERENCE FOR THE POST OF SUPERINTENDENT (QUALITY CONTROL)

Name of the Post	:	Superintendent (Quality Control).
No. of Post	:	06 (Six)
Qualification	:	Graduate/ Post Graduate in Dairy Technology/ Food Technology/Dairy Chemistry/ Dairy Bacteriology/ Microbiology from a recognized Institute/University.
Experience	:	Minimum 03 years of post-qualification experience in Dairy/Food Industry out of which at least 1 year in Quality Control/ Quality Assurance in an organization of repute.
Age limit as on 31.12.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Responsible for quality assurance, quality control, Research & development and new product development functioning as in- charge of the quality control activities of the dairies of OMFED.
- Ensure adherence to quality standards of milk as well as other dairy products.
- Ensure compliance to guidelines given by FSSAI and any other statutory requirements with regard to food safety in food processing industry as per Rule.
- Ensure/maintain overall quality activities as per guidelines, quality assurance plans, SOP etc for Plant through the quality control personnel engaged at the Plant.
- Analyzing quality of competitor products on a continuous basis and developing processes to improve quality of milk and products.
- Preparing annual budget for the quality control department and ensuring compliance to the budgeted spends.
- To facilitate the requirements for ISO audit and ensure the audit must be carried out smoothly.
- Ensure that good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness.
- Identify improvement areas for product, packaging, manufacturing, storage and distribution.
- Ensure quality standards of milk and milk products at every stage.
- Addressing all quality related complaints and suggest remedial measures.
- Ensure proper maintenance of all records to meet statutory requirement.
- Arrange necessary training for the Quality Control personnel.
- Any other duties assigned to him from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF SUPERINTENDNET (QUALITY CONTROL)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED(OMFED)**APPLICATION FOR THE POST OF SUPERINTENDENT(QUALITY CONTROL)**

- 1) Post applied for :
- 2) Full name (in CAPITAL) :
- 3) Father's/ Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent examination) (Attach copy of certificate)
- 5) Age as on 31.12.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status (Married/ Unmarried) :
- 9) Address with PIN Code :

Affix recent
colour passport
size photograph

Present AddressPermanent Address

.....

.....

.....

.....

- 10) Contact details
- a) Phone :
- b) Email :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl No.	Exam passed/ Discipline	Name of the board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/ No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/ Grades, please indicate equivalent percentage as per norms adopted by the University/ Institute & attach a copy of such norm fixed by the concerned University/ Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl No.	Name & address of the Organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience		Total years and months of experience	Type of assignment Handled/ specific nature of work/duty performed.
					From	To		

Declaration

I..... Son/Daughter/Wife of.....,do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:
Date:

(Signature in Full)
Name:

Documents/ Certificates Attached:

- 1)
2)
3)

**TERMS OF REFERENCE FOR THE POST OF
JR. LABORATORY TECHNICIAN**

Name of the Post	:	Jr. Laboratory Technician
No. of Post	:	10 (Ten)
Qualification	:	Graduate/ Post Graduate in Dairy Technology/ Food Technology/Dairy Chemistry/ Dairy Bacteriology/ Microbiology from a recognized Institute/University.
Experience	:	Preference will be given to the candidate having experience in Dairy/Food Industry.
Age limit as on 31.12.2020	:	40 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Responsible for quality assurance, quality control, Research & development and new product development functioning as in- charge of the quality control activities of the dairies of OMFED.
- Ensure adherence to quality standards of milk as well as other dairy products.
- Ensure compliance to guidelines given by FSSAI and any other statutory requirements with regard to food safety in food processing industry as per Rule.
- Ensure/maintain overall quality activities as per guidelines, quality assurance plans, SOP etc for Plant through the quality control personnel engaged at the Plant.
- Analyzing quality of competitor products on a continuous basis and developing processes to improve quality of milk and products.
- Preparing annual budget for the quality control department and ensuring compliance to the budgeted spends.
- To facilitate the requirements for ISO audit and ensure the audit must be carried out smoothly.
- Ensure that good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness.
- Identify improvement areas for product, packaging, manufacturing, storage and distribution.
- Ensure quality standards of milk and milk products at every stage.
- Addressing all quality related complaints and suggest remedial measures.
- Ensure proper maintenance of all records to meet statutory requirement.
- Arrange necessary training for the Quality Control personnel.
- Any other duties assigned to him from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF JR.LABORATORY TECHNICIAN**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LIMITED(OMFED)
APPLICATION FOR THE POST OF JR.LABORATORY TECHNICIAN

- 1) Post applied for :
 2) Full name (in CAPITAL) :
 3) Father's/ Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent examination) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status (Married/ Unmarried) :
 9) Address with PIN Code :

Affix recent
colour passport
size photograph

Present AddressPermanent Address

.....

- 10) Contact details a) Phone :
 b) Email :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl No.	Exam passed/ Discipline	Name of the board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/ No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/ Grades, please indicate equivalent percentage as per norms adopted by the University/ Institute & attach a copy of such norm fixed by the concerned University/ Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl No.	Name & address of the Organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience		Total years and months of experience	Type of assignment Handled/ specific nature of work/duty performed.
					From	To		

Declaration

I..... Son/Daughter/Wife of.....,do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled /terminated without any notice to me.

Place:
Date:

(Signature in Full)
Name:

Documents/ Certificates Attached:

- 1)
2)
3)