



Adv.No.OMFED:HRD:RECRUIT:02:2022

Date: 21.04.2022

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 vacancy : -

Sl. No	Name of the Post	No. of Post	Nature of job
01	Technical Superintendent (Process Production)	02	Contractual
02	Superintendent (Quality Control)	02	Contractual
03	Superintendent (Finance)	02	Contractual
04	Jr. Laboratory Technician	01	Contractual

The details of the Qualification, Experience, Terms of Reference and Application form for the post s may be downloaded from OMFED website www.omfed.com. The last date of submission of application is **05.05.2022**.

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
TECHNICAL SUPERINTENDENT (PROCESS PRODUCTION)**

Name of the Post	:	Technical Supdt.(Process Production)
No. of Post	:	02(Two)
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 31.03.2022	:	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 Morden 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 **05.05.2022**. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.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.

ANNEXURE

THE ODISHA STATE COOPERATIVE MILK PRODUCER'S FEDERATION LIMITED(OMFED)
APPLICATION FOR THE POST OF

- 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 31.03.2022 :
- 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	Year & month passing	% 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
					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	:	02 (Two)
Qualification	:	Graduate or 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 31.03.2022	:	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 **05.05.2022**. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.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 PRODUCER'S FEDERATION LIMITED(OMFED)
APPLICATION FOR THE POST OF

- 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 31.03.2022 :
 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	Year & month passing	% 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
					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	:	02 (Two)
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 **05.05.2022**. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.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

ANNEXURE

**THE ODISHA STATE COOPERATIVE MILK PRODUCER'S FEDERATION LIMITED(OMFED)
APPLICATION FOR THE POST OF _____**

- 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 31.03.2022 :
 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	Year & month passing	% 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
					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	:	01 (One)
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 31.03.2022	:	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 **05.05.2022**. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.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 PRODUCER'S FEDERATION LIMITED(OMFED)
APPLICATION FOR THE POST OF

- 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 31.03.2022 :
 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	Year & month passing	% 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
					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)