



**www.omfed.com**

**The Odisha State Co-operative  
Milk Producers' Federation  
Limited**

**D-2, Sahid Nagar, Bhubaneswar-751007**

**PH NO.: 0674-2546030,2540273 ,2540974**

**Email Id: omfed@yahoo.com**

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

**Date: 07.11.2022**

**ADVERTISEMENT NOTICE**

The Odisha State Co-operative Milk Producers' Federation Limited, Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crores (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra-Modern Automated Dairy Plant of 5 LLPD), 02 Ice- Cream Plants, 01 Powder Plant, 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder: -

Sl. No	Name of the Post	No. of Post
01	Dy. General Manager (HR)	01
02	Manager (P&I)	03
03	Dy. General Manager(Q.A)	01
04	Dy. Manager(Q.A)	02
05	Manager (Commercial & Materials Management)	01
06	Manager (Marketing)	01
07	Deputy Manager(Marketing)	02
08	Manager(CFP)	01
09	Manager(Utility & Maintenance .)	01
10	Dy. Manager (IT)	01

The details of Qualification, Experience, Terms of Reference and Application forms for each of these posts may be downloaded from OMFED website [www.omfed.com](http://www.omfed.com). The last date of submission of application is **23.11.2022**. OMFED 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 only.

**Managing Director**

## **THE ODISHA STATE COOPERATIVE MILK PRODUCERS 'FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organization of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

### **JOB DETAILS**

<b>Name of the Post</b>	Dy. General Manager (HR)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	The applicant should be a graduate with good academic record from a recognized University/Institute. Post Graduate Diploma or Degree in Personnel Management/ Human Resource Management/ Industrial Relation or Masters in Business Administration (MBA)/ Post Graduate Diploma in Management (PGDM/PGPM) from a recognized University/Institute will be desirable. Degree in Law/Labour Law and experience /exposure in SAP/ERP shall be considered as an added qualification.
<b>Experience</b>	The applicant should have proven track record of at least 10-12 years of post-qualification experience in relevant functional areas, out of which last 5 years in various aspects of HR / Personnel Management / Industrial Relations in an organization of repute in managerial capacity. Experience in managing the entire gamut of HRM & IR and having worked both at Corporate HR & Plant HR Operations level. Experience/ exposure in SAP/ERP is desirable.
<b>Key Skill</b>	The Applicant will demonstrate characteristics of a leader who is determined, articulate, achievement & results oriented, persuasive. He/she should be able to build a high-performance team & work culture. Besides, he/she should exhibit ability to lead, inspire and mentor his/her team to achieve significant results. He/she should possess high professional ethics, good judgment and ability to take decisive action. Superb communication (verbal and written) and interpersonal skills is highly required. Behaviour, development of employees and stakeholder satisfaction.
<b>Age</b>	Maximum 50 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.
<b>Job description and specifications</b>	He/she will be group / departmental head and will report to the Managing Director. He will remain overall charge of Personnel Administration & HR. He/she will be responsible for formulation of strategy, systems, policy & procedure with regard to operations of milk federation & its affiliated units as per the best industry practices. As the Functional Head, he/she will provide leadership & guidance to all the Unit Heads of the Federation and be responsible for ensuring manpower planning, proper operation of operating units to enable achieving its targets and business plan, maintain consistency in respect of operating performance as per industry best practices in sustainable model, ensuring total compliance with all <u>Statutory</u>

	<p><u>&amp; Regulatory provisions of Central &amp; State Acts/Rules</u>, ensure best standards in safety, health, environment, quality as per the Integrated Management Policy. He /She will possess knowledge of latest technology and take measures for adopting the same through renovation/modernization programmes to improve productivity, quality and overcome various operational bottlenecks for sustained performance. He will be responsible for HR policies &amp; strategy to run manufactured activity as per the set organization standard. Building the Organization for the future. Safety measures for human and assets of organization (including insurance &amp; security Arrangement). Administer various human resource plans and procedures for all organization personnel; assists in the development and implementation of organization policies and procedures; provides input to update and maintain employee e-handbook. Serves as first point of escalation, communicates business developments and organizational changes to team and addresses and resolves employee concerns. Ensures the maintenance of records of transactions such as hires, promotions, transfers, terminations, attendance records, discipline records, employee performance appraisal records and schedules. Works closely with management and employees to provide consultation and guidance to improve work relationships, build moral and increase productivity and retention. Overall General Administration assignment.</p>
<b>Roles and Responsibilities</b>	<p>Deputy General Manager HR is based at Corporate office &amp; will be responsible for managing complete HR for Corporate &amp; Units across Odisha.</p> <ol style="list-style-type: none"> <li>1. Responsible for end-to-end Employee Relations &amp; leading engagement activities related to our Dairy Plant, Cattle Feed plant &amp; other affiliated units.</li> <li>2. Ensuring a smooth on-boarding orientation process.</li> <li>3. Steering Exit Interviews &amp; identifying exit reasons quarterly; discussing with Plant/Unit Managers and taking adequate measures of control.</li> <li>4. Generating KPI matrix in line with organizational structure oriented towards monitoring productivity</li> <li>5. Payroll Management and Monitoring Salary process and timelines.</li> <li>6. Preparing and sharing monthly MIS and Reports on the HR activities executed during the month.</li> <li>7. Recruitment &amp; Selection of personnel in a time bound manner.</li> <li>8. Ensuring total compliance with all Statutory &amp; Regulatory provisions of Central &amp; State Acts/Rules like PF, ESI, Minimum wages Act, Bonus Act, Labour laws, ID Act etc. Monitoring timely submission of various Returns, statements and Registers etc.</li> <li>9. Preparation of Agenda /Agenda note for conducting Board /PCM/MCM/Steering committee/Audit committee meeting etc. and preparation of minutes of meeting.</li> <li>10. Handling Labour Cases, Labour Contract Management &amp; Union Negotiations</li> <li>11. Performance Appraisal Management &amp; its monitoring</li> <li>12. Handling legal cases /RTI cases being PIO /consumer cases etc being a nodal officer and Compliances Monitoring.</li> <li>13. Plan for Training and Development based on Skill Gap Analysis</li> <li>14. Development of HR Policy &amp; Manuals and assist the management in preparation of corporate plans &amp; Policies beside preparation of Annual Action Plan</li> </ol>

	<p>15.Finalisation tender documents with detailed TOR for publication</p> <p>16.Ensure maintenance of best practices of general House-keeping, Pest control, Hygiene &amp; Sanitation</p> <p>17.Prepare Delegation of Powers in consultation with competent authority</p> <p>18.Ensure that approved standing orders, service rules and personnel policies are being implemented properly.</p> <p>19. Maintain liaison with the statutory agencies, arrange to renew licenses/certificates from the statutory agencies as per the requirements. Liaise with the Government bodies, State Federations, National Dairy Development Board etc. for matters pertaining to the Milk Union.</p> <p>20. Maintains federation organization charts and the employee directory.</p> <p>21. Directs the functional areas of Human Resources including, but not limited to retention, personnel records, employee relations, job evaluation, compensation management, benefits administration, organizational development, safety, training, and special projects.</p>
<b>Knowledge, skills, abilities and other characteristics:</b>	<ul style="list-style-type: none"> <li>• Able to generate multiple solutions of problem in order to troubleshoot them effectively.</li> <li>• Drive Improvement</li> <li>• Good communication &amp; presentation skills.</li> <li>• Well-organized and able to handle multiple priorities and flexible</li> <li>• Strong creative mind-set, self-starter, team player, strategic thinker</li> <li>• Ability to interpret basic financial data.</li> <li>• Excellent communication, able to facilitate discussions and prepare presentations</li> <li>• Proficient in MS-Office/G-Suites.</li> </ul>
<b>Submission of application</b>	<p>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 “<b>APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER (HR)</b>” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> and or <b>by post</b>.</p> <p>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.</p> <p>iii)Internal candidates shall apply through proper channel.</p> <p>iv)Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent colour passport size photograph with the Application Form.</p> <p>v)Application without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p>

	<p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <ul style="list-style-type: none"> <li>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</li> <li>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</li> <li>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</li> <li>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</li> <li>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</li> <li>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</li> <li>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</li> <li>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</li> </ul>
<b>Remarks</b>	<p>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a> Maximum 50 years as on 31<sup>st</sup> Octobr,2022. Last date for receiving application is 23.11.2022.</p>

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.**  
**(OMFED).**

**APPLICATION FORMAT FOR THE POST OF DY. GENERAL MANAGER (HR)**

- 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 31.10.2022 :  
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) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)

## **THE ODISHA STATE COOPERATIVE MILK PRODUCERS 'FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

### **JOB DETAILS**

<b>Name of the Post</b>	Manager (P&I)
<b>No. of Post</b>	03 (Three)
<b>Qualification</b>	B V Sc. & AH/B.Sc(Agri)/PG in relevant field/MBA in Rural Agri Business from recognized University/Institution shall be considered as an added qualification. Preference will be given to higher qualification in relevant field.
<b>Experience</b>	Minimum 7-10 years post qualification experience in Managerial cadre preferably in Milk Procurement & Input activities.
<b>Age</b>	Maximum 45 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated Remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.
<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"><li>1) Responsible for implementation of the framed policies for management of procurement, technical inputs, chilling centres / BMCs unit etc. and cattle feed plant.</li><li>2) Responsible for overall planning of procurement, technical inputs, chilling centres/BMCs including organization &amp; supervision of dairy cooperative societies, and logistics arrangements for milk procurement ,technical inputs, bulk milk coolers, chilling centre and cattle feed plant production and marketing in most effective manner.</li><li>3) Overall responsibility of management of Milk Union activities and Quality Management System. Monitor the quality and quantity of milk supplied by the dairy cooperative societies and payment made to Milk Unions.</li><li>4) Plan, supervise and monitor the work of subordinate staff.</li><li>5) Analyse milk procurement trend, forecast expected procurement levels and initiate action to reduce lean/ flush ratio by implementing technical input programmes strategically.</li><li>6) Monitor the cooperative development activities at farmers' level across the milk-shed / Milk Unions</li></ol>



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| <ol style="list-style-type: none"><li>7) Ensure timely disposal of complaints /grievances of dairy Cooperative Societies/Milk Unions.</li><li>8) Ensure fairness &amp; transparency and propagate good governance practices at DCS/Unions.</li><li>9) Review the working of DCSs /BMCs on regular basis and suggest measures for achieving the viability of the societies.</li><li>10) Organise quarterly meetings with Milk Procurement Officer, Veterinary Officer, Artificial Insemination Officer, Cattle feed and Fodder Development Officer and Procurement and Animal Husbandry Assistants to discuss field problems, suggest remedial measures.</li><li>11) Oversee adherence to byelaws of the Societies</li><li>12) Advise and provide guidance in planning for supply of technical inputs like animal health care, preventive as well as curative, and AI services, and also supply of cattle feed, fodder seeds, milk testing equipment, chemicals, glassware etc. to the societies.</li><li>13) Plan for expansion of AI network so as to cover gradually all breedable animal of the milk shed under AI.</li><li>14) Monitor sale of cattle feed to the dairy cooperative societies/Milk Union.</li><li>15) Oversee the planning and availability of veterinary assistance to the societies in time/Milk Union.</li><li>16) Liaise with State Government for effective implementation of animal health care activities in the district through Govt. agencies.</li><li>17) Introduce modern extension and improved media tools to ensure adoption of advanced milk production enhancement technologies among the producer members.</li><li>18) Collect competitors details in the milk shed and analyse the same for strategic decision making.</li><li>19) Arrange to provide necessary training to develop skill/knowledge/attitude of the staff working under him/her.</li><li>20) Arrange the suitable training programmes for the dairy cooperative societies' personnel.</li><li>21) Visit the chilling centres/ Zone offices to interact with the chilling centre / Zone In-charge and all field staff on procurement and technical input related issues.</li></ol> |
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	<p>22) Formulate policies for the department.</p> <p>23) Guide in pricing for milk (procurement as well as local sale of milk and milk product at DCS level), technical inputs like, preventive(vaccination, de-worming)and curative (veterinary emergency treatment, infertility camp, etc.) veterinary health care, AI, cattle feed mineral mixture and fodder seeds.</p> <p>24) Prepare and finalise the budget for the department.</p> <p>25) Discuss and understand plan for organizing new dairy cooperative society and revival of defunct dairy cooperative societies.</p> <p>26) Prepare cost effective semen and LN2 distribution routes.</p> <p>27) Appraise the performance of the staff reporting to him.</p> <p>28)Maintain rapport with other departments.</p> <p>29)Implement the instructions and abide by the service rules.</p> <p>30) Coordination &amp; monitoring of Election of Committee of Management (Primary, Central &amp; Apex Body) as per the guideline &amp; instruction of State Co-operative Election Commissioner.</p> <p>31)Any other duties assigned to him from time to time.</p>
Submission of application	<p>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“ <b>APPLICATION FOR THE POST OF MANAGER(P&amp;I)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> and or by post.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent colour passport size photograph with the Application Form.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p>

	<p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <ul style="list-style-type: none"> <li>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</li> <li>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</li> <li>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</li> <li>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</li> <li>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</li> <li>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</li> <li>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</li> <li>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</li> </ul>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Maximum 45 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

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**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.**

**(OMFED).**

**APPLICATION FORMAT FOR THE POST OF MANAGER(P&I)**

- 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 31.10.2022 :  
6) Sex :  
7) Category :  
8) Marital status(Married/Unmarried) :  
9) Address with PIN Code

Affix recent  
colour  
passport Size  
photograph

Present Address

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Permanent Address

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

- 11) Qualification & Certification (10<sup>th</sup> towards) (Attach copy of certificates):

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(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)

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**Declaration**

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Place:

Date :

(Signature in Full )

Name:

Documents/Certificates Attached:

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### **JOB DETAILS**

<b>Name of the Post</b>	Manager (Commercial & Materials Management)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	BE (Mechanical/Electrical) or Masters in Commerce, preferably MBA in Materials Management/Supply Chain Management (SCM)/PGDRM.
<b>Experience</b>	<p>A minimum of 10-15 years post qualification relevant experience in a similar role of which 05 years in managerial position in large to medium size Cooperatives/Corporate Sector.</p> <p>Working knowledge on latest ERP/SAP besides E-procurement is desirable.</p>
<b>Age</b>	Maximum 45 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.
<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"><li>1) Maintains optimum inventory levels to ensure on-time deliveries to meet customer requirements</li><li>2) Responsible for continuing programs of exploration for new materials, suppliers, and processes to achieve the best possible quality, reliability, prices, continuity, and delivery for all Units.</li><li>3) Establishes procedures and supervises the annual physical inventory</li><li>4) Supervise, evaluate and coach staff members</li><li>5) Interfaces with product line coordinators on the planning and forecasting of customer orders to meet shipments for relevant input materials.</li><li>6) Maintain relationships and negotiate with suppliers</li><li>7) Purchase supplies and materials according to specifications &amp; guidelines for procurement of goods as per PSU &amp; CVC guidelines.</li></ol>

	<ol style="list-style-type: none"> <li>8) Ensures that the organisation standard practices and procedures are followed in connection with all materials department functions</li> <li>9) Collaborate with other managers to determine supply needs.</li> <li>10) Purchase supplies and materials according to specifications.</li> <li>11) Coordinate and supervise receiving and warehousing procedures.</li> <li>12) Oversee distribution of supplies in the organization.</li> <li>13) Research potential vendors and negotiate prices.</li> <li>14) Work with management to identify supply needs.</li> <li>15) Recommend solutions to existing processes to reduce waste and increase quantity.</li> <li>16) Record and assess all materials quality, movement, and expenditure.</li> <li>17) Manage the distribution of supplies in the organization.</li> <li>18) Monitor inventory levels and access to the material.</li> <li>19) Collaborate with management to plan forecasting models.</li> <li>20) Oversee and support subordinates and new employees.</li> <li>21) Prepare and file detailed records on procurement activity, quantity, and vendors.</li> <li>22) Design and maintain department budgets.</li> <li>23) Follow Import/Export policies of Govt. of India.</li> <li>24) Act as a member of Purchase Approval Committee</li> <li>25) Any other duties assigned to him from time to time.</li> </ol>
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Submission of application	<p>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“ <b>APPLICATION FOR THE POST OF MANAGER(COMMERCIAL &amp; MATERIALS MANAGEMENT)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> and or by post.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent colour passport size photograph with the Application Form.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p> <p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</p> <p>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</p> <p>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</p> <p>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</p>
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	<p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p> <p>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</p> <p>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</p> <p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Maximum 45 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).**  
**APPLICATION FORMAT FOR THE POST OF MANAGER (COMMERCIAL & MATERIALS**  
**MANAGEMENT)**

- 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 31.10.2022 :  
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) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS 'FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as “OMFED” is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

**JOB DETAILS**

<b>Name of the Post</b>	Manager (Marketing)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	Full time 2 year MBA in Marketing or equivalent Degree from a recognized Institute / University.
<b>Experience</b>	Minimum 7-10 years of post- qualification experience in Dairy Industry /Food Processing Industry out of which at least 3 years as Functional Head of Marketing or Sales Division for FMCG (Dairy / Food Business)
<b>Age</b>	Maximum 45 years as on31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.

<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"> <li>01. Prepare marketing plan, formulate pricing and undertake market intelligence functions in order to facilitate establishing new/alternate market channel &amp; strategies.</li> <li>02. Ensure implementation of approved marketing strategies on an ongoing basis for milk distribution and marketing of milk products.</li> <li>03. Overview modern trade and e-com channel strategy and responsible for its on-time execution.</li> <li>04. Identify, select and appoint area wise distributors and retailers for product positioning and market promotion.</li> <li>05. Monitoring of transport tender for engagement of hired transport vehicle in different marketing routes and engagement of insulated vehicles as per requirement and also ensure full utilization of vehicle carrying capacity, reorganizing/reshuffling of existing routes in order to minimize the per litre transport cost of all dairies.</li> <li>06. Conduct market survey and consumer studies at regular intervals.</li> <li>07. Set marketing goals and objectives for marketing team.</li> <li>08. Collection of feed-back from field staff on day to day basis regarding implementation of marketing strategies and output.</li> <li>09. Prepare data base of input and output on day basis.</li> <li>10. Review the target and achievement of all marketing personnel posted at different Dairies along with submission of Tally Sheets of all markets to Accounts Division.</li> <li>11. Monitoring and addressing of market complaints.</li> <li>12. Arrange comprehensive information about distributors, retailers for new initiative.</li> <li>13. Draw strategies to new product launch.</li> <li>14. Prepare &amp; monitor budget of marketing section. Initiating action for ATL &amp; BTL for its implementation.</li> <li>15. Implement marketing strategies to ensure maximum return on investment.</li> <li>16. Working closely with the marketing team to understand their needs and provide pro-active solutions to enhance sales.</li> <li>17. Implementing the marketing and sales promotion strategy.</li> <li>18. Stay update with changes in marketing strategies.</li> <li>19. Appraise performance of the staff reporting to him.</li> <li>20. Arrange to provide necessary training to the marketing personnel.</li> <li>21. Any other duties assigned from time to time.</li> </ol>
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Submission of application	<p>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“ <b>APPLICATION FOR THE POST OF MANAGER(MARKETING)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> and or by post.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent colour passport size photograph with the Application Form.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p> <p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</p> <p>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</p> <p>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</p> <p>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</p>
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	<p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p> <p>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</p> <p>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</p> <p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <u><a href="http://www.omfed.com">www.omfed.com</a></u></b></p> <p><b>Maximum 45 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

**ANNEXURE**

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

- 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 31.10.2022 :  
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) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS 'FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

**JOB DETAILS**

<b>Name of the Post</b>	Deputy Manager (Marketing)
<b>No. of Post</b>	02 (Two)
<b>Qualification</b>	Full time 2 year MBA in Marketing or equivalent Degree from a recognized Institute / University.
<b>Experience</b>	Minimum 7 years of post-qualification experience in Dairy Industry /Food Processing Industry out of which at least 3 years as Functional Head of Marketing or Sales Division (for FMCG(Dairy/Food)).
<b>Age</b>	Maximum 40 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.

<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"> <li>01. Prepare marketing plan, formulate pricing and undertake market intelligence functions in order to facilitate establishing new/alternate market channel &amp; strategies.</li> <li>02. Ensure implementation of approved marketing strategies on an ongoing basis for milk distribution and marketing of milk products.</li> <li>03. Overview modern trade and e-com channel strategy and responsible for its on-time execution.</li> <li>04. Identify, select and appoint area wise distributors and retailers for product positioning and market promotion.</li> <li>05. Monitoring of transport tender for engagement of hired transport vehicle in different marketing routes and engagement of insulated vehicles as per requirement and also ensure full utilization of vehicle carrying capacity, reorganizing/reshuffling of existing routes in order to minimize the per litre transport cost of all dairies.</li> <li>06. Conduct market survey and consumer studies at regular intervals.</li> <li>07. Set marketing goals and objectives for marketing team.</li> <li>08. Collection of feed-back from field staff on day to day basis regarding implementation of marketing strategies and output.</li> <li>09. Prepare data base of input and output on day basis.</li> <li>10. Review the target and achievement of all marketing personnel posted at different Dairies along with submission of Tally Sheets of all markets to Accounts Division.</li> <li>11. Monitoring and addressing of market complaints.</li> <li>12. Arrange comprehensive information about distributors, retailers for new initiative.</li> <li>13. Draw strategies to new product launch.</li> <li>14. Prepare &amp; monitor budget of marketing section. Initiating action for ATL &amp; BTL for its implementation.</li> <li>15. Implement marketing strategies to ensure maximum return on investment.</li> <li>16. Working closely with the marketing team to understand their needs and provide pro-active solutions to enhance sales.</li> <li>17. Implementing the marketing and sales promotion strategy.</li> <li>18. Stay update with changes in marketing strategies.</li> <li>19. Appraise performance of the staff reporting to him.</li> <li>20. Arrange to provide necessary training to the marketing personnel.</li> <li>21. Any other duties assigned from time to time.</li> </ol>
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Submission of application	<p>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“ <b>APPLICATION FOR THE POST OF DY.MANAGER(MARKETING)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahid nagar, Bhubaneswar-751007, Odisha on or before <b>23 .11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com and or by post</b>.</p> <p>i) 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.</p> <p>ii) Internal candidates shall apply through proper channel.</p> <p>iii) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent colour passport size photograph with the Application Form.</p> <p>iv) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p> <p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED-<a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</p> <p>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</p> <p>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</p> <p>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</p> <p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p> <p>vi) Finally selected candidates shall have to produce the required documents at the time of</p>
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	<p>joining as per Rules of OMFED.</p> <p>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</p> <p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <u><a href="http://www.omfed.com">www.omfed.com</a></u></b></p> <p><b>Maximum 40 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).**  
**APPLICATION FORMAT FOR THE POST OF DY.MANAGER(MARKETING)**

- 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 31.10.2022 :  
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) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)



**THE ODISHA STATE COOPERATIVE MILK PRODUCERS ' FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

**JOB DETAILS**

<b>Name of the Post</b>	Manager (CFP)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	B.Tech/ BE(Mechanical/ Electrical/Instrumentation) or Post Graduate in relevant field with MBA in Operations/Production Management.
<b>Experience</b>	Minimum 7-10 years' post qualification experience in manufacture, production and operations of Cattle Feed Plant out of which 5 years as functional head of cattlefeed plant.  Experience in managing a feed mill shall be desirable.
<b>Age</b>	Maximum 45 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.



<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Planning and controlling the overall production and utilities activities of cattle feed plant.</li> <li>2. Optimise utilization of manpower and machinery for cost effective operations.</li> <li>3. Ensure quality and quantity of finished products as per the prevailing standards in the market.</li> <li>4. Suggesting and introducing new technologies in the cattle feed plant for cost effective operations.</li> <li>5. Monitor production schedule and ensure that the same is implemented uninterrupted.</li> <li>6. Ensure proper inventory control.</li> <li>7. Maintain close liaison with procurement, veterinary and fodder development as well as finance and personnel departments at head office for smooth operation of the plant.</li> <li>8. Arrange to renew licenses/certificates from the statutory agencies as per the requirements.</li> <li>9. Managing, maintaining, and establishing maintenance procedures for production lines in a food manufacturing environment to ensure production meets or performs better than budget.</li> <li>10. Plan for major repairs/replacement.</li> <li>11. Identify and arrange necessary training to staff and DCS functionaries.</li> <li>12. Appraise the performance of the staff reporting to him.</li> <li>13. Implement the instructions and abide by the service rules.</li> <li>14. Maintains manufacturing assets and facility, parts inventory, monitoring purchase orders, invoice approvals, and manages the department budget.</li> <li>15. Verifies Performance Evaluations are being performed on technical work force by his/her direct report.</li> <li>16. Performs other duties by coordinating work with outside inspections, providing project management, ensuring safety of personnel, and performing other duties as required.</li> </ol>
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	<p>17. Developing and maintaining quality standards</p> <p>18. Setting and maintaining departmental budget by reviewing financial statements; monitoring line efficiencies; monitoring labor cost; and other expenses.</p> <p>19. Participate in designing and developing future production capacities by attending design meetings; coordinating with Research &amp; Development regarding product changes and improvements; and updating maintenance operating procedures and schedules to incorporate the changes.</p>
Submission of application	<p>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 “ <b>APPLICATION FOR THE POST OF MANAGER(CFP)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com and or by post</b>.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration &amp; recent colour passport size photograph with the Application Form.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p> <p><b>Selection Process:</b></p> <p>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 Committee.</p> <p><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</p> <p>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</p>

	<p>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</p> <p>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</p> <p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p> <p>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</p> <p>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</p> <p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Maximum 45 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

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

- 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 31.10.2022 :
- 6) Sex :
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- 9) Address with PIN Code :

Affix recent  
colour  
passport Size  
photograph

Present Address

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Permanent Address

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- 10) Contact details (a) Phone :

(b) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)



**THE ODISHA STATE COOPERATIVE MILK PRODUCERS ' FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as “OMFED” is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), 02 Ice- Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

**JOB DETAILS**

<b>Name of the Post</b>	Manager (Utility & Maintenance)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	BE (Mechanical/Electrical/Instrumentation) from a recognized University/Institution.
<b>Experience</b>	Minimum 7-10 years post qualification experience of which 03 years in Managerial position in large medium size cooperative.
<b>Age</b>	Maximum 45 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.
<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"><li>1) Performs maintenance management by supervising maintenance personnel and establishing priorities in maintenance schedules.</li><li>2) Maintains manufacturing assets and facility, parts inventory, monitoring purchase orders, invoice approvals, and manages the department budget.</li><li>3) Manages maintenance personnel by setting direction and priorities.</li><li>4) Provides training and continuous development on all maintenance personnel.</li><li>5) Performs Performance Evaluations on direct reports at least twice a year.</li><li>6) Verifies Performance Evaluations are being performed on technical work force by his/her direct report.</li></ol>

	<p>7) Drives the Maintenance and Reliability initiative focused on Preventive &amp; Predictive Maintenance, not reactive.</p> <p>8) Performs other duties by coordinating work with outside inspections, providing project management, ensuring safety of personnel, and performing other duties as required.</p> <p>9) Managing, maintaining, and establishing maintenance procedures for production lines in a food manufacturing environment to ensure production meets or performs better than budget.</p> <p>10) Developing and maintaining quality standards</p> <p>11) Developing and maintaining associate safety standards. Develop associate and supervisor skills by conducting training meetings; one on one development sessions; outside technical skills training; and establishing and monitoring performance reviews for supervisors.</p> <p>12) Setting and maintaining departmental budget by reviewing financial statements; monitoring line efficiencies; monitoring labor cost; and other expenses.</p> <p>13) Participate in designing and developing future production capacities by attending design meetings; coordinating with Research &amp; Development regarding product changes and improvements; and updating maintenance operating procedures and schedules to incorporate the changes.</p> <p>14) Responsible for maintaining Food Safety and Quality Systems as assigned.</p> <p>15) Must be able to work a flexible schedule.</p> <p>16) Any other duties assigned from time to time.</p>
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<p>Submission of application</p>	<p>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 “ <b>APPLICATION FOR THE POST OF MANAGER(Utility &amp; Maintenance)</b> ” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> and or by <b>post</b>.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration &amp; recent colour passport size photograph with the Application Form.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p> <p><b>Selection Process:</b> 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 Committee.</p> <p><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED- <a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</p> <p>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</p> <p>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</p> <p>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</p> <p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p>
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	<p>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</p> <p>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</p> <p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Maximum 45 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

**ANNEXURE****THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).**  
**APPLICATION FORMAT FOR THE POST OF MANAGER (Utility & Maintenance)**

- 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 31.10.2022 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code :

Affix recent  
colour  
passport Size  
photograph

**Present Address**

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**Permanent Address**

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- 10) Contact details (a) Phone :

(b) E-Mail :

- 11) Qualification & Certification (10<sup>th</sup> 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(Per annum)	Basic Pay/Per month	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)
- 5)



**THE ODISHA STATE COOPERATIVE MILK PRODUCERS ' FEDERATION LTD.**

The Odisha State Co-operative Milk Producers' Federation Limited , Bhubaneswar, Odisha, popularly known as "OMFED" is the Apex Organisation of the Dairy Cooperatives of Odisha with a turnover of Rs.695 crore (2021-22). OMFED has a total handling capacity of 9.0 Lakh Liters Milk per day and 11 nos. of functional affiliated Milk Unions. It has 13 nos. of Milk Processing & Product Manufacturing Plants (including one Ultra Modern Automation Dairy Plant of 5 LLPD), , 02 Ice-Cream Plants, 01 Powder Plant , 02 Cattle Feed Plants, 01 Bypass Protein Plant & 01 Mineral Mixture Plant. OMFED invites application for dynamic & experienced professionals for following contractual position as per details hereunder :-

**JOB DETAILS**

<b>Name of the Post</b>	Deputy Manager (Information Technology)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	First Class BE/B.Tech in Computer Science /Information Technology from recongnized University/Institution.
<b>Experience</b>	Minimum 7-10 years of post qualification experience in IT Management of which 03 years in managerial position in large to medium size cooperatives. Design, development and implementation of Business Application systems using Java/.NET, Relational Database Management systems in client/server environment SAP/ERP experience is desirable.  Exposure in full cycle end –to-end ERP/SAP implementation and worked extensively in post go-live support functions
<b>Age</b>	Maximum 40 years as on 31 <sup>st</sup> October,2022.
<b>Nature of employment</b>	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
<b>Monthly consolidated remuneration</b>	The remuneration would be Negotiable, depending on experience and Suitability /Merit.

<b>Roles and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To ensure that all Senior Management, staffs, Plant officials &amp; other internal stakeholders and users receive high quality ICT, advice and support.</li> <li>2. To deliver and maintain a high quality IT infrastructure in pursuance of the organization's strategic priorities and objectives and adhering to relevant legislation (e.g. Data Protection), ensuring security and privacy of networks and computer systems.</li> <li>3. To ensure publicity/communications/marketing staff receive effective support and assistance in their digitally based activities.</li> <li>4. Day to day responsibility for the quality and professionalism of the OMFED's web presence Helpdesk.</li> <li>5. Oversee the delivery of 'helpdesk' support to Staffs and other relevant members of the organization on IT and other "technical" related matters.</li> <li>6. Provide support and assistance on technical related matters across all areas of OMFED Activities (e.g. AV, VOIP, Firewall, Internet, H/W, S/W, etc.)</li> <li>7. Where necessary, or at the request of Competent Authority, liaise with relevant units or other 3rd party personnel, in pursuit of the responsibilities of the role.</li> <li>8. Supervise junior staff in delivering helpdesk support Infrastructure.</li> <li>9. Manage the administration, maintenance, information security and monitoring of the organization's IT infrastructure.</li> <li>10. Ensure that the organization's IT infrastructure is reliable, robust, secure and documented with appropriate backup systems including the development of a Business Continuity Plan.</li> <li>11. Ensure that the organization is compliant with relevant legislation (e.g. Data Protection) and acceptable use policies.</li> <li>12. Advise on and facilitate the installation of new or updated hardware systems and adoption of new or updated software systems. Provide user training when necessary.</li> <li>13. Conduct daily data storage, network backup operations Systems and process development wherever necessary.</li> <li>14. Develop or procure web applications as appropriate to support the organization's core functions and further the delivery of its strategic aims (e.g. timesheets, Payroll, Recruitment, HRMS, etc.).</li> <li>15. Manage different types of Servers of OMFED on regular basis for any issues or update of any information.</li> <li>16. Liaison with different vendors for different activities of OMFED and its units.</li> <li>17. Travel to different units of OMFED as and when required for their issues / survey / regular visits / tour.</li> <li>18. Implement tracking systems to deliver effective management information and analytics. Staff Support and Development.</li> <li>19. Contribute to the development and, implementation of organizational processes and procedures (e.g. ERP / SAP, charge handover, etc.)</li> <li>20. Provide induction and ongoing support and training to Staffs, Plant officials and other internal stakeholders</li> <li>21. Raise awareness and advise within the organization of best practice of Information and Data Security.</li> <li>22. Where relevant, manage junior technical staff and promote their professional development. Communication and Engagement.</li> <li>23. Play a key role in overseeing and facilitating the organization's online, communication and engagement activity.</li> <li>24. Liaise effectively with 3rd party website providers to develop / engage / update the website.</li> <li>25. Update website information architecture and content as required using best practice.</li> <li>26. Train and support Staffs, Plant officials and other internal stakeholders in</li> </ol>
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	<p>the use of the website CMS.</p> <ol style="list-style-type: none"> <li>27. Act in accordance with all organizational policies and procedures.</li> <li>28. Participate in the strategic planning and review process.</li> <li>29. Should have prior knowledge on Cloud Environment (AWS, Azure, GC, etc.).</li> <li>30. Experience in Analysis, design and development of ERP/IMS/Software systems.</li> <li>31. Maintenance and enhancements of existing ERP/IMS software development.</li> <li>32. Knowledge of Requirements analysis, algorithms and data structures.</li> <li>33. Extensive experience with MySQL database, PostgreSQL, RDBMS, Object-oriented programming, PHP, Java script, HTML, Perl, Awareness of threats relating to web application security.</li> <li>34. Design, implement &amp; manage LAN and WAN Infrastructure of OMFED &amp; its units.</li> <li>35. Implement Network infrastructure changes as per the requirement. Manage &amp; maintain network firewalls. Maintain DR plan for network Infrastructure.</li> <li>36. Coordinate with remote onsite engineers / vendors to get issue resolved.</li> <li>37. Various Compliances to License used by organization.</li> <li>38. Should be able to plan the budgeting, cost incurred, etc. for IT Hardware / Software.</li> <li>39. Any other duties assigned to him/her from time to time.</li> </ol>
Submission of application	<ol style="list-style-type: none"> <li>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 “<b>APPLICATION FOR THE POST OF DEPUTY MANAGER (IT)</b>” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>23.11.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com and or by post</b>.</li> <li>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.</li> <li>iii) Internal candidates shall apply through proper channel.</li> <li>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration &amp; recent colour passport size photograph with the Application Form.</li> <li>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</li> </ol> <p><b>Selection Process:</b> 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 Committee.</p>

	<p><b>General Conditions:</b></p> <ul style="list-style-type: none"> <li>i) Candidates are requested to website of OMFED-<a href="http://www.omfed.com">www.omfed.com</a> for any notification, updates, result etc. relating to recruitment.</li> <li>ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.</li> <li>iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.</li> <li>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</li> <li>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</li> <li>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</li> <li>vii) The decision of Omfed Management will be final &amp; 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. enquiry/correspondence will be entertained in this regard.</li> <li>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</li> </ul>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Maximum 40 years as on 31<sup>st</sup> Octobr,2022.</b></p> <p><b>Last date for receiving application is 23.11.2022.</b></p>

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.**

**(OMFED).**

**APPLICATION FORMAT FOR THE POST OF DY. MANAGER(IT)**

- 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 31.10.2022 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
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- 10) Contact details (a) Phone :

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- 11) Qualification & Certification (10<sup>th</sup> towards) (Attach copy of certificates):

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

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Date :

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Name:

Documents/Certificates Attached:

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