



The Odisha State Co-operative Milk Producers' Federation Limited

D-2, Sahidnagar, Bhubaneswar - 751007

Ph. No.- 0674-2546030, 2540273, 2540417,

www.omfed.com

Fax No: 0674-2540974, Email ID : omfed@yahoo.com

Adv. No.OMFED/HRD/RECR UIIT./01/2020

Date: 09.10.2020

VACANCY ANNOUNCEMENT BY OMFED

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

Sl. No	Name of the Post	No. of Post
01	General Manager (Dairy Operation)	01
02	Deputy General Manager (Dairy Operation)	01
03	Deputy General Manager (Marketing)	01
04	Deputy General Manager (Project)	01
05	Manager (Quality Control)	01
06	Manager (Dairy Operation)	02
07	Assistant Manager (Quality Control)	02

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

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

Managing Director

TERMS OF REFERENCE FOR THE POST OF GENERAL MANAGER (DAIRY OPERATION)

Name of the Post	:	General Manager (Dairy Operation).
No. of Post	:	01 (One)
Qualification	:	Full time B.Tech in Dairy Technology from a recognized Institute/University.
Experience	:	Minimum 14 years in Dairy Industry/ Food Processing Industry out of which at least 4 years as Head of 5 LLPD Dairy Plant.
Age limit as on 31.07.2020	:	48 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:

- Monitor processing, quality maintenance and dispatch parameters are met at all levels and timely corrective action actions during deviations and ultimately ensure quality output at minimum cost and at the same time give due weightage to food safety through SOP.
- Processing of milk and milk products by monitoring of input and output of FAT and SNF to minimize solid loss during operations.
- Review the working of the Plant on continuous basis and suggest measures for achieving improved productivity.
- Ensure strict maintenance of the quality of milk and milk products to avoid any complaint from the market.
- Ensure good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness in the Plant.
- Maintain industrial relation in the Plant to avoid any disturbance in the smooth functioning of the Plant activities.
- Ensure strict adherence to preventive maintenance system and make efforts towards minimizing break down of the Plant.
- To facilitate the requirements for ISO audit and ensure the audit is carried out smoothly.
- Monitoring overall costs against budget on monthly basis.
- Ensure all statutory requirements of the Plant timely as per Rule.
- Plan, supervise and monitor the work of the subordinate staff.
- Monitor all civil/mechanical/ electrical project works of the Plant in coordination with Project Section of Corporate office.
- Plan and ensure the introduction of cost effective and modern techniques/technology in processing and maintenance.
- Identify and recommend the damaged items for disposal.
- Ensure optimum utilisation of the manpower working under him.
- Appraise performance of the staff reporting to him.

- Provide technical assistance to all Dairy Plants.
- Arrange to provide necessary training to the employee of the Plant.
- 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF GENERAL MANAGER (DAIRY OPERATION)” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & 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 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.
- iii) Upper age limit is relaxable by 5 years in case of SC/ST/Ex-serviceman/Physically Handicapped candidates & 3 years for SEBC candidates.
- 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. enquiry/correspondence will be entertained in this regard.
- ix) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

ANNEXURE

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF GENERAL MANAGER (DAIRY OPERATION)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.07.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status (Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

Permanent Address

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- 10) Contact details (a) Phone :
(b) E-Mail :
- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

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

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

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

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

Declaration

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

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

TERMS OF REFERENCE FOR THE POST OF DEPUTY GENERAL MANAGER
(DAIRY OPERATION)

Name of the Post	:	Deputy General Manager (Dairy Operation).
No. of Post	:	01 (One)
Qualification	:	Full time B.Tech in Dairy Technology from a recognized Institute/ University.
Experience	:	Minimum 10 years in Dairy Industry out of which at least 3 years as Head of 3 LLPD Dairy Plant.
Age limit as on 31.07.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and Suitability /Merit

Job Description

Duties and Responsibilities:

- Monitor processing, quality maintenance and dispatch parameters are met at all levels and timely corrective action actions during deviations and ultimately ensure quality output at minimum cost and at the same time give due weightage to food safety through SOP.
- Processing of milk and milk products by monitoring of input and output of FAT and SNF to minimize solid loss during operations.
- Review the working of the Plant on continuous basis and suggest measures for achieving improved productivity.
- Ensure strict maintenance of the quality of milk and milk products to avoid any complaint from the market.
- Ensure good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness in the Plant.
- Maintain industrial relation in the Plant to avoid any disturbance in the smooth functioning of the Plant activities.
- Ensure strict adherence to preventive maintenance system and make efforts towards minimizing break down of the Plant.
- To facilitate the requirements for ISO audit and ensure the audit is carried out smoothly.
- Monitoring overall costs against budget on monthly basis.
- Ensure all statutory requirements of the Plant timely as per Rule.
- Plan, supervise and monitor the work of the subordinate staff.
- Monitor all civil/mechanical/ electrical project works of the Plant in coordination with Project Section of Corporate office.
- Plan and ensure the introduction of cost effective and modern techniques/technology in processing and maintenance.
- Identify and recommend the damaged items for disposal.
- Ensure optimum utilization of the manpower working under him.

- Appraise performance of the staff reporting to him.
- Provide technical assistance to all Dairy Plants.
- Arrange to provide necessary training to the employee of the Plant.
- 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER (DAIRY OPERATION) ” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & 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 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.
- (iii) Upper age limit is relaxable by 5 years in case of SC/ST/Ex-serviceman/Physically Handicapped candidates & 3 years for SEBC candidates.
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- (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. enquiry/correspondence will be entertained in this regard.
- (ix) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

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THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF DEPUTY GENERAL MANAGER (DAIRY OPERATION)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.07.2020 :
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Affix recent
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Size photograph

Present Address

Permanent Address

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- 10) Contact details (a) Phone :
(b) E-Mail :
- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

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

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

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

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

Declaration

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

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

TERMS OF REFERENCE FOR THE POST OF DEPUTY GENERAL MANAGER (MARKETING)

Name of the Post	:	Deputy General Manager (Marketing).
No. of Post	:	01 (One)
Qualification	:	Full time MBA in Marketing from a recognized Institute / University.
Experience	:	Minimum 10 years of experience in Dairy Industry out of which 3 years as Functional Head of Marketing or Sales Division.
Age limit as on 31.07.2020	:	45 years.
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and Suitability /Merit

Job Description

Duties and Responsibilities: -

- Prepare marketing plan, formulate pricing and undertake market intelligence functions in order to facilitate establishing new/alternate market channel & strategies.
- Ensure implementation of approved marketing strategies on an ongoing basis for milk distribution and marketing of milk products.
- Overview modern trade and e-com channel strategy and responsible for its on-time execution.
- Identify, select and appoint area wise distributors and retailers for product positioning and market promotion.
- 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.
- Conduct market survey and consumer studies at regular intervals.
- Set marketing goals and objectives for marketing team.
- Collection of feed-back from field staff on day to day basis regarding implementation of marketing strategies and output.
- Prepare data base of input and output on day basis.
- 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.
- Monitoring and addressing of market complaints.
- Arrange comprehensive information about distributors, retailers for new initiative.
- Draw strategies to new product launch.
- Prepare & monitor budget of marketing section.

- Implement marketing strategies to ensure maximum return on investment.
- Working closely with the marketing team to understand their needs and provide pro-active solutions to enhance sales.
- Implementing the marketing and sales promotion strategy.
- Stay update with changes in marketing strategies.
- Appraise performance of the staff reporting to him.
- Arrange to provide necessary training to the marketing personnel.
- 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER (MARKETING)” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & recent colour passport size photograph must be attached with the Application Form.
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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:

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

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
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- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

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

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

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

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

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Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

TERMS OF REFERENCE FOR THE POST OF DEPUTY GENERAL MANAGER (PROJECT)

Name of the Post	:	Deputy General Manager (Project).
No. of Post	:	01 (One)
Qualification	:	Full time B.Tech in Dairy Technology with Post Graduate Degree in Dairy Engineering from a recognized Institute/University.
Experience	:	Minimum 10 years experience in Dairy Industry out of which at least 3 years as Functional Head of Projects/Engineering Division.
Age limit as on 31.07.2020	:	45 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	:	Negotiable, depending on experience and Suitability /Merit

Job Description

Duties and Responsibilities:

- Preparation of technical specification for dairy plant machineries, tender documents and procurement of the same.
- Execute, monitor all project activities and provide status report.
- Participate in project performance review meetings and discussions.
- Preparation of project report considering requirement of milk processing/product manufacturing, planning, design etc.
- Allocate appropriate resources to ensure projects are completed within given time and budget.
- Facilitate sessions to effectively resolve issues, if any.
- Coordinate functional meetings of personnel related to project.
- Provide technical assistance to Plant Head as and when required.
- Stay update with latest technology.
- Update and maintain production and quality metrics of projects.
- Appraise performance of the staff reporting to him.
- Arrange to provide necessary training to the project related personnel.
- 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 alongwith the proof of documents in a cover superscribed "APPLICATION FOR THE POST OF DEPUTY GENERAL MANAGER (PROJECT)" which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.

- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & recent colour passport size photograph must be attached with the Application Form.
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Selection Process:

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THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).
APPLICATION FORMAT FOR THE POST OF DEPUTY GENERAL MANAGER (PROJECT)

- 1) Post applied for :
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Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

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

Name of the Post	:	Manager (Quality Control).
No. of Post	:	01 (One)
Qualification	:	Full time B.Tech (Dairy Technology) with Post Graduate Degree in Dairy Technology/Food Technology/Dairy Microbiology from a recognized Institute/University.
Experience	:	Minimum 8 years of post-qualification experience in Dairy Industry/Food Processing Industry out of which at least 2 years as Head of quality control Division.
Age limit as on 31.07.2020	:	42 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF MANAGER (QUALITY CONTROL)” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
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- 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.
- iii) Upper age limit is relaxable by 5 years in case of SC/ST/Ex-serviceman/Physically Handicapped candidates & 3 years for SEBC candidates.
- 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. enquiry/correspondence will be entertained in this regard.
- ix) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

ANNEXURE

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

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.07.2020 :
- 6) Sex :
- 7) Category :
- 8) Marital status (Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

Permanent Address

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- 10) Contact details (a) Phone :
(b) E-Mail :
- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

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

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

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

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

Declaration

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

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

TERMS OF REFERENCE FOR THE POST OF MANAGER (DAIRY OPERATION)

Name of the Post	:	Manager (Dairy Operation).
No. of Post	:	02 (Two)
Qualification	:	Full time B.Tech in Dairy Technology from a recognized Institute / University.
Experience	:	Minimum 08 years experience in Dairy Industry out of which at least 2 years as Sectional Head of Production.
Age limit as on 31.07.2020	:	42years
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:

- Monitor processing, quality maintenance and dispatch parameters are met at all levels and timely corrective action during deviations and ultimately ensure quality output at minimum cost and at the same time give due weightage to food safety through SOP.
- Processing of milk and milk products by monitoring of input and output of FAT and SNF to minimize solid loss during operations.
- Review the working of the Plant on continuous basis and suggest measures for achieving improved productivity.
- Ensure strict maintenance of the quality of milk and milk products to avoid any complaint from the market.
- Ensure good manufacturing practices and good hygiene practices are followed to ensure hygiene and cleanliness in the Plant.
- Maintain industrial relation in the Plant to avoid any disturbance in the smooth functioning of the Plant activities.
- Ensure strict adherence to preventive maintenance system and make efforts towards minimizing break down of the Plant.
- To facilitate the requirements for ISO audit and ensure the audit is carried out smoothly.
- Monitoring overall costs against budget on monthly basis.
- Ensure all statutory requirements of the Plant timely as per Rule.
- Plan, supervise and monitor the work of the subordinate staff.
- Monitor all civil/mechanical/ electrical project works of the Plant in coordination with Project Section of Corporate office.

- Plan and ensure the introduction of cost effective and modern techniques/technology in processing and maintenance.
- Identify and recommend the damaged items for disposal.
- Ensure optimum utilisation of the manpower working under him.
- Appraise performance of the staff reporting to him.
- Provide technical assistance to all Dairy Plants.
- Arrange to provide necessary training to the employee of the Plant.
- 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF MANAGER (DAIRY OPERATION)” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “**No Objection Certificate**” issued by their present employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & 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 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.
- iii) Upper age limit is relaxable by 5 years in case of SC/ST/Ex-serviceman/Physically Handicapped candidates & 3 years for SEBC candidates.

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

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)

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

Name of the Post	:	Assistant Manager (Quality Control)
No. of Post	:	02(Two)
Qualification	:	Full time B. Tech (Dairy Technology) with Post Graduate Degree in Dairy Technology/Food Technology/Dairy Microbiology from a recognized Institute/University.
Experience	:	Minimum 5 years in Dairy Industry/Food Processing Industry.
Age limit as on 31.07.2020	:	33 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 alongwith the proof of documents in a cover superscribed “APPLICATION FOR THE POST OF ASSISTANT MANAGER (QUALITY CONTROL)” which should reach the Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 09.11.2020. The application along with the requisite documents can also be submitted through e-mail hrd@omfed.com or by post.
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