



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

Name of the Post	Deputy Manager (Information Technology)
No. of Post	01 (One)
Qualification	First Class BE/B.Tech in Computer Science /Information Technology from recongnized University/Institution.
Experience	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
Age	Maximum 40 years as on 31 st October,2022.
Nature of employment	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	The remuneration would be Negotiable, depending on experience and Suitability /Merit.

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

	<p>General Conditions:</p> <ul style="list-style-type: none"> i) Candidates are requested to 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) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application. iv) Application submitted after the due date shall liable for rejection and cannot be entertained. v) Canvassing in any form will be viewed adversely and may lead to disqualification. vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED. vii) 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. viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.
<p>Remarks</p>	<p>For more details of the position, candidates may refer the website of OMFED at www.omfed.com</p> <p>Maximum 40 years as on 31st Octobr,2022.</p> <p>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. 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) :
- 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 (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(Per annum)	Basic Pay/Per month	Duration of experience		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed
					(DD/MM/YYYY))		
					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)