

**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 (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>	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.  Working knowledge on latest ERP/SAP besides E-procurement is 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) 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>

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|  | <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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<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(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 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> 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>
<p><b>Remarks</b></p>	<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) :

Affix recent  
colour  
passport Size  
photograph

(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

Present Address

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)