



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	Manager (Utility & Maintenance)
No. of Post	01 (One)
Qualification	BE (Mechanical/Electrical/Instrumentation) from a recognized University/Institution.
Experience	Minimum 7-10 years post qualification experience of which 03 years in Managerial position in large medium size cooperative.
Age	Maximum 45 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) Performs maintenance management by supervising maintenance personnel and establishing priorities in maintenance schedules.2) Maintains manufacturing assets and facility, parts inventory, monitoring purchase orders, invoice approvals, and manages the department budget.3) Manages maintenance personnel by setting direction and priorities.4) Provides training and continuous development on all maintenance personnel.5) Performs Performance Evaluations on direct reports at least twice a year.6) Verifies Performance Evaluations are being performed on technical work force by his/her direct report.

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| | <ol style="list-style-type: none">7) Drives the Maintenance and Reliability initiative focused on Preventive & Predictive Maintenance, not reactive.8) Performs other duties by coordinating work with outside inspections, providing project management, ensuring safety of personnel, and performing other duties as required.9) Managing, maintaining, and establishing maintenance procedures for production lines in a food manufacturing environment to ensure production meets or performs better than budget.10) Developing and maintaining quality standards11) 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.12) Setting and maintaining departmental budget by reviewing financial statements; monitoring line efficiencies; monitoring labor cost; and other expenses.13) Participate in designing and developing future production capacities by attending design meetings; coordinating with Research & Development regarding product changes and improvements; and updating maintenance operating procedures and schedules to incorporate the changes.14) Responsible for maintaining Food Safety and Quality Systems as assigned.15) Must be able to work a flexible schedule.16) Any other duties assigned from time to time. |
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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 “ APPLICATION FOR THE POST OF MANAGER(Utility & Maintenance) ” 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.</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 & 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>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> <p>i) Candidates are requested to website of OMFED-www.omfed.com 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 & 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>
Remarks	<p>For more details of the position, candidates may refer the website of OMFED at www.omfed.com</p> <p>Maximum 45 years as on 31st Octobr,2022.</p> <p>Last date for receiving application is 23.11.2022.</p>

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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 (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 (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)