

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.
- 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 (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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.....
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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)