

## **THE ODISHA STATE COOPERATIVE MILK PRODUCERS 'FEDERATION LTD.**

The Odisha State Cooperative Milk Producers' Federation (OMFED), set up by the Government of Odisha in 1980, with an aim to promote dairying as a source of livelihood in the rural parts of the State and propel Odisha towards self-reliance in milk and milk products.

The OMFED invites applications from eligible candidates for the position of Manager(HR).

### **JOB DETAILS**

<b>Name of the Post</b>	Manager (HR)
<b>No. of Post</b>	01 (One)
<b>Qualification</b>	The applicant should be a graduate with good academic record from a recognized University/Institute. Post Graduate Diploma or Degree in Personnel Management/ Human Resource Management/ Industrial Relation/MBA(HR) from a recognized University/Institute will be desirable. Degree in Law/Labour Law and experience /exposure in SAP/ERP shall be considered as an added qualification.
<b>Experience</b>	The applicant should have proven track record of at least 05-10 years of post-qualification experience in relevant functional areas, out of which last 3 years in various aspects of HR / Personnel Management / Industrial Relations in an organization of repute in managerial capacity. Experience in managing the entire gamut of HRM & IR and having worked both at Corporate HR & Plant HR Operations level. Experience/ exposure in SAP/ERP is desirable.
<b>Key Skill</b>	The Applicant will demonstrate characteristics of a leader who is determined, articulate, achievement & results oriented, persuasive. He/she should be able to build a high-performance team & work culture. Besides, he/she should exhibit ability to lead, inspire and mentor his/her team to achieve significant results. He/she should possess high professional ethics, good judgment and ability to take decisive action. Superb communication (verbal and written) and interpersonal skills is highly required. Behaviour, development of employees and stakeholder satisfaction.
<b>Age</b>	Maximum 55 years as on 31 <sup>st</sup> December,2025.
<b>Nature of employment</b>	Contractual
<b>Monthly consolidated remuneration</b>	₹1,32,000.00 on CTC basis .
<b>Job description and specifications</b>	He/she will be group / departmental head and will report to the Managing Director. He will remain overall charge of Personnel Administration & HR. He/she will be responsible for formulation of strategy, systems, policy & procedure with regard to operations of milk federation & its affiliated units as per the best industry practices. As the Functional Head, he/she will provide leadership & guidance to all the Unit Heads of the Federation and be responsible for ensuring manpower planning, proper operation of operating units to enable achieving its targets and business plan, maintain consistency in respect of operating performance as per industry best practices in sustainable model, ensuring total compliance with all <u>Statutory &amp; Regulatory provisions of Central &amp; State Acts/Rules</u> , ensure best standards in safety, health, environment, quality as per the Integrated Management Policy. He /She will possess knowledge of latest technology

	<p>and take measures for adopting the same through renovation/modernization programmes to improve productivity, quality and overcome various operational bottlenecks for sustained performance. He will be responsible for HR policies &amp; strategy to run manufactured activity as per the set organization standard. Building the Organization for the future. Safety measures for human and assets of organization (including insurance &amp; security Arrangement). Administer various human resource plans and procedures for all organization personnel; assists in the development and implementation of organization policies and procedures; provides input to update and maintain employee e-handbook. Serves as first point of escalation, communicates business developments and organizational changes to team and addresses and resolves employee concerns.</p> <p>Ensures the maintenance of records of transactions such as hires, promotions, transfers, terminations, attendance records, discipline records, employee performance appraisal records and schedules. Works closely with management and employees to provide consultation and guidance to improve work relationships, build moral and increase productivity and retention. Overall General Administration assignment.</p>
<b>Roles and Responsibilities</b>	<p>Deputy General Manager HR is based at Corporate office &amp; will be responsible for managing complete HR for Corporate &amp; Units across Odisha.</p> <ol style="list-style-type: none"> <li>1. Responsible for end-to-end Employee Relations &amp; leading engagement activities related to our Dairy Plant, Cattle Feed plant &amp; other affiliated units.</li> <li>2. Ensuring a smooth on-boarding orientation process.</li> <li>3. Steering Exit Interviews &amp; identifying exit reasons quarterly; discussing with Plant/Unit Managers and taking adequate measures of control.</li> <li>4. Generating KPI matrix in line with organizational structure oriented towards monitoring productivity</li> <li>5. Payroll Management and Monitoring Salary process and timelines.</li> <li>6. Preparing and sharing monthly MIS and Reports on the HR activities executed during the month.</li> <li>7. Recruitment &amp; Selection of personnel in a time bound manner.</li> <li>8. Ensuring total compliance with all Statutory &amp; Regulatory provisions of Central &amp; State Acts/Rules like PF, ESI, Minimum wages Act, Bonus Act, Labour laws, ID Act etc. Monitoring timely submission of various Returns, statements and Registers etc.</li> <li>9. Preparation of Agenda /Agenda note for conducting Board /PCM/MCM/Steering committee/Audit committee meeting etc. and preparation of minutes of meeting.</li> <li>10. Handling Labour Cases, Labour Contract Management &amp; Union Negotiations</li> <li>11. Performance Appraisal Management &amp; its monitoring</li> <li>12. Handling legal cases /RTI cases being PIO /consumer cases etc being a nodal officer and Compliances Monitoring.</li> <li>13. Plan for Training and Development based on Skill Gap Analysis</li> <li>14. Development of HR Policy &amp; Manuals and assist the management in preparation of corporate plans &amp; Policies beside preparation of Annual Action Plan</li> <li>15. Finalisation tender documents with detailed TOR for publication</li> <li>16. Ensure maintenance of best practices of general House-keeping, Pest control, Hygiene &amp; Sanitation</li> </ol>

	<p>17. Prepare Delegation of Powers in consultation with competent authority</p> <p>18. Ensure that approved standing orders, service rules and personnel policies are being implemented properly.</p> <p>19. Maintain liaison with the statutory agencies, arrange to renew licenses/ certificates from the statutory agencies as per the requirements. Liaise with the Government bodies, State Federations, National Dairy Development Board etc. for matters pertaining to the Milk Union.</p> <p>20. Maintains federation organization charts and the employee directory.</p> <p>21. Directs the functional areas of Human Resources including, but not limited to retention, personnel records, employee relations, job evaluation, compensation management, benefits administration, organizational development, safety, training, and special projects.</p>
<b>Knowledge, skills, abilities and other characteristics:</b>	<ul style="list-style-type: none"> <li>• <b>Able to generate multiple solutions of problem in order to troubleshoot them effectively.</b></li> <li>• <b>Drive Improvement</b></li> <li>• <b>Good communication &amp; presentation skills.</b></li> <li>• <b>Well-organized and able to handle multiple priorities and flexible</b></li> <li>• <b>Strong creative mind-set, self-starter, team player, strategic thinker</b></li> <li>• <b>Ability to interpret basic financial data.</b></li> <li>• <b>Excellent communication, able to facilitate discussions and prepare presentations</b></li> <li>• <b>Proficient in MS-Office/G-Suites.</b></li> </ul>
<b>Submission of application</b>	<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 (HR)</b>” which should reach the INCHARGE (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>20.01.2026</b>. The application along with the requisite documents can also be submitted only through e-mail <b>careers@omfed.com</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 Marksheet/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> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>iv) Application submitted after the due date shall liable for rejection and cannot be entertained.</li> <li>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</li> <li>vi) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</li> <li>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.</li> <li>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.</li> </ul>
<b>Remarks</b>	<p>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></p> <p>Maximum 55 years as on 31.12.2025</p> <p>The last date for receiving applications is <b>20.01.2026</b>, and applications will be accepted <b>only through email at <a href="mailto:careers@omfed.com">careers@omfed.com</a></b>.</p>

## ANNEXURE

### **THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).** **APPLICATION FORMAT FOR THE POST OF MANAGER (HR)**

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 31.12.2025 :  
6) Sex :  
7) Category :  
8) Marital status(Married/Unmarried) :  
9) Address with PIN Code

Affix recent colour passport Size photograph

Present Address  
.....  
.....  
.....

Permanent Address  
.....  
.....  
.....

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)