



## 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 Junior Assistant(P&I)

### JOB DETAILS

Job Name	Junior Assistant(P&I)
Designation	Junior Assistant(P&I)
Post	02 (Two)
Qualification	<p>A Bachelor's Degree (+3 Arts/Science/Commerce) or an equivalent qualification from a recognized university or institution.</p> <p><b>Computer Proficiency:</b> Adequate knowledge and skills in basic computer applications (e.g., MS Word, MS Excel, data entry) are mandatory.</p> <p><b>Language Proficiency:</b> The candidate must be able to speak, read, and write Odia fluently and must have passed Odia as a language subject in the H.S.C. (High School Certificate) examination or an equivalent examination/test.</p>
Experience	<p><b>Experience an Advantage (Not a Compulsion):</b> While prior experience is not required, candidates who do have relevant experience (e.g., in a similar clerical/administrative role) can mention it. This experience might be viewed favorably during the selection process (e.g., skill test or interview stage), but it is not a prerequisite to be eligible for the job.</p>
Age as on 31.12.2025	30 years
Nature of employment	<p>Contractual Engagement for a period of 3 years.</p> <p>Contract will be renewed every year subject to satisfactory performance.</p>
Monthly consolidated remuneration	₹43,000.00 per month on CTC basis.

Key roles and Responsibility	<ul style="list-style-type: none"> <li>• <b>Milk Procurement Administration &amp; Documentation:</b> <ul style="list-style-type: none"> <li>○ <b>Data Entry and Reconciliation:</b> Accurately entering daily, weekly, and fortnightly milk collection data (quantity, quality parameters like Fat/SNF) received from Dairy Cooperative Societies (DCS), Village Level Collection Centres (VLCCs), and Bulk Milk Coolers (BMCs) into the OMFED MIS/ERP system.</li> <li>○ <b>Payment Processing Support:</b> Assisting the accounts section with the preparation and verification of documentation required for the timely and accurate payment of milk bills to producer members and DCSs.</li> <li>○ <b>Record Keeping:</b> Maintaining organized records of all milk procurement logs, quality check reports, and payment registers.</li> <li>○ <b>Discrepancy Resolution:</b> Assisting senior officers in reconciling data discrepancies between field reports and the main database.</li> </ul> </li> <li>• <b>Input Management and Distribution Support:</b> <ul style="list-style-type: none"> <li>○ <b>Stock and Inventory Management:</b> Assisting with the documentation and tracking of essential inputs such as cattle feed, mineral mixtures, veterinary medicines, semen straws for Artificial Insemination (AI), and fodder seeds.</li> <li>○ <b>Logistics Coordination:</b> Coordinating documentation for the distribution of these inputs to the respective milk unions, chilling centers, or directly to DCS/farmers.</li> <li>○ <b>Requisition Processing:</b> Processing basic requisitions for inputs from various field units and ensuring proper documentation for supply chain movements.</li> <li>○ <b>Input Scheme Documentation:</b> Maintaining records and data related to various government or OMFED input subsidy schemes or animal welfare initiatives.</li> <li>○ </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Reporting and Compliance:</b> <ul style="list-style-type: none"> <li>○ Assisting in the compilation of periodic reports (daily, weekly, monthly, annual) regarding milk procurement volumes, input utilization rates, and scheme performance.</li> <li>○ Ensuring all documentation is handled as per OMFED Service Rules, procurement guidelines, and cooperative society regulations.</li> </ul> </li> <li>• <b>General Administration and Communication:</b> <ul style="list-style-type: none"> <li>○ Handling general clerical duties such as typing, filing, scanning, and managing correspondence (inward/outward mail) for the Procurement &amp; Input section.</li> <li>○ Liaising with different departments (e.g., Quality Control, Production, Finance) to ensure smooth operations.</li> <li>○ Organizing P&amp;I sectional meetings and maintaining minutes of proceedings.</li> </ul> </li> </ul>
Submission of application	<ul style="list-style-type: none"> <li>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 JUNIOR ASSISTANT(P&amp;I)”</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>.</li> <li>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.</li> <li>iii) Internal candidates shall apply through proper channel.</li> <li>iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration&amp; recent color passport size photograph with the Application Form.</li> <li>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</li> </ul>

**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.

**General Conditions:**

- i) Candidates are requested to visit website of OMFED- [www.omfed.com](http://www.omfed.com) for any notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.
- 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.
- ix) The engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.

**Remarks**

**For more details of the position, candidates may refer the website of OMFED at [www.omfed.com](http://www.omfed.com)**

**Age limit for the position is 30years as on 31.12.2025**

**The last date for receiving applications is 20.01.2026, and applications will be accepted only through email at [careers@omfed.com](mailto:careers@omfed.com).**

**ANNEXURE**

**THE ODISHA STATE COOPERATIVE MILK PRODUCER'S FEDERATION LIMITED (OMFED)**

**APPLICATION FOR THE POST OF JUNIOR ASSISTANT (P&I)**

- 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 examination) (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 :  

<u>Present Address</u>	<u>Permanent Address</u>
.....	.....
.....	.....
.....	.....
.....	.....

Affix recent  
colour passport  
size photograph

- 10) Contact details
  - a) Phone :
  - b) Email :

- 11) Qualification & Certification (10<sup>th</sup> onwards) (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 the Organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience		Total years and 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:

Documents/ Certificates Attached:

- 1)
- 2)
- 3)

(Signature in Full)

Name: