



Bihar State Milk Co-operative Federation Ltd.

Dairy Development Complex; Post :- B.V. College, Patna - 800014

Phone No. - 0612-2228953, 2220387, 2224083; Fax – 0612 -2228306

Web :- www.sudha.coop; Email:- hrc@sudha.coop

COMFED: P&A: Advertisement No. - 2/2014

Bihar State Milk Co-operative Federation Limited (COMFED) invites application to fill up the following posts for Bihar Sharif Dairy Project, Nalanda –

Sl. No.	Name of the Post	Number of Posts	Vacancy
1	Deputy General Manager (Quality Control)	1	1(UR)
2	Deputy General Manager (Engineering)	1	1(UR)
3	Assistant General Manager (Accounts)	1	1(UR)
4	Assistant General Manager (Processing/ Production)	1	1(UR)
5	Deputy Manager (HR)	2	1(UR), 1(EBC)
6	Deputy Manager (Processing/ Production)	5	3(UR), 1(EBC), 1(SC)
7	Deputy Manager (Engineering)	1	1(UR)
8	Assistant Manager (Purchase)	1	1(UR)
9	Assistant Manager (Accounts)	2	1(UR), 1(SC)
10	Assistant Manager (Marketing)	1	1(UR)
11	Assistant Manager (Processing/ Production)	8	4(UR), 1(BC), 1(EBC), 2(SC)
12	Assistant Manager (Quality Control)/ Microbiologist	1	1(UR)
13	Assistant Manager (Engineering)	3	2(UR), 1(SC)
14	Bacteriologist	1	1(EBC)
15	Chemist	5	3(UR), 1(EBC), 1(SC)
16	Marketing Supervisor	2	1(UR), 1(EBC)
17	Technical Supervisor	1	1(EBC)
18	Accounts Assistant	5	3(UR), 1(EBC), 1(BC-Woman)
19	Lab Assistant	4	2(UR), 1(EBC), 1(SC)
20	Assistant	11	5(UR), 2(EBC), 2(BC), 2(SC)

Detailed information including educational qualification, work experience, age, emolument, reservation, application fee etc can be downloaded from our website www.sudha.coop. The duly signed & filled up application, in the prescribed proforma available on Comfed website along with the requisite fee, may be sent by Speed Post/ Registered Post to Human Resources Consultant on the above mentioned address so as to reach on or before 15 February, 2014 by 5 P.M..The application received after last date will be summarily rejected and application fee forfeited. Management reserves the right to modify/ cancel the employment notification.

Managing Director



Bihar State Milk Co-operative Federation Ltd.

Dairy Development Complex; Post: - B.V. College, Patna-800014
Phone No -0612-2228953, 2220387 & 2224083; Fax -0612-2228306

Web:-www.sudha.coop ; Email:- hrc@sudha.coop

COMFED: P&A: Advertisement No. - 2/2014

Bihar State Milk Co-operative Federation Limited (COMFED) invites application to prepare a panel to fill up the following posts for its Unit – Bihar Sharif Dairy Project, Nalanda –

Details of Post-wise vacancies & Qualifying Requirements:

Sl. No.	Post Name and Consolidated Pay per month	Vacancy	Minimum Essential Education Qualification and Experience Required	Age Limit
1	Deputy General Manager (Quality Control) Rs. 37,400 – 67,000/- GP – 8,700/-	1(UR)	Bachelor degree in Dairy/ Food technology or Bachelor degree in Agriculture/ Chemistry/ Microbiology with Post graduation in Dairy Technology/ Dairy Bacteriology with 15 years of experience in quality control work in a dairy/ food processing plant.	UR – 45 BC/ EBC – 48 SC/ ST/ BC-W – 50
2	Deputy General Manager (Engineering) Rs. 37,400 – 67,000/- GP – 8,700/-	1(UR)	Bachelor degree in Civil/ Mechanical/ Electrical/ Chemical engineering from recognized Institute/ University with 15 years of experience in planning and execution of project comprising Civil/ Mechanical/ Electrical works.	UR – 45 BC/ EBC – 48 SC/ ST/ BC-W – 50
3	Assistant General Manager (Accounts) Rs. 15,600 – 39,100/- GP – 7,600/-	1 (UR)	Chartered Accountant or Cost and Works Accountant with 10 years of experience in accounts, audit, preparation of budget and financial control etc.	UR – 40 BC/ EBC – 43 SC/ ST/ BC-W – 45
4	Assistant General Manager (Processing/ Production) Rs. 15,600 – 39,100/- GP – 7,600/-	1(UR)	Degree in Dairy Technology with 10 years' experience in production department in a dairy/ food processing plant.	UR – 40 BC/ EBC – 43 SC/ ST/ BC-W – 45
5	Deputy Manager (HR) Rs. 9,300 – 34,800/- GP – 5,400/-	2 (1 – UR, 1 – EBC)	Master degree in business administration with specialization in HR or LLB from reputed University/ Institute or Post graduate diploma in labour or social welfare with 5 years' experience in the relevant field.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
6	Deputy Manager (Processing/ Production) Rs. 9,300 – 34,800/- GP – 5,400/-	5 (3 – UR, 1 – EBC, 1 – SC)	Degree in Dairy Technology with 5 years' experience in production department in a dairy/ food processing plant.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
7	Deputy Manager (Engineering) Rs. 9,300 – 34,800/- GP – 5,400/-	1(UR)	Bachelor degree in Civil/ Mechanical/ Electrical/ Chemical engineering from	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42

			recognized Institute/ University with 5 years of experience in the relevant field.	
8	Assistant Manager (Purchase) Rs. 9,300 – 34,800/- GP – 4,800/-	1 (UR)	Bachelor degree in engineering or Master degree in any discipline with atleast 3 years of experience in the purchase department of a reputed manufacturing organization dealing with dairy/ food or consumer products.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
9	Assistant Manager (Accounts) Rs. 9,300 – 34,800/- GP – 4,800/-	2 (1 – UR, 1 – SC)	Graduate and membership of ICWA or ICA with 3 years relevant experience.	UR – 30 BC/ EBC – 33 SC/ ST/ BC-W – 35
10	Assistant Manager (Marketing) Rs. 9,300 – 34,800/- GP – 4,800/-	1(UR)	Master degree or Post Graduate Diploma in Business administration with specialization in Marketing or Dairy Technology/ Post graduate Diploma in Rural Management from a reputed University/ Institute. Or Graduate in any discipline with 7 years of experience in Marketing in an organization dealing with dairy/food/consumer products.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
11	Assistant Manager (Processing/ Production) Rs. 9,300 – 34,800/- GP – 4,800/-	8 (4 – UR, 1 – BC, 1 – EBC, 2 – SC)	Degree in Dairy Technology with 3 years' experience in the relevant field in a production department in a dairy/ food processing plant.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
12	Assistant Manager (Quality Control)/ Microbiologist Rs. 9,300 – 34,800/- GP – 4,800/-	1(UR)	Master/ Bachelor degree in Microbiology with 3 years of experience in relevant discipline in an organization dealing with dairy/ food/ consumer products.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
13	Assistant Manager (Engineering) Rs. 9,300 – 34,800/- GP – 4,800/-	3 (2 – UR, 1 – SC)	Bachelor degree in Civil/ Mechanical/ Electrical/ Chemical engineering from recognized Institute/ University with 3 years of experience in the relevant field.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
14	Bacteriologist Rs. 9,300 – 34,800/- GP – 4,800/-	1(EBC)	Master/ Bachelor degree in Microbiology with 3 years of experience in relevant discipline in an organization dealing with dairy/ food/ consumer products.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
15	Chemist Rs. 9,300 – 34,800/- GP – 4,800/-	5 (3 – UR, 1 – EBC, 1 – SC)	Graduate degree in Chemistry from recognized Institute/ University with 2 years of experience in chemical analysis of milk/ milk products/ cattle feed will be preferred.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
16	Marketing Supervisor	2 (1 – UR, 1 – EBC)	Degree in Arts/ Science/	UR – 37 BC/ EBC – 40

	Rs. 9,300 – 34,800/- GP – 4,200/-		<p>Commerce from recognized University/ Institute. Diploma in Marketing Management will be preferred.</p> <p>2 years' experience for Degree holder and 1 year of experience for Diploma holder in Marketing in an organization dealing with dairy/ food/ consumer products will be preferred.</p> <p>Or</p> <p>Graduate in any discipline from a recognized University with 4 years of experience in Marketing in an organization dealing with dairy/ food/ consumer products will be preferred.</p>	SC/ ST/ BC-W – 42
17	Technical Supervisor Rs. 9,300 – 34,800/- GP – 4,200/-	1(EBC)	Matriculation with I.T.I. having 12 years of experience preferable in running/ repair and maintenance of dairy equipment.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
18	Accounts Assistant Rs. 5,200 – 20,200/- GP – 2,400/-	5 (3 – UR, 1 – EBC), 1 – BC- Woman)	Bachelor degree in Commerce with minimum 50% marks and 2 years' experience in a reputed organization will be preferred.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
19	Lab Assistant Rs. 5,200 – 20,200/- GP – 2,400/-	4 (2 – UR, 1 – EBC, 1 – SC)	Graduate degree in Chemistry from recognized Institute/ University with 2 years of experience in chemical analysis of milk/ milk products/ cattle feed will be preferred.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42
20	Assistant Rs. 5,200 – 20,200/- GP – 2,400/-	11 (5 – UR, 2 – EBC, 2 - BC, 2 - SC)	Graduate degree in any discipline.	UR – 37 BC/ EBC – 40 SC/ ST/ BC-W – 42

Instructions

1. Please use CAPITAL LETTERS for filling the form.
2. Paste your photograph on the specified space, do not staple or PIN the photograph. Put a signature on the specified Block, do not overwrite.
3. The Demand Draft should be in favour of Bihar State Milk Co-operative Federation Ltd payable at Patna of Rs. 500/-.
4. Please put a Tick (☐) mark where necessary.
5. Only downloaded Application Form from the website www.sudha.coop can be filled up and send to us. No other format will be accepted.
6. Before applying, the candidate should ensure he/ she fulfils the eligibility criteria and other norms mentioned in the advertisement hosted on the website www.sudha.coop. Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment if any information provided by the candidate is found to be false or not in conformity with eligibility criteria mentioned in the advertisement. The decision of COMFED in all matters regarding eligibility of the candidate at any stage of the process of recruitment shall be final and binding on the candidate. If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
7. If the candidate desires to be considered against a specific category as filled by him/ her in application, subsequent representation for change of category status will not be entertained under any circumstances.
8. List of shortlisted candidates would be hosted along with the Interview Schedule and necessary instructions on COMFED website in due course. Therefore, candidates are advised to visit COMFED website from time to time for important notification in this regard.
9. Any subsequent amendment/ notice/ clarification etc., if any, will be made available in COMFED website only. As such candidates are advised to keep visiting COMFED website www.sudha.coop from time to time till completion on recruitment process of the post.
10. Incomplete application is liable for rejection.
11. Application processing & registration fee shall not be refunded under any circumstances.
12. No TA / DA will be paid for appearing in the examination and interview.
13. Those already in employment should apply "through proper channel" with "No Objection Certificate" from their employer.
14. The number of vacancies indicated in the employment notice is tentative. COMFED reserves the right to increase / decrease the number of posts, at the time of selection.

15. Canvassing in any form on behalf of any candidate will lead to his/ her disqualification.
16. Age, experience and qualifications will be reckoned as on last date of submission of application form. Self-attested Photostat copies of documents in support of Age, Qualifications (including all mark sheets clearly indicating the division of passing/ percentage of marks), Work Experience, Caste etc. along with the Demand Draft of Rs. 500/- (Rupees Five Hundred only) in favour of “Bihar State Milk Co-operative Federation Ltd.” payable at Patna and two recent passport size photographs, should be attached with the Application Form.
17. Application complete in all respect in an envelope superscribed, "Application for the post: (Name of the post)" and “Advertisement No. - _____” should reach by 15.02.2014. The applications received after the closing date, will not be entertained.
18. Applications duly filled with all relevant documents must reach to us on or before 15 February, 2014 at our following address addressed to –

**Human Resources Consultant
Bihar State Milk Co-operative Federation Ltd (COMFED),
Dairy Development Complex, P.O. – B.V.College, Patna – 800014**

19. COMFED will not be responsible for any postal delay at any stage.
20. In case of any disputes/suites or legal proceedings against COMFED, the jurisdiction shall be restricted to the Courts of Patna only.
21. The application received after the last date will be summarily rejected and application fee forfeited.
22. Reservation for SC/ST, BC/ EBC (Non – creamy layer) for all posts exists as per the ‘Reservation Roster Policies’. Relaxation in age shall be by 3 years for BC/ EBC candidates and 5 years for SC/ ST candidates. Benefits of reservation will be given to candidates domiciled in the state of Bihar only. Candidates applying for the reserved posts should clearly state at the specified place to which category they belong. BC/EBC candidates should attach Non-Creamy layer caste certificate issued by the competent authority and SC/ST candidates should attach caste certificate issued by the competent authority. The form of caste certificate to be produced must be in the format as prescribed by the State Government.
23. After completion of one year of service; if your performance is judged ‘Superior/ Very Good’, your services may be regularized.
24. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for the interview.
25. NO INTERIM QUERIES regarding test/interview/ selection will be entertained.
26. Management reserves the right to modify/ cancel the employment notification.



Bihar State Milk Co-operative Federation Ltd.

Dairy Development Complex; Post: - B.V. College, Patna-800014
Phone No -0612-2228953, 2220387 & 2224083; Fax -0612-2228306

Web:-www.sudha.coop ; Email:- hrc@sudha.coop

APPLICATION FORMAT

For office use only
Application No. –
Date of Receipt –

(Space for
affixing recent
passport size
color
photograph)

Post applied for: _____ **Advertisement No. -** _____
Newspaper in which the advt. published & Date of Publication: _____

1. Name in full [**IN BLOCK LETTERS**] :
2. Father's/Husband's Name :
3. Date of birth & age :
4. Place of Birth :
5. Nationality :
6. Permanent Address :
7. Address for correspondence [mention contact Tel./Mobile No.] :
8. Whether the applicant belongs to SC/ST/BC/EBC/BC-W:
If yes, please write category to which you belong and attach a copy of certificate issued by Competent Authority.
9. Educational/Professional qualifications (beginning with SSC/SSLC examination) & [Diploma/Degree with University/Institution name must be written clearly] :
ii) Attested Xerox copies of all certificates to be enclosed.

Qualification	Discipline/ Subject:	Year of Passing	Board/ University/ Institution	Percentage of Marks	Rank/ Class

10. Details of pervious/present employment held, if any, in chronological-order starting from present position to backwards

Post held	Period of service			Pay scale/ Salary drawn	Name/Place/ State of Organization	Nature of duties (in brief)
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in months			

11. Total Experience [as mentioned at Column 10] (YY/MM/DD) :
12. Details of Courses/ Training completed in service:
13. State and describe your 5 best and worst qualities in your own words (max. 150 words):
14. State and describe (in your own words) two of your most challenging & successful assignments till date.
15. Details Of Demand Draft:- (A) Demand Draft No. & Date _____
 (B) Name of the Issuing Bank _____
 (C) Amount _____
16. Any other additional relevant information including reference:
17. a) Have you ever been detained in Police Custody or not?
 If yes, give complete details of it
 b) Whether you have been convicted by any Court of Law of not?
 If yes, please give complete details thereto
 c) Whether any criminal case is pending or contemplated against you in any Court of Law of not? If yes, please give complete details thereto.

DECLARATION:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case it is found to the contrary, my services will be liable to be terminated without giving any notice or reasons thereof.

Date: _____ Signature of Candidate: _____
 Place: _____ Name of the Candidate: _____