



## 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](http://www.sudha.coop) Email- COMFED..patna@gmail.com

**Adv. No. 001/2022**

### **Requirement of Sr. Consultant and Jr. Consultant (On contract basis)**

Bihar State Milk Co-operative federation Ltd. (COMFED.), is in process of rolling out Enterprises Resource Programming (ERP) in 8(eight) milk union and 8 units of COMFED. funded under NDDDB.

COMFED. invites applications from eligible persons for recruitment of following post on contract basis for a period of three years which may be extended on the basis of satisfactory performance. The job responsibility includes implementation of ERP work, its successful running, adequate management, and monitoring. The prescribed qualification, experience etc. are indicated as below:

Name of the post	No. of Vacancies	Monthly Consolidated emolument	Age Between	Experience	Educational Qualification Mandatory
Sr. Consultant	01 (One)	Rs. 125,000/- (Negotiable)	Below 45 years	Minimum 12 years of working experience in the field of SAP-ERP implementation and/or operation & maintenance of SAP-ERP; and handled minimum three(3) end-to-end ERP project with at least One(1) in dairy sector	60% marks in B.E./ B. Tech or MCA.
Jr. Consultant	01 (One)	Rs. 60,000/- (Negotiable)	Below 35 years	Having 3-5 years of working experience in minimum one end-to-end SAP-ERP implementation and/or operation & maintenance of SAP-ERP in dairy/FMCG sector.	60% marks in BE/B.Tech/M.Sc. (IT)/MCA

Application form with terms and conditions may be downloaded from COMFED. website [www.sudha.coop](http://www.sudha.coop). The duly filled in application form with demand draft and work profile along with period to be indicated for better assessment on prescribed format together with self attested copies of certificates etc. should reach through speed post/courier/Hand addressed to the Managing/Director, COMFED., Dairy Development Complex, Post-B.V College, Patna-800014 on or before 25<sup>th</sup> July 2022. Managing Director reserves the right to cancel either full or part of the advertisement at any stage without assigning any reason thereof.

**Managing Director.**



**Bihar State Milk Co-operative Federation Ltd.**

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Phone No. - 0612-2228953, 2220387, 2224083; Fax – 0612 -2228306  
Web :- [www.sudha.coop](http://www.sudha.coop) Email- [hrc@sudha.coop](mailto:hrc@sudha.coop)

**APPLICATION FORMAT**

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

(Space for  
Affixing recent  
passport size  
colour photograph

Post applied for: \_\_\_\_\_ Advertisement No: \_\_001/2022\_\_

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 Mobile No.):
  
8. Educational/Professional qualifications (beginning with SSC/SSLC examination) & (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

9. 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 drawan	Name/Place/ State of Organization	Nature of duties (in brief)
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in Year and months			

10. Total Experience (as mentioned at Column 10) :

11. Total relevant experience:

12. Any other additional relevant information including reference :

13. 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?

c) Whether any criminal case is pending or contemplated against you in any Court of Law of not ? If yes, please give complete details there to.

**DECLARATION:**

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material factor factual information in the above statement. In case I have given wrong information, or suppressed any material fact off actual information, then my services are liable to be terminated without giving any notice or reasons thereof.

Date : \_\_\_\_\_ Signature of Candidate: \_\_\_\_\_

Place : \_\_\_\_\_ Name of the Candidate : \_\_\_\_\_

### 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. Please put a Tick (☐) mark where necessary.
4. Only downloaded Application Form from the website [www.sudha.coop](http://www.sudha.coop) can be filled up and send to us. No other format will be accepted.
5. The Demand Draft of Rs. 700/- (Rupees Seven Hundred only) in favour of “Bihar State Milk Co-operative federation Ltd..” payable at Patna
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](http://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. If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
7. Eligible candidate shortlisted based on the initial scrutiny will be called for interview/written test depending upon the number of candidates. Suitable communications in this regard will be sent to the candidates individually. Candidates called for interview will not paid T.A as per rules of COMFED..
8. Any subsequent amendment / notice/ clarification etc., if any, will be made available on COMFED. website only. As such candidates are advised to keep visiting COMFED. website [www.sudha.coop](http://www.sudha.coop) from time to time till completion on recruitment process of the post.
9. Incomplete application is liable for rejection.
10. The number of vacancies indicated in the employment notice is tentative. COMFED. reserve the right to increase/decrease the number of post, at the time of selection.
11. Canvassing in any form during any stage of recruitment will lead to cancellation of candidature. Court's jurisdiction for any dispute will be at Patna only.
12. Age, experience and qualifications will be reckoned as on 25<sup>th</sup> July 2022 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. 700/- (Rupees Seven 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. Application form along with documents are to be sent by Registered Post/ Speed Post/Courier Service only to COMFED., Patna.
13. Application complete in all respect in an envelope superscripted "**Application for the : (Name of the post)**" and "**Advertisement No. 001** " should reach by 25<sup>th</sup> July 2022
14. Applications duly filled with all relevant documents must reach to us on or before 25<sup>th</sup> July 2022 at our following address addressed to -  
**Managing Director**  
**Bihar state Milk Co-operative Federation Ltd.**  
**Dairy Development Complex**  
**B.V.College, Patna-800014.**
15. COMFED. will not be responsible for any postal delay at any stage.
16. The application received after the last date will be summarily rejected and application fee forfeited.
17. 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.
18. No. INTERIM QUERIES regarding test/interview/selection will be entertained.
19. Management reserves the right to modify/cancel the employment notification.
20. The decision of Management regarding selection shall be final.
21. **Check list for the document desired for Qualification and Experience.**
  - a. Two recent passport size colour photographs
  - b. High School certificate for proof of Date of Birth
  - c. Certificates of Academic & Professional qualifications and statements of marks of all the qualifications for all semesters/years (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
  - e. Proof of identity & Address (Passport, Voter ID, Driving Licence, Aadhaar Card etc)
  - f. Proof of different periods of experience as claimed in your application (if applicable)
  - g. Any other document in support of your candidature

22. Job description for ERP Sr.consultant:
- a. Experience - Minimum 12 years of working experience in the field of SAP-ERP implementation and/or operation & maintenance of SAP-ERP; and handled minimum three(3) end-to-end ERP project with at least One(1) in dairy sector.
  - b. Results oriented with making capabilities in a complex, fast paced and dynamic environment.
  - c. Duties -
    - i. should act as Program Manager for ERP Implementation and execution.
    - ii. Take care of SAP development and configuration by the SI.
    - iii. End to end ownership of SAP delivery and innovation work on Digital Landscape.
    - iv. should be responsible for coordinating the different activities across all Unions and Units with perspective of execution of ERP.
    - v. Review and report the status of ERP utilization on a weekly and Monthly basis to the senior management.
    - vi. should be aware of advancements and upgrades of SAP to timely escalate to the upgraded version.
23. Job description for ERP Jr.consultant:
- a. Experience - Having 3-5 years of working experience in minimum one end-to-end SAP-ERP implementation and/or operation & maintenance of SAP-ERP in dairy/FMCG sector.
  - b. Results oriented with making capabilities in a complex, fast paced and dynamic environment.
  - c. Duties -
    - i. should assist the Program Manager.
    - ii. Assist on coordinating the different activities across all Unions and Units with perspective of execution of ERP.
    - iii. Prepare daily status and review of ERP utilization on a weekly and Monthly basis.
    - iv. should be able to design used cases/business cases and implementation processes in SAP
    - v. should be able to writing scripts and programs to create user-friendly interfaces and enhanced functionalities.
    - vi. should be aware of application programming interfaces to connect third party applications
    - vii. should be able to help the stakeholders and users to achieve their business goals by providing basic troubleshooting advice in the execution of ERP.
    - viii. should be able to document the process and monitoring the implementations of business cases.

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