



মানভূম সমবায় দুগ্ধ উৎপাদক সম্বন্ধ লিমিটেড
MANBHUM CO-OPERATIVE MILK PRODUCERS' UNION LTD.

No.0565/2018/MANBHUM

Dated:17.12.2018

WALK-IN-INTERVIEW

A Walk-in-Interview will be held on **03.01.2019** to engage bonafide Indian Citizen for the following posts for Manbhumi Co-operative Milk Producers' Union Ltd. The posts are purely contractual in nature and entitled for a consolidated remuneration of Rs.20,000/month for LEO (under VBMPS SPP of National Dairy Plan project) and maximum expected pay (MEP) of Rs.20,000/month for Procurement Officer (PO&TI) which solely depends on daily assessment of key performance indicator (KPI) for the later.

Posts Details:

Sl No.	Name of the post	No. of Vacancy	Minimum Qualification	Age Limit	Experience Desired	Job Requirement
1	Lady Extension Officer (FEMALE ONLY)	01 (One)	Graduate from any recognized College/ University with Basic Computer knowledge and good communication skills. Should have the ability to speak and write in English and Bengali.	Maximum 35 yrs. as on 01/01/2018	Field experience in cooperative sector. Specialization in Rural Development/ Agri-business Management/ Social Welfare, Agriculture, Dairy Technology, Veterinary Science.	<ol style="list-style-type: none"> 1. Conduct meetings/ gramsabhas with target group in the project area for explaining them about the project and benefits of Dairy Cooperative Societies (DCS). 2. Mobilize and persuade women farmers for organizing all women DCS, as well as increasing the women membership in strengthened DCS, under VBMPS and maintaining record for the same. 3. Encouraging more women to take leadership roles in governance of village level institutions. 4. Organize meetings and facilitate the selection of Management Committee (MC) and Secretary. 5. Ensure Documentation of all related activities in soft and hard (documentation for DCS organization and registration). 6. Coordinate for organization of training programs for MC and DCS Secretary and organize Awareness Programme on Clean Milk Production (CMP) at village level. 7. Ensure greater participation of women in Farmers' Induction/ Orientation Program/ CMP awareness programmes. 8. Conduct monitoring activities, data collection and reporting. 9. Develop weekly updates and monthly reports on the assigned task and submit to the reporting officers.



2	<p>Procurement Officer (Procurement & Technical Input)</p>	01 (One)	<p>Candidates should have a Bachelor degree and minimum 2 years working experience.</p> <p>Basic Computer knowledge and good communication skills.</p> <p>Should have the ability to speak and write in English and Bengali.</p>	<p>Maximum 40 years as on 01.01.2018</p>	<p>Field experience in cooperative sector.</p> <p>Work experience in milk or agricultural produce procurement in milk union or dairy plants/company/industry. Exposure to Dairy Plant & Dairy Product Manufacturing Unit.</p> <p>Educational qualification such as MBA, B.Tech. in Dairy Technology (DT)/ BVSc / BSc Agri. / BSW / MSW / Rural development from any Recognized University / Institute.</p> <p>Post Graduation would be preferred.</p>	<ol style="list-style-type: none"> 1. Conduct meetings/ gramsabhas with target group in the project area for explaining them about the project and benefits of Dairy Cooperative Societies (DCS). 2. Mobilize and persuade farmers for organizing DCS, as well as increasing the membership in strengthened DCS.. 3. Encouraging more farmers to take leadership roles in governance of village level institutions. 4. Organize meetings and facilitate the selection of Management Committee (MC) and Secretary. 5. Ensure Documentation of all related activities in soft and hard (documentation for DCS organization and registration). 6. Coordinate for organization of training programs for MC and DCS Secretary and organize Awareness Programme on Clean Milk Production (CMP) at village level. 7. Ensure greater participation of farmers in Farmers' Induction/ Orientation Program/ CMP awareness programmes. 8. Conduct monitoring activities, data collection and reporting. 9. Develop weekly updates and monthly reports on the assigned task and submit to the reporting officers. 10. All the management related responsibilities and the technical ends of all the steps from procurement of milk and other agricultural products at village level dairy cooperatives, processing, staff maintenance, labour management to product packaging and marketing. 11. All kind of Project co-ordination. 12. Team building and management. 13. Milk and agricultural value chain management. 14. Milk operations. 15. Training of field staff and farmers.
---	---	-------------	---	--	---	--



General Information:

Certificates & Testimonials	Original documents of Documents are to be produced at the time of verification and Self-Attested photocopies of all certificates and testimonials are to be submitted before Interview.
Date & Time of Interview	03.01.2019 11AM to 4PM
Selection Procedure	Interview. (No correspondences will be entertained in this regard)
Venue of Interview	Purulia Dairy Plant Rupai sarani, ARD Dept. Campus, Belguma, Purulia, West Bengal-723101
Reporting Time	10 AM to 11 AM. No applications will be accepted after 11 AM.
Mode of Submission of Application forms	1. Email (Send scanned copies of colour filled up forms and original supportive documents at 150 dpi in pdf format to mamul.purulia@gmail.com) OR 2. To be presented at the time of reporting.

General Conditions:

1. The engagement will be purely on temporary and contract basis.
2. The contract may be renewed after every one year on satisfactory service.
3. Temporary out station duties may be given. The TA shall be paid as per rules framed for the Union.
4. The authority reserves the right to accept or reject any application without assigning any reason.
5. Consolidated remuneration is subject to daily assessment of key performance indicator (KPI) over Maximum expected pay (MEP).
6. The authority reserves the right to engage or to cancel any engagement to aforesaid post or may suspend/ postpone at any point of time without showing any reason.
7. No T.A./D.A. admissible to the candidate for appearing in the interview.
8. In case of any confusion candidates are requested to email at **mamul.purulia@gmail.com** Or call at **8900243886 (O), 8207255116 (MIS&IT).**



Chairman
Manbhum Co-operative Milk Producers' Union Ltd.,
Purulia

Chairman
Manbhum Co-op Milk Producers' Union Ltd.
Purulia, West Bengal

Enclosed/Attached:

1. Annexure 1: Application Form format.


No.0565/1(25)/2018/MANBHUM

Dated:17.12.2018

Copy forwarded for information and necessary action to:-

1. C.A. to D.M. Purulia, with a request to arrange for walling up this notice in the notice board.
2. P.A./C.A. to ADM(Dev.), Purulia, with a request to arrange for walling up this notice in the notice board.
3. P.A./C.A. to The Jt. Secy. ARD and The Managing Director, WBCMPFL, Kolkata, with a request to arrange for walling up this notice in the notice board and publish this notice in the official website of Milk Federation i.e. <http://www.benmilk.com/cons.html>.
4. The Regional Head, NDDDB, Kolkata, for information and with a request to arrange walling up this notice in office's notice board.
5. Karmadhakshyaya, M-O-P-S-B-S-S, Purulia Zila Parishad.
6. Deputy Director, Animal Resources Development Department & Parishad Officer, Purulia, with a request to arrange for walling up this notice in the notice board.
7. District Informatics Officer (DIO), National Informatics Centre, Purulia, with a request to upload this NIQ in the official website of Purulia District i.e. http://purulia.gov.in/services/notice/employment_notice.html.
8. The Employment Officer, Employment Exchange Office, Purulia, with a request to arrange for walling up this notice in the notice board.
- 9-21. The CEO/MDs/Managers, BARDHAMAN / BHAGIRATHI / DAMODAR / HIMUL / HOWRAH / ICHHAMATI / KANGSABOTI / KISHAN / KULICK / MAYURAKSHI / MIDNAPUR / SUNDARBAN / TAMRALIPTA Milk Union, with a request to arrange for walling up this notice in the notice board and upload this in their website.
22. The HOD, Faculty of Dairy Technology, West Bengal University of Animal & Fishery Sciences, Mohanpur Campus, P.O. Krishi Vishwavidyalaya, Mohanpur, Dist Nadia 741252, West Bengal. (pcfdd@yahoo.com)
23. The Head, KVK, Purulia with a request to arrange for walling up this notice in the notice board and upload this in their website.
24. Notice board of this office.
25. Office copy for record keeping.




Chairman
Manbhumi Co-operative Milk Producers' Union Ltd.,
Purulia

Chairman
Manbhumi Co-op Milk Producers' Union Ltd.
West Bengal