Verka

MILKFED RECRUITMENT NOTICE

The Punjab State Cooperative Milk Producers' Federation Ltd. (Verka) invites applications from interested candidates to recruit trainees against the posts of **Assistant Manager & Senior Executive in different disciplines:- AM (HR)-05, AM (Civil Engineering)-07, AM (System & MIS)-09, AM (Marketing)-04, AM (Quality Assurance)-08, AM (Production)-10, AM (Procurement)–04, AM (Animal Husbandry)-05 and Senior Executive (Finance & Accounts)-15, Senior Executive (Marketing)-25.**

The selected candidates shall work as Trainees for two years and thereafter they shall be required to undergo performance evaluation process before being placed in the regular pay structure applicable for the post. All requisite details of the post, qualification, salary and process of submitting applications are available under "Happenings/Career Section" of our website : **http://www.verka.coop/career/** . The last date for online registration of application is **19.12.2021 at 5:00 PM.**

Managing Director, Milkfed Punjab

The Punjab State Cooperative Milk Producers' Federation Ltd.
SCO 153 - 55, Sector 34-A, Chandigarh 160022
EPABX No. 0172-5041812-14   Website : www.verka.coop

MILKFED RECRUITMENT NOTICE

The Punjab State Cooperative Milk Producers' Federation Ltd. (Verka), invites applications on prescribed proforma for filling up various posts of Assistant Managers and Senior Executives in different streams to select Trainees for its various Milk Dairies/Units across the state of Punjab and branch offices located in different locations of India, as detailed below:-

Sr. No	Post	Number of Posts	Qualification
1	Assistant Manager (HR)	**05** (SC-01, BC-01, EWS-01, ESM-01, PwD-01)	B.Tech Dairy Technology/MBA in Human Resource Management/Graduate in Law with having diploma in Personnel Management/IR.
2	Assistant Manager (Civil Engineering)	**07** (UR-02, SC-01, ESM-01 BC-01, PwD-01, EWS-01)	B.Tech in Civil Engineering
3	Assistant Manager (System and MIS)	**09** (UR-02, SC-03, BC-01, EWS-01, ESM-01, PwD-01)	PGDRM (IRMA)/B.Tech or M.Tech in IT/ Computer Science or MCA from a recognized university/institute
4	Assistant Manager (Marketing)	**04** (UR-02, SC-01, ESM-01)	MBA in Marketing or equivalent from a recognized university/institute.
5	Assistant Manager (Quality Assurance)	**08** (UR-03, SC-01, BC-01, ESM-01, EWS-01, Sports-01)	B.Tech.(DT)/M.Tech.(DT/DC/DM)/PhD in Dairy Chemistry/Dairy Technology from a recognized University/Institute
6	Assistant Manager (Production)	**10** (SC-01, BC-02, ESM-01, ESM SC-01, ESM BC-01, EWS-03, Sports-01)	B.Tech/M.Tech. (DT) from a recognized University/Institute
7	Assistant Manager (Procurement)	**04** (SC-02, EWS-01, ESM-01)	B.Tech/M.Tech (DT & D.Ext.) from a recognized University
8	Assistant Manager(Animal Husbandry)	**05** (SC-01, BC-01, EWS-01, ESM-01, ESM SC-01)	B.V.Sc from a recognized University/ Institute
9	Senior Executive (Finance & Accounts)	**15** (UR-04, SC-04, BC-01, PwD-01, ESM-02, ESM SC-01, EWS-01, Sports-01)	M.Com from a recognized University/ Institute with 3 years experience in Finance & Accounts
10	Senior Executive (Marketing)	**25** (UR-07, SC-06, BC-02, PwD-01, ESM-03, ESM(SC)-01, ESM (BC)-01, EWS-03, Sports-01)	MBA in Marketing from a recognized University/Institute. Or Graduate with 3 years of FMCG experience.

* UR- Unreserved, SC- Scheduled Caste, BC- Backward Class, PwD – Persons with Disabilities, ESM – Ex. Serviceman, EWS – Economically Weaker Section
*DT-Dairy Technology, D.Ext.-Dairy Extension, DC-Dairy Chemistry, DM- Dairy Microbiology, B.V.Sc.-Bachelor of Veterinary Science

SELECTION PROCEDURE:-

1. Selection for the post of Assistant Manager shall be based on written test plus interview and selection for the post of Senior Executive will be on the merit of written test only.

2. The medium of written test will be English except for the Punjabi Language section.

3. The written test shall be conducted for all the eligible candidates. The question paper will be objective type(400 marks)having 100 questions with multiple choices. Candidates will mark their answers on OMR sheet (Ball pen will be provided to candidates at examination centre) and each question will carry 4 mark. The duration of test shall be 120 minutes. The question paper will be in English (except the Punjabi language proficiency part). There will be negative marking to the extent of 25% for each wrong answer.

The content and approximate number of questions in written test will be as under:

Maximum Marks	**400 marks**
a)Language Proficiency(Punjabi-12 Questions +English-08 Questions)	80 marks
b)General Knowledge-History & culture of Punjab, current affairs of National & International importance (10 Questions)	40 marks
c) Mathematical skill (Matric level) (10 Questions)	40 marks
d) Mental ability/Logical reasoning (10 Questions)	40 marks
e) As per prescribed qualification for job (50 Questions)	200 marks

4. Minimum qualifying marks for candidates belonging to all categories shall be **40% of total marks of the written test**.

5. For the post of Assistant Manager,candidates shall be called for interview as per the merit drawn on the basis of score obtained in the written test. The number of candidates called for interview will be three times the number of posts in that category.

6. For the post of Assistant Manager, the marks obtained by the candidate in the written test will be adjudged on the weightage of 80 percent and 20 percent weightage will be given to performance in the interview/personality test. The total

marks obtained out of 400 marks will be considered for placement in the final merit list.

7. For the post of Senior Executive, candidates, equal to the number of posts advertised, who are placed at merit positions drawn on the basis of result of written test shall be called for document verification(counselling) and joining.

Important Instructions/Information for the Candidates:-

1. All candidates should have passed Matriculation standard examination of Punjabi as one of the compulsory or elective subjects from a recognized Board or Institution or any other equivalent examination in Punjabi language which may be specified by the Government of Punjab from time to time.

2. Age: 18 to 45 years as on 01-01-2021.

3. All candidates applying for the posts of Assistant Manager and Senior Executive will be treated provisionally eligible for appearing in the competitive exam. Acceptance of application at this stage and allotment of Roll Number by Milkfed does not indicate acceptance of candidature by the Milkfed, since there is no scrutiny of documents before the written test.

4. The application forms will be scrutinised after the conduct of the written examination. The application forms and other relevant documents, certificates etc of the candidates shall be examined to determine their eligibility. Candidates not meeting the eligibility criteria will be rejected after the scrutiny process or any time thereafter if found ineligible.

5. Educational qualifications as mentioned against the posts, must be from a recognized University/Institute.

6. Non-Refundable application fee is Rs.1000/- for all categories other than SC, EWS & PwD. For SC, EWS & PwD candidates fee is Rs.600/-

7. Candidates willing to apply for more than one post shall be required to submit separate applications for each post along with the requisite fee for each post.

8. The result and all information relating to recruitment process shall be uploaded on Milkfed website(http://www.verka.coop/career/) only. No correspondence of any sort shall be made with candidate separately.

9. In case two or more candidates obtain equal marks in the written test, the candidate older in age shall be placed higher in the order of merit. In case candidates obtaining equal marks in the written test are of same age, then the candidate having more marks in subject area (As per prescribed qualification for job) of written test shall be placed higher in the order of merit.

10. The Managing Director, Milkfed reserves the right to modify the number of posts advertised and modify or withdraw the recruitment notice without assigning any

reason. The decision of the Managing Director, Milkfed shall be absolute and final in this regard.

11. Milkfed will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application form. Such application forms are liable to be rejected.

12. Candidates working in Government/Semi Government/Cooperative organisations shall have to furnish a "No Objection Certificate" from their organisation and shall have to get himself/herself relieved after resigning from that organisation, before joining in Milkfed.

13. **Reservation:** Reservation shall be as per policy / instructions of the Govt. of Punjab.
Sports person seeking reservation under sports quota should apply with sports gradation certificate issued by Director Sports, Punjab as per latest instructions of Govt. of Punjab.

14. The selected candidates will work as trainees for 2 years and they would be paid fixed stipend as mentioned below.

Post	1st Year stipend per month	2nd Year stipend per month
Assistant Manager	Rs.35000/-	Rs.40000/-
Senior Executive	Rs.20000/-	Rs.22000/-

On completion of two year training period, candidates will be required to undergo performance evaluation process before being placed in the regular pay structure applicable for the post.

HOW TO APPLY ONLINE

1. No change shall be allowed once the application is submitted.

2. Visit the website of Milkfed: http://www.verka.coop/career/

3. Fill the application form carefully & correctly. Candidate will have to upload his/her scanned photograph and signature in the application Performa.

4. Every successful registration will be allotted the Login id and password.

5. Fee will be deposited online after submission of online application form.

6. Candidates are not required to send the hard copy of the application form.

7. In case of incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled/rejected and shall not be considered for further processing.

8. In case of any problem regarding submission of application, help can be taken from the helpline Phone number **7036709090** during working hours and Email :**ehelpdesk2@gmail.com**

9. Important Dates:

Start date for ONLINE Registration of application form	**29.11.2021 (after 12 noon)**
Last date for ONLINE Registration of application form	**19.12.2021 (upto 5 PM)**
Last date for submission of fee	**22.12.2021 (during banking hours)**
Date of written test	**Will be uploaded on the website shortly**

Managing Director
Milkfed Punjab