



## Bihar State Milk Co-operative Federation Ltd.

Dairy Development Complex: Post- B.V. College, Patna-800014  
Ph.: 0612-2224083, 2228953, 2228347, 2220387, Fax: 0612-2228306, Email-hrc@sudha.coop

Advt. No.:-03/2021

### ADVERTISEMENT FOR THE POST OF MANAGING DIRECTOR

A well reputed Co-operative organisation of farmers the Bihar State Milk Co-operative Federation Limited (COMFED) requires the services of dynamic and high calibre professional for the position of Managing Director for one its of member union, **Tirhut Dugdh Utpadak Sahakari Sangh Ltd., Muzaffarpur** with the following qualification and experience.

Name of the post	Maximum age Limit (as on 31-03-2021)	Minimum qualification experience & other conditions	Pay Scale/ Pay Band
Managing Director No. of Post-01	58	A good degree with minimum 55% marks in Food Technology/ Engineering/ Dairy Technology/ Vet. Science & Animal Husbandry. Preference will be given to candidates having Post-graduation in Business Management from reputed university. At least 10 (Ten) years of experience in managerial cadre out of which 3 (Three) years must be as overall Incharge of Big Dairy/Food Products/ Consumer Goods Processing Unit with proven track record	Around Rs.-1.5 Lakhs p.m plus other benefits admissible as per rules, After successfully completion of 1 (one) years he/she will be entitled to get regular appointment with the pay level-13 as per the 7th pay revision based on annual performance. Pay protection will be given to candidate coming from reputed organisation.

Candidate possessing the required qualification & experiences along with the requisite fee of Rs. 700/- through Demand Draft in favour of **Bihar State Milk Co-operative Federation Ltd.** may be sent through speed post/ registered before 15th April, 2021 (05.00 PM) at the address **Managing Director, COMFED, Dairy Development Complex, B.V. College, Patna-14.** COMFED reserves the accept/ right to reject any or all application without assigning any reason.

**Managing Director**



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Name of the post	Maximum age Limit (as on 31-03-2021)	Minimum qualification experience & other conditions	Pay Scale/ Pay Band
Managing Director No. of Post-01	58	A good degree with minimum 55% marks in Food Technology/ Engineering/ Dairy Technology/ Vet. Science & Animal Husbandry. Preference will be given to candidates having Post-graduation in Business Management from reputed university. At least 10 (Ten) years of experience in managerial cadre out of which 3 (Three) years must be as overall Incharge of Big Dairy/Food Products/ Consumer Goods Processing Unit with proven track record	Around Rs.-1.5 Lakhs p.m plus other benefits admissible as per rules, After successfully completion of 1 (one) years he/she will be entitled to get regular appointment with the pay level-13 as per the 7th pay revision based on annual performance. Pay protection will be given to candidate coming from reputed organisation.

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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 &  
signature  
thereon)

Post applied for: \_\_\_\_\_ Name of the Union:

Advertisement No.: \_\_\_\_\_

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 and Email ID.):
8. Fee detail:- (Rs. 700/-)  
  
DD No..... DD Date.....Bank Name & Code.....  
  
In favour of -----Payable at.....
9. Whether the applicant belongs to SC/ST/BC/EBC/EWS :  
If yes, please write category to which you belong and attach a copy of certificate in the prescribed format issued by Competent Authority.
10. Educational/Professional qualifications (beginning with SSC/SSLC examination) & (Degree with University Institution name must be written clearly) :

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

\*Attested Xerox copies of all certificates to be enclosed.

11. 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			

(Pls attach extra sheet related to job profile,if required)

12. Total Experience (as mentioned at Column 11) :

13.Total relevant experience:

14.Detail of courses/training completed before services.

15.State and describe your 5 best and worst qualities in your own words(maximum 150 words):Awards/Recognitions received.

16.State and describe two of your most challenging & successful assignment till date.

17.Any other additional relevant information including reference :

18. 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. 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.
11. Age, experience and qualifications will be reckoned as on 31.03.2021. 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.
12. Application complete in all respect in an envelope superscripted "**Application for the : (Name of the post)**" ,(Name of the Unoin) and "**Advertisement No.**\_\_\_\_\_ " should reach by 15<sup>th</sup>April 2021
13. Applications duly filled with all relevant documents must reach to us on or before 15<sup>th</sup> April 2021 at our following address addressed to -  
**Managing Director**  
**Bihar state Milk Co-operative Federation Ltd.**  
**Dairy Development Complex**  
**B.V.College, Patna-800014.**
14. COMFED will not be responsible for any postal delay at any stage.
15. The application received after the last date will be summarily rejected and application fee forfeited.
16. 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.
17. No. INTERIM QUERIES regarding test/interview/selection will be entertained.
18. Management reserves the right to modify/cancel the employment notification.
19. The decision of Management regarding selection shall be final.
20. **Check list for the document desired for Qualification and Expearence.**
  - 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