



**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](http://www.verka.coop)

**APPOINTMENTS**

Punjab State Cooperative Milk Producers' Federation (Milkfed) intends to make selection of **Trainees** for appointment in various affiliated Milk Unions and Milkfed Units across the State of Punjab against the following posts as detailed below:

Sr. No	Post	Number of Posts	Qualification
1	Assistant Manager (Engineering)	<b>10</b> (UR-04, SC-03, BC-01, ESM-01, EWS-01)	B.Tech(Mechanical/Electrical/Instrumentation) /M.Tech(Dairy Engineering)
2	Assistant Manager (Civil Engineering)	<b>Civil 05</b> (UR-03, SC-02)	B.Tech in Civil Engineering
		<b>Electrical 01</b> (UR-01)	B.Tech in Electrical Engineering
3	Assistant Manager (System and MIS)	<b>06</b> (UR-04, SC-02)	PGDRM (IRMA)/B.Tech or M.Tech in IT/Computer Science or MCA from a recognized university/institute
4	Assistant Manager (Marketing)	<b>07</b> (UR-01, SC-03, BC-01, ESM-01, EWS-01)	MBA in Marketing or equivalent from a recognized university/institute with minimum experience of 5 years in FMCG sector (Lateral).
5	Assistant Manager (Procurement)	<b>10</b> (UR-02, SC-04, ESM-02, PwD-01, EWS-01)	B.Tech/M.Tech(DT & D.Ext.) from a recognized university
6	Assistant Manager(Animal Husbandry)	<b>06</b> (SC-01, BC-02, ESM-01, PwD-01, EWS-01)	B.V.Sc from recognized university
7	Senior Executive (Finance & Accounts)	<b>14</b> (UR-04, SC-05, BC-01, PwD-01, ESM-02, EWS-01)	M.Com from a recognized University /Institute with 3 year experience in Finance & Accounts
8	Senior Executive (Marketing)	<b>25</b> (UR-09, SC-06, BC-03, PwD-01, ESM-02, ESM(SC)-01, EWS-02, Sports-01)	MBA in Marketing from a recognized University/Institute with minimum 2 year experience In FMCG industry or Graduate with 5 years of FMCG experience.

Qualification of Panjabi upto Matriculation Standard is mandatory for all the posts.

Age : 18 to 45 years (As on the day of Advertisement)

As a part of selection process, a screening test would be conducted for the eligible candidates for all the above posts followed by interview for Trainees against the post of Assistant Manager (i.e. for sr. no. 1 to 6). There will be no interview for sr.no. 7 & 8. The selected candidates would work as trainees for 2 years and they would be paid fixed emoluments as mentioned below.

<b>Post</b>	<b>1<sup>st</sup> Year Pay (per month in Rs.)</b>	<b>2<sup>nd</sup> Year Pay (per month)</b>
Assistant Manager	Rs. 35000/-	Rs. 40000/-
Senior Executive	Rs. 20000/-	Rs. 22000/-

After completion of 2<sup>nd</sup> year, appointees would have to undergo an evaluation and on the successful completion of evaluation, the appointees may be placed in the regular pay structure as applicable for the post.

Interested eligible candidates may apply online(only) as per instructions detailed out on our website, along with an application fee of Rs. 700/- (Rs. 500/- for reserved category candidates).

Candidates are requested to visit our website regularly for updates about the screening test. Online registration shall start on 05.12.2019 after 10:00 AM and **shall close on 26.12.2019 at 4:00 PM.**

Managing Director, Milkfed reserves the right to modify the number of posts advertised or terms & conditions / selection criteria or withdraw the recruitment notice without assigning any reason. The decision of the Managing Director, Milkfed will be absolute and final in this regard.

Milkfed reserves the right to post the selected candidates at any of its Dairies/Units/Branch sales offices.

**Manager (HR)**

**The Punjab State Cooperative Milk Producers' Federation Ltd.**

SCO 153 - 55, Sector 34-A, Chandigarh 160022

Website : [www.verka.coop](http://www.verka.coop) E.Mail: [ehelpdesk2@gmail.com](mailto:ehelpdesk2@gmail.com)

Mobile No: 7036270366

**APPOINTMENTS**

Punjab State Cooperative Milk Producers' Federation Ltd (Milkfed) is a farmers' cooperative marketing Verka brand of dairy products. It intends to select **Trainees** for its various Milk Unions / Units across the State of Punjab against various posts.

All candidates who are applying must also possess certificate course in IT equivalent to 'O' level certificate of DOEACC, in case the candidate has not studied IT or equivalent as one of its subjects in the basic qualifying degree/diploma. Qualification of Punjabi pass up to Matriculation Standard from a recognized Institution/Board is essential for above posts.

Age : 18 to 45 years (as on the day of Advertisement )

**SELECTION PROCEDURE:**

Selection shall be based on the basis of written test and interview for post of Assistant Manager and only on the basis of written test for Senior Executive. The merit list will be prepared on the basis of the marks obtained by the candidate as per following criteria:

**Written Test**

The written test shall be conducted for all the eligible candidates. The question paper will be objective type (100 marks) having 100 questions with multiple choices. Candidates will mark their answers on OMR sheet and each question will carry 1 mark. The duration of test shall be of 90 minutes. The question paper will be provided in English (except the Punjabi language proficiency part). There will be negative marking of 0.25 for each wrong answer.

The setup of question paper for Sr. No 1 to 3 will be as under :-

<b>Maximum Marks:</b>	<b>100 marks</b>
a) Language Proficiency (10 marks each for Punjabi and English)	20 marks
b) General Awareness	15 marks
c) Mental Aptitude / Reasoning	15 marks
d) Subject Area**	50 marks

\*\* For Sr. No. 1 i.e. Assistant Manager (Engineering), the subject area will comprise of the syllabus as given in Appendix 1.

The setup of question paper for Sr. No 4 to 8 will be as under :-

<b>Maximum Marks:</b>	<b>100 marks</b>
a) Language Proficiency (10 marks each for Punjabi and English)	20 marks
b) General Awareness	15 marks
c) Mental Aptitude / Reasoning	15 marks
d) Computer Proficiency	10 marks
e) Subject Area	40 marks

***Minimum qualifying marks will be 50% for General category and 45% for reserved category candidates.***

#### **A. Academic Performance consideration for the post of Assistant Manager**

- (i) Initially the candidates equal to twice the number of vacancies shall be taken into consideration, who are placed at Merit positions drawn on the basis of result of written test.
- (ii) The academic performance of the such candidates will be adjudged on the weightage of 15.  
(i.e. aggregate percentage marks obtained in the prescribed qualification divided by 100 & multiplied by 15).
- (iii) If the candidate possesses higher qualification for the post in any of the stream as detailed, he will be awarded additional 10% of the marks obtained in the academic score:

##### **To illustrate :**

In case a candidate secures aggregate 72% marks in the prescribed minimum qualification examination, his evaluation under Academic performance on the weightage of 40 as in para (i) will be:

$$72 / 100 * 15 = 10.8 \text{ marks}$$

Further, if the candidate has passed the final examination of the higher qualification as detailed in para (ii) above for different streams, he will be awarded additional marks as under:

$$10.8 / 100 * 10 = 1.08$$

Total marks obtained by the candidate:  $10.8 + 1.08 = 11.88$

The marks obtained by the candidate in the written test will be adjudged on the weightage of 70 and Academic performance on the weightage of 15, further interview will be of 15 marks and the score out of 100 will be considered for placement in final merit list.

In case two or more candidates obtaining equal marks in the final evaluation, the merit will be decided in order of following:-

- a. Candidate elder in age will be placed higher in merit.
- b. If the tie still persists between candidates, merit will be determined in order of name alphabet.

## **B. Academic Performance consideration for the post of Senior Executive**

The candidates equal to the number of vacancies, who are placed at Merit positions drawn on the basis of result of written test shall be called for document verification (counseling) and joining.

## **GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS FOR CANDIDATES:**

1. 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 will be absolute and final in this regard.
2. The selected candidates may be posted/allocated in any Milk Union/Plant/Unit/Branch of the Milkfed in Punjab or outside Punjab.
3. Candidates are requested to visit our website regularly for updates.
4. Only eligible candidates may apply online, along with an application fee (Non refundable) of Rs 700/- (Seven hundred only) and Rs. 500/- (Five hundred only) for reserved categories.

**Mode of Payment:** Pay-in slip will be generated after filling the online application form. Go to the nearest branch of State Bank of India and deposit the requisite application fee using the pay in slip on the next working day.

5. The selected candidates would work as trainees for 2 years and they would be paid fixed emoluments as mentioned below.

<b>Post</b>	<b>1<sup>st</sup> Year Pay (per month in Rs.)</b>	<b>2<sup>nd</sup> Year Pay (per month)</b>
Assistant Manager	Rs. 35000/-	Rs. 40000/-
Senior Executive	Rs. 20000/-	Rs. 22000/-

After completion of 2<sup>nd</sup> year, appointees would have to undergo an evaluation and on the successful completion of evaluation, the appointees may be placed in the regular pay structure as applicable for the post.

6. The nomenclature of the posts can be changed at any stage.
7. No separate intimation would be made in case the candidates do not give their active email accounts/Mobile No.

8. Mere placement higher in the merit shall not entitle any candidate to get appointment. The selection shall be subject to verification of testimonials / certificates / documents/ Medical fitness certificate and the same shall liable to be declared null & void without any notice in case any testimonials / certificates / document is found fake or forged or not meeting the required criteria / rules. Verification of original documents would be done at the time of counseling and reporting for joining. The purpose would be to verify different records regarding identification, age, original certificates of qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish the authenticity of any document, the candidate will not be considered for recruitment
9. Candidates working in Government/Semi Government/Cooperative Organizations shall have to furnish a "No Objection Certificate" from their organization and shall have to get himself/herself relieved after resigning from that organization, before joining.
10. The final list of selected candidates shall be displayed on our website after counseling and verification of documents.
11. The last date for online registration is 26.12.2019 by 4:00 PM.

#### **HOW TO APPLY ONLINE:**

1. The category once filled will not be allowed to be changed.
2. Visit the website of MILKFED: <http://www.verka.coop/career>
3. Fill the application form carefully & correctly. Candidate to paste his/her scanned photograph and signature at appropriate place in the Application performa.
4. Every successful registration will be allotted the Login id and password.
5. Fee Challan will be generated after filling the online application form. Go to the nearest branch of State Bank of India and deposit the requisite application fee using this fee challan on next working day.
6. Upload scanned Photo and Signature in the application form after the fee is approved.
7. Candidates are not required to send the hard copy of the application form.
8. Incomplete form or forms filled with wrong information the candidature shall stand automatically cancelled/rejected and shall not be considered for further processing.
9. For any problem, help can be taken from the helpline no. **7036270366**  
Email: [ehelpdesk2@gmail.com](mailto:ehelpdesk2@gmail.com) available during working hours.

## 10. IMPORTANT TENTATIVE DATES

Date of Advertisement	03.12 .2019
Date of availability of online form	05.12.2019
Last date for applying online	26.12.2019
Last date for payment of application fee	30.12.2019
Start date of downloading the admit card	To be Decided (TBD)
Date of Exam	TBD
Uploading of question paper and answer key	TBD
Window for filing objection	TBD
Result of Written Examination	TBD
Window for filing OMR result objection	TBD
Display of list of qualified candidates	TBD
For documents verification Schedule, details will be displayed on web site	TBD
Display of final merit list on web site	TBD

### EXAMINATION CENTRE:

All examination centers would be located in Chandigarh and Mohali only.

No TA, DA will be paid for the journeys performed by the applicants for the written test.

**(Note:-** Selected Candidates shall have to produce original documentary proofs of all the statements made in the online application format the time of counseling and verification of documents with attested photocopies).

## **Appendix: 1**

### **Syllabus for AM (Engineering) Written Test**

1. Basic Electrical Engineering concepts
2. Thermodynamics
3. Solid mechanics/ strength of materials
4. Fluid mechanics
5. Pumps/gears /pulleys
6. Refrigeration: Basics
7. Power plant engineering (engines, turbines etc.)
8. Traction: Basics
9. Process control (sensors, LVDTs, Transmitters, Least count, variance, repeatability in measurement)
10. Motion and time study
11. Boilers: Its types and efficiency

These are the basic outlines of the course which are part of curriculum of electrical, mechanical, instrumentation and M.Sc dairy engineering. Accordingly paper will be set from these topics for Assistant Manager (Engineering).