



মানভূম সমবায় দুগ্ধ উৎপাদক সঙ্ঘ লিমিটেড

MANBHUM CO-OPERATIVE MILK PRODUCERS' UNION LTD.

No.0268/2018/ADVT/MAN/PRL/WB

2018-June-07

## WALK-IN-INTERVIEW

A Walk-in-Interview will be held on **18.06.2018** at **10:00 AM** to engage bonafide Indian Citizen for the following posts for Manbhumi Co-operative Milk Producers' Union Ltd., of Purulia district. The posts are purely contractual in nature and entitled for a consolidated remuneration (negotiable).

### Posts Details:



Sl. No.	Name of the post	No. of Vacancy	Minimum Qualification	Age Limit	Desired Experience	Job Requirement
1	Procurement Officer (Milk Procurement & Technical Input)	01 (One)	Candidates should have educational qualification as B.Tech. in Dairy Technology (DT)/ Bachelor in Food Technology / BVSc / BSc Agri. from any Recognized University / Institute. Post Graduation would be preferred.  Basic Computer knowledge and good communication skills.  Should have the ability to speak and write in English and Bengali.	Upto 35 years as on 01.01.2018	Exposure to Dairy Plant & Dairy Product Manufacturing Unit.	All the management related responsibilities and the technical ends of all the steps from procurement at village level dairy cooperatives, processing, staff maintenance, labour management to product packaging and marketing.

[Regd. No. - U/MAN(P)/19/2003]

Under: Directorate of Dairy Development.

Animal Resources Development Department, Govt. of West Bengal,

Address: Purulia Dairy Plant, Beiguma, Purulia, West Bengal, India-723101

Telephone: (+91) 8900243894; 8900243886;

email:mamul.purulia@gmail.com

সিদ্ধান্ত সংখ্যা - ইউ/মান (পি) /১৯/২০০৩

প্রজ্ঞাপকস্বত্ব - দুগ্ধ উৎপাদন পরিচালকমন্ডলী, রাণী সম্পদ বিকাশ বিভাগ, পশ্চিমবঙ্গ সরকার,

ঠিকানা-পূরুলিয়া দুগ্ধগার, বেলগুমা, পূরুলিয়া, পশ্চিমবঙ্গ, ভারত-723101;

দূরত্ব: (+৯১) ৮৯০০২৪৩৮৯৪; ৮৯০০২৪৩৮৮৬.

ই-মেইল: mamul.purulia@gmail.com



2	Lady Extension Officer	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	Specialization in Rural Development/ Agri-business Management/ Social Welfare, Agriculture, Dairy Technology, Veterinary Science.	<ol style="list-style-type: none"> <li>1. Conduct meetings/ gramsabhas with target group in the project area for explaining them about the project and benefits of Dairy Cooperative Societies (DCS).</li> <li>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.</li> <li>3. Encouraging more women to take leadership roles in governance of village level institutions.</li> <li>4. Organize meetings and facilitate the selection of Management Committee (MC) and Secretary.</li> <li>5. Ensure Documentation of all related activities in soft and hard (documentation for DCS organization and registration).</li> <li>6. Coordinate for organization of training programs for MC and DCS Secretary and organize Awareness Programme on Clean Milk Production (CMP) at village level.</li> <li>7. Ensure greater participation of women in Farmers' Induction/ Orientation Program/ CMP awareness programmes.</li> <li>8. Conduct monitoring activities, data collection and reporting.</li> <li>9. Develop weekly updates and monthly reports on the assigned task and submit to the reporting officers.</li> </ol>
3	Executive (Maintenance of BMCs, AMCUs etc.)	01 (One)	Graduate or Diploma from any recognized College/ University with ITI, Mechanical engg., Electrical Engg.	Maximum 35 yrs. as on 01/01/2018	Experience with BMC, AMC repairing, and other equipment related to dairy industry.	To maintain and repair all the Bulk Milk Coolers (BMCs), Automatic Milk Collection Unit (AMCU), Packaging machines, Garber's Centrifuge machines, freezers, cold storages, refrigerators, packaging machines, cream separators etc.

## 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	18.06.2018
Selection Procedure	Interview. (No correspondences will be entertained in this regard)
Venue of Interview	Office of The Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., LB-2, Sector-III, Salt Lake City, Kolkata, West Bengal-700106.
Mode of Submission of Application forms	1. <b>Email</b> (Send scanned copies of colour filled up forms and original supportive documents in pdf format to <b>mamul.purulia@gmail.com</b> )  <b>OR</b>  2. To be presented 2 hours before the time of Interview.



## 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. 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.
6. No T.A./D.A. admissible to the candidate for appearing in the interview.
7. In case of any confusion candidates are requested to email at **mamul.purulia@gmail.com**.

## Enclosed/Attached:

1. Annexure 1: Application Form format.

(Regd. No. - U/MAN(P)/19/2003)  
Under: Directorate of Dairy Development,  
Animal Resources Development Department, Govt. of West Bengal,  
Address: Purulia Dairy Plant, Belguma, Purulia, West Bengal, India-723101  
Telephone: (+91) 8900243894; 8900243886;  
email:mamul.purulia@gmail.com

(বিবেক সংখ্যা - ইউ/মান (পি) /১৯/২০০৩)  
প্রজাবাহিনী- দূর উন্নয়ন পরিচালকসংস্থ, প্রাণী সম্পদ বিকাশ বিভাগ, পশ্চিমবঙ্গ সরকার,  
ঠিকানা-পূরুলিয়া দুগ্ধশাল, বেলগুমা, পূরুলিয়া, পশ্চিমবঙ্গ, ভারত-৭২৩১০১;  
দূরভাষ: (+৯১) ৮৯০০২৪৩৮৯৪; ৮৯০০২৪৩৮৮৬.  
ই-মেইল: mamul.purulia@gmail.com

Copy forwarded for information and necessary action to:-

1. C.A. to Hon'ble 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. Deputy Registrar of Cooperative Society, Purulia.
8. 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](http://purulia.gov.in/services/notice/employment_notice.html).
9. The Employment Officer, Employment Exchange Office, Purulia, with a request to arrange for walling up this notice in the notice board.
- 10-22. 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.
23. 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. (pcfdt@yahoo.com)
24. The Head, KVK, Purulia with a request to arrange for walling up this notice in the notice board and upload this in their website.
25. Notice board of this office.
26. Office copy for record keeping.



Sincerely,  
for and on behalf of  
Manbhumi Co-op Milk Producers' Union Ltd.

(Dr. Nirmalya Ranjan Sarkar)  
Managing Director

Annexure-1  
**APPLICATION FORM**

Application for the post of \_\_\_\_\_ (on Temporary and purely contractual basis).

Ref: No. **0268/2018/ADVT/EMPLOY/MAMUL/PRL/WB**; Dated, Purulia, the 7<sup>th</sup> day of June, 2018.

Affix a recent  
passport  
size  
colour  
photograph  
here

Sir,

With reference to the above, may I like to offer myself as a candidate for the post of \_\_\_\_\_ on Temporary and purely contractual basis.

My RESUME is given below:

01. Name of the post applied for: \_\_\_\_\_ ( on Temporary and purely contractual basis)
02. Candidate's Name (in Block Letter):... \_\_\_\_\_
03. Mother's Name (in Block Letter):... \_\_\_\_\_
04. Father's Name (in Block Letter): \_\_\_\_\_
05. Spouse's Name (in Block Letter): \_\_\_\_\_
06. Nationality (in Block Letter):... \_\_\_\_\_
07. Permanent Address (in Block Letter) : Village/Locality: \_\_\_\_\_ House No. \_\_\_\_\_ Road \_\_\_\_\_ C/O / D/O / S/O / H/O- \_\_\_\_\_ Gram Panchayat \_\_\_\_\_ Block/Town/City: \_\_\_\_\_ P.S. \_\_\_\_\_ P.O. \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_
08. Address for Communication (in Block Letter) : Village/Locality: \_\_\_\_\_ House No. \_\_\_\_\_ Road \_\_\_\_\_ C/O / D/O / S/O / H/O- \_\_\_\_\_ Gram Panchayat \_\_\_\_\_ Block/Town/City: \_\_\_\_\_ P.S. \_\_\_\_\_ P.O. \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_
09. Contact Number (Primary mobile No.)... \_\_\_\_\_
10. Contact Number (Alternate mobile No.)... \_\_\_\_\_
11. Contact number, name & relationship (name a person to be called in case of emergency): Mobile No. \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_
12. E-mail ID (Compulsory): \_\_\_\_\_
13. Date of Birth : Year..... Month ..... Day .....
14. Age (as on 1<sup>st</sup> January 2018) : Year..... Month ..... Day .....
15. Caste : \_\_\_\_\_
16. Gender: \_\_\_\_\_
17. Educational Qualification (in BLOCK LETTER): \_\_\_\_\_

SL No.	Examination Passed	Board/ University	Duration	Year of Passing	Full marks	Percentage of Marks Obtained	Subject/ Stream

18. Experience (if any) (Enclose proof such as Last Pay Certificate, Employee Certificate etc.):

SL No.	Name of the Organization where employed	Post Held	Last salary drawn	Tenure of Service	
				From	To

19. Have you been detailed in a Police Custody: \_\_\_\_\_

20. Whether you have been convicted by any court of law: \_\_\_\_\_
21. Whether any criminal case is pending or contemplated against you in any court of law :  
\_\_\_\_\_
22. Whether you are related to any employee working at Manbhum Milk Union,  
\_\_\_\_\_if yes, give the details such as name of the employee with designation,  
nature of relationship and place of posting:  
If so:  
(a) Name of the Employee: \_\_\_\_\_  
(b) Designation: \_\_\_\_\_  
(c) Nature of relationship: \_\_\_\_\_  
(d) Place of posting: \_\_\_\_\_

**DECLARATION**

I, Mrs. / Miss. /Mr. / Dr. \_\_\_\_\_, do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge. In the event of any information being found false / incorrect at any point of time, my candidature for engagement on contractual assignment will automatically stand "cancelled".

Place:

Date:

\_\_\_\_\_  
[Full Signature of the Candidate]