



Bihar State Milk Co-operative Federation Ltd.

Dairy Development Complex; Post :- B.V. College, Patna-800014

Phone No. - 0612-2228953, 2220387, 2224083; Fax – 0612 -2228306

Web :- www.sudha.coop Email- comfed.patna@gmail.com

Adv. No. 02/2024

Requirement of Chief Executive Officer and Accountant (On contract basis)

Bihar State Milk Co-operative Federation Ltd. (COMFED), is implementing part of Farmers Producer Organization (FPO) in which Fodder and Honey to be produced by member of FPO and market field target to be done. COMFED invites applications for & on behalf of FPO/CBBO from eligible persons for recruitment on following posts on contract basis for a period of three years. The prescribed mandatory qualification, experience etc. are indicated as below:-

Sl No.	Name of the post	No. of Vacancies	Monthly Consolidated emolument	Age Between	Mandatory Qualification & experience
1	Chief Executive Officer	10	Rs. 35000/-	Min. 22 & Max. 42 years	Graduate in Agriculture/ Agriculture Marketing / Agri Business Management or BBA or Equivalent, preferably 3 years of experience.
2	Accountant	10	Rs. 15,000/-	Min. 21 & Max. 42 years	Graduate in Commerce preferably 1 year of relevant experience.

Application form with terms and conditions may be downloaded from COMFED website www.sudha.coop. COMFED reserves the right to cancel either full or part of the advertisement at any stage without assigning any reason thereof.

General Manager



Bihar State Milk Co-operative Federation Ltd.

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JOB APPLICATION FORM

For office use only
Application No. -
Date of Receipt -

(Space for
Affixing recent
passport size
colour photograph)

Post applied for: _____ Advertisement No: 02/2024

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./E-mail ID/Aadhar No.):

8. Educational/Professional qualifications (beginning with SSC/SSLC examination) & (Degree with University Institution name must be written clearly) :
ii) Attested Xerox copies of all certificates to be enclosed.

Qualification	Specialization / Subject:	Course Duration	Board/University/ Institution	Percentage of Marks/ CGPA	Division

9. 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 drawn	Name/Place/ State of Organization	Nature of duties (in brief)
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in Year and months			

10. Total Experience:

11. Total relevant experience:

12. Any other additional relevant information including reference:

13. 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 can be filled up and send to us. No other format will be accepted.
5. The Demand Draft of Rs. 800/- including GST (Rupees Eight 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 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 from time to time till completion on recruitment process of the post.
9. Incomplete application is liable for rejection.
10. The number of vacancies indicated in the employment notice is tentative. COMFED reserve the right to increase/decrease the number of post, at the time of selection.
11. 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.
12. Age, experience and qualifications will be reckoned as on 27th Aug 2024 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. 800/- including GST (Rupees Eight Hundred only) in favor 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.
13. Application complete in all respect in an envelope superscripted "**Application for the : (Name of the post)**" and "**Advertisement No.-02/2024** " should reach by 27th Aug 2024
14. Applications duly filled with all relevant documents must reach to us on or before 27th Aug 2024 at our following address addressed to -

Managing Director
Bihar state Milk Co-operative Federation Ltd.
Dairy Development Complex
B.V. College, Patna-800014.

15. COMFED will not be responsible for any postal delay at any stage.
16. The application received after the last date will be summarily rejected and application fee forfeited.
17. 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.
18. No. INTERIM QUERIES regarding test/interview/selection will be entertained.
19. Management reserves the right to modify/cancel the employment notification.
20. The decision of Management regarding selection shall be final.
21. **Selected candidate cannot claim for employment in COMFED & CBBO.**

➤ **Check list for the document desired for Qualification and Experience**

- 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).
- d. Proof of identity & Address (Passport, Voter ID, Driving Licence, Aadhaar Card etc).
- e. Proof of different periods of experience as claimed in your application (if applicable).
- f. Any other document in support of your candidature.



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Proposal for Recruitment of Farmer Producer Organization (FPO) Staff under the Scheme - Formation and Promotion of Farmer Producer Organizations (FPOs)’

Requirement of Chief Executive Officer and Accountant (On contract basis)

Bihar State Milk Co-operative Federation Ltd. (COMFED), is implementing part of Farmers Producer Organization (FPO) in which Fodder and Honey to be produced by member of FPO and market field target to be done.

Department of Agriculture Cooperation & Farmers' Welfare (DAC&FW), Government of India (GOI) has launched the scheme- “Formation and Promotion of Farmer Producer Organizations (FPOs)” to promote 10,000 new FPOs in the country. Bihar State Milk Co-operative Federation Ltd. (COMFED) and Its Unions will be acting as cluster-based business organization under the scheme to form and nurture the FPOs. Under this scheme, COMFED has promoted 10 FPOS & CBBOs:-

1. Tirhut Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Muzaffarpur,
2. Tirhut Madhu Utpadak Co-operative Society Ltd, Muzaffarpur,
3. Sheikhpura Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Ltd, Sheikhpura,
4. Vaishali Shahad/Madhu Utpadak Co-operative Society Ltd, Vaishali,
5. Bhojpur Jila Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Bhojpur,
6. Samastipur Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Samastipur,
7. Madhubani Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Madhubani,
8. Lakhisarai Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Lakhisarai,
9. Begusarai Pashu Khadya Ewam Chara Phasal Utpadak Co-operative Society Ltd, Begusarai,
10. Begusarai Shahad/ Madhu Utpadak Co-operative Society Ltd, Begusarai.

A dedicated professional team of Chief Executive Officer and Accountant will be engaged by all 10 FPOs.

COMFED invites applications from eligible persons for recruitment on following posts on contract basis for a period of three years. The job responsibility of Chief Executive Officer is technical and financial management of FPO and for Accountant financial record keeping and accounting of FPO. The prescribed mandatory qualification, experience etc. are indicated as below:-

Applications are invited for the following positions for different FPOs

Current Opening: 10 Positions (Chief Executive Officers-FPO- 10, Accountants-10)

Name of the Position	N0. of Vacancies	Qualification	Experience	Key Responsibilities	Monthly Remuneration
Chief Executive Officer (CEO-FPO)	10	Graduate in Agriculture/ Agriculture Marketing/ Agri-Business Management or BBA or Equivalent	Preferably 3 years of relevant experience	<ul style="list-style-type: none"> ❖ CEO will execute and supervise the tasks assigned by the President and the Managing Committee. ❖ CEO will ensure that the functioning of the Committee is conducted within the legal framework in accordance with the objective of the Bye Laws. ❖ Acting as the main point of communication between the board of directors (the board) and company operations and being the public face of the company. ❖ CEO will maintain all annual reports, Business profit and loss account, balance sheet of the committee along with the cashbook and other ledger as & when required. ❖ CEO will maintain the Audit report to the Managing Committee. ❖ CEO will have track of financial & will ensure that the dues of the society are recovered regularly. 	Rs. 35000/-
Accountant	10	Graduate in Commerce	Preferably 1 year of relevant experience	<ul style="list-style-type: none"> ❖ Recording daily business transactions of FPO in accounting software. ❖ Inventory Management. ❖ Asset Management. ❖ Dealing with Banks. ❖ Prepare financial records for Auditing. ❖ Manage Compliances pertaining to Tax 	Rs. 15,000/-

- ❖ Short listing will be based on educational qualification and minimum relevant experience.
- ❖ Number of vacancies may be changed without prior notice.

IMPORTANT DATES

Last date for receiving application	27.08.2024
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- ❖ **Age Limit** ' Maximum 42 years (age and experience will be calculated as on 27-08-2024).
- ❖ **How to Apply:-** Read the Instructions carefully before applying for any position.

Application form with terms and conditions may be downloaded from COMFED website www.sudha.coop. The duly filled application form with demand draft and self attested copies of certificates etc. should reach **Managing/Director, COMFED, Dairy Development Complex, Post-B.V. College, Patna-800014 on or before 27th Aug 2024** through speed post/courier/hand. Managing Director, COMFED reserves the right to cancel either full or part of the advertisement at any stage without assigning any reason thereof.

Managing Director