



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.compfed.co.in; Email:- comfed.patna@gmail.com

Employment Notice

Bihar State Milk Co-operative Federation Ltd (COMFED) invites applications for the following position–

Sl.	Position	Total Posts & Break up of Posts	Qualification from Recognized University / Institute	Minimum Experience	Job description	Pay Scale
01	Assistant Manager(Fodder Development)	Total - 09 VIMUL –1 (UR) SMU – 1 (UR) VPMU – 1 (UR) TIMUL – 1 (UR) DRMU –1 (UR) MMU – 1 (UR) COMFED HQ – (3 Posts –2– UR, 1 – EBC)	Degree in Agriculture Science from a recognized University/ Institute. Post graduate degree in Agronomy/ Soil Science will be an added qualification.	3 years of experience in fodder development work.	Job requires extensive touring in the villages for expansion work in fodder development as per guidelines/ programme under operation flood.	Rs. 9300-34800 GP – Rs. 4800

The maximum age for the above positions shall be 37 years as on stipulated last date of application. Relaxation in age is applicable by 3 years for BC/EBC candidates and by 5 years for SC/ST candidates. Eligible candidates may download the Application Form & Detailed Terms & Conditions from our website: www.compfed.co.in and the filled up application along with requisite application fee of Rs. 500/- (In the form of demand draft in favour of Bihar State Milk Co-operative Federation Limited payable at Patna) should reach to us latest by **31st Oct.' 2012.**

Managing Director

Bihar state Milk Cooperative Federation Ltd.
PO.BV College, Patna-800014
Tel.0612-2228953, 2224083, 2228347, Fax: 2228306.

Application Form

1. Name of Post :
2. Name of the Candidate :
3. Father's Name :
4. Date of Birth :
5. Age as on 31st Oct. 2012 : year-----Month-----days-----
6. Full Address - (A)Present :

Recent Coloured Passport
size photograph pasted.
Signature on photograph is
essential

(B)Permanent:

7. Category (Gen/BC/EBC/ SC/ST) :
8. Mobile No. :
9. E mail Address :

10. Academic Qualification:

Name of the Course	Name of the College/Institution	Name of University	Subject	Percentage of Marks/CGPA	Year of Passing

11. Professional Qualification:

Name of the Course	Name of the College/Institution	Name of University	Subject	Percentage of Marks/CGPA	Year of Passing

Note: If the Space is not sufficient then insert a separate A4 size paper in the same format.

12. Details of work Experience :

Sl.	Name of the Organization	Post held	Duration	Period	Details of work allotted/conducted	Monthly Salary (In Rs.)

Note: If the Space is not sufficient then insert a separate A4 size paper in the same format

13. Details of Demand Draft: - (A) Demand Draft No. & Date -----

(B) Name of the Issuing Bank -----

(C) Amount -----

I certify that the above information is true to the best of my knowledge. If anything found wrong in the application my candidature shall be cancelled/ rejected.

Place: -

Date: - (Signature of Candidate)

Enclosures:-

1. Copy of Matric Certificate
2. Copy of Graduation Marksheet and Certificate
3. Copy of Work Experience Certificate
4. Demand Draft of Rs. 500.00 (Rupees Five hundred) only In favour of Bihar State Co-operative Milk Federation Limited payable at Patna.
5. Copy of Last Salary slip.

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. The Demand Draft should be in favour of Bihar State Milk Co-operative Federation Ltd payable at Patna of Rs. 500/-.
4. Please put a Tick () mark where necessary.
5. Only downloaded Application Form from the website www.compfed.co.in can be filled up and send to us. No other format will be accepted.
6. Before applying, the candidate should ensure he/ she fulfils the eligibility criteria and other norms mentioned in the advertisement hoisted on the website www.compfed.co.in. 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. The decision of COMFED in all matters regarding eligibility of the candidate at any stage of the process of recruitment shall be final and binding on the candidate. If any shortcoming is detected after appointment, the services of such candidates are liable to be terminated.
7. If the candidate desires to be considered against a specific category as filled by him/ her in application, subsequent representation for change of category status will not be entertained under any circumstances.
8. List of shortlisted candidates would be hosted along with the Interview Schedule and necessary instructions on COMFED website in due course. Therefore, candidates are advised to visit COMFED website from time to time for important notification in this regard.
9. Any subsequent amendment/ notice/ clarification etc., if any, will be made available in COMFED website only. As such candidates are advised to keep visiting COMFED website www.compfed.co.in from time to time till completion on recruitment process of the post.
10. Incomplete application is liable for rejection.
11. Application processing & registration fee shall not be refunded under any circumstances.
12. No TA / DA will be paid for appearing in the examination and interview.
13. Those already in employment should apply "through proper channel" with "No Objection Certificate" from their employer.
14. The number of vacancies indicated in the employment notice is tentative. COMFED reserves the right to increase / decrease the number of posts, at the time of selection.
15. Canvassing in any form on behalf of any candidate will lead to his/ her disqualification.
16. Age, experience and qualifications will be reckoned as on last date of submission of application form.
17. Clear quality Photo copies of all important self-attested certificates must be attached with the application form. Candidates have to submit following documents/ certificates –
 - a) Printout of the application form filled in all aspect and duly signed.
 - b) Copy of Matric Certificate
 - c) Copy of Graduation Marksheet and Certificate
 - d) Copy Work Experience Certificate
 - e) Demand Draft of Rs.500.00 (Rupees Five hundred) only in favour of Bihar State Co-operative Milk Federation Limited payable at Patna.
 - f) Copy of Last Salary slip.

18. Applications duly filled with all relevant documents must reach to us on or before 31.10.2012 at our following address.

Bihar State Milk Co-operative Federation Ltd (COMFED), Dairy Development Complex: PO – B.V.College, Patna – 800014.

19. COMFED will not be responsible for any postal delay at any stage.
20. In case of any disputes/suites or legal proceedings against COMFED, the Jurisdiction shall be restricted to the Courts of Patna only.
21. Reservation for SC/ST, BC/ EBC for all posts exists as per the ‘Reservation Roster Policies’. Candidates applying for the reserved posts should clearly state at the specified place to which category they belong. They must also enclose attested Photostat copy of Caste Certificate. The form of caste certificate to be produced must be in the format as prescribed by the State Govt.
22. 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.
23. More stringent criteria may be applied for short-listing the candidates to be called for written and interview. Applicant having higher qualification and merit will be given preference.
24. The statutory provision for relaxing of age in case of the candidates belonging to SC/ST is 5 years relaxation and BC/EBC is 3 years.
25. NO INTERIM QUERIES regarding test/interview/ selection will be entertained.
26. COMFED reserves the right not to fill up any of the vacancies advertised, if the circumstances warrant so without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change.
