

APPOINTMENTS

Punjab State Cooperative Milk Producers' Federation Ltd (Milkfed) intends to have a joint selection procedure for assisting the various Milk Unions for appointing 'Trainees' against the following posts:

S.No	Post*	Number of posts	Qualification
1	Milk Procurement Assistant	50	Two year Diploma in Dairy Technology/ Vety. Pharmacy or equivalent from recognized University. OR Graduation from recognized University. OR 10+2 with minimum three year experience of working in Milk Unions affiliated to Milkfed Punjab.

* The above name of above post is tentative and is likely to change consequent to ongoing restructuring of the organization.

In addition to the above qualification, the candidates 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 qualification. Qualification of Panjabi of Matriculation Standard is mandatory for the posts.

Age : 18 to 45 years (as on 30.09.2017)

Reservation for SC / BC etc would be as per Milkfed policy. If the required number of candidates are not available from a particular reserved category, the same shall be filled from General pool.

Interested eligible candidates may apply online as per instructions detailed out on our website www.verka.coop along with an application fee of Rs.700/- (Rs. 500/- for SC & BC candidates). A screening test would be conducted on the valid applications and their would be no interview. The selection criteria may be viewed on our website.

Candidates are requested to visit our website regularly for updates for the details about the screening test. No separate intimation would be made in case the candidates do not give their active email accounts.

Online registration shall start on 26.09.2017 after 11.00 A.M and shall close on 18.10.2017 at 4.00 P.M

PUNJAB STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.
SCO 153 - 55, Sector 34-A, Chandigarh 160022.
Website : www.verka.coop

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SELECTION PROCEDURE:

Selection shall be based on the basis of written test. The merit will be prepared on the basis of the marks obtained by the candidate as per following criteria:

Written Test

The written test of all the applicants shall be conducted. 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 two hours.

The question paper will be provided in English (except the Panjabi language proficiency part). The setup of question paper will be as under :-

Maximum Marks:

100 marks

- | | |
|--|----------|
| (a) Language Proficiency (Panjabi and English) - | 15 marks |
| (b) General Awareness - | 15 marks |
| (c) Mental Aptitude / Reasoning - | 10 marks |
| (d) Computer Proficiency | 10 marks |
| (e) Subject Area: | 50 marks |
| (Knowledge about clean milk production & handling procurement ;
Working & Dairy cooperative;) | |

Minimum qualifying marks will be 60% for General category candidates and 55% Marks in case of reserved categories.

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 persist between candidates, merit will be determined in order of name alphabet.

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. The appointment letters to the selected candidates allocated to any Milk Union shall be issued by the General Managers of respective District Cooperative Milk Producers Unions.
4. Candidates are requested to visit our website regularly for updates.
5. Only eligible candidates may apply online, along with an application fee (Non refundable) of Rs 700/- (Rs. 500/- for SC & BC candidates).
6. The selected candidates would work as Trainees for 2 years and they would be paid fixed emoluments of Rs 15000/- (consolidated) per month for the first year with 10% increase for the second year. After the completion of second year, appointees would have to undergo for an evaluation and on the successful completion of this evaluation, the appointees would be placed in the regular pay structure as applicable for the post at the relevant time.
7. The nomenclature of the posts can be changed at any stage.

8. No separate intimation would be made in case the candidates do not give their active email accounts & Mobile No.
9. 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
10. 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.
11. The final list of selected candidates shall be displayed on our website after counseling and verification of documents.
12. Online registration shall start on 26.09.2017 after 11.00 A.M and shall close on 18.10.2017 at 4.00 P.M

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 Punjab National Bank 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 through Email: **recruitverka@gmail.com**

10. IMPORTANT TENTATIVE DATES:

Date of Advertisement	25-09-2017
Online Registration start date & time	26-09-2017 after 11.00 AM
Online Registration close date & time	18-10-2017 at 04.00 PM
Completion of Application form after fee deposit in Bank	21-10-2017

Please follow further instructions on our web site with regard to schedule of written test, which may tentatively be conducted in the 2nd fortnight of November 2017

EXAMINATION CENTRE:

All examination Centers would be located at Chandigarh or Mohali (Punjab) only.

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

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