

Posts, Job Description & Eligibility Criteria:

(i) Procurement & Inputs Officer- 01 no.

Job Description/ eligibility criteria:

Job Title	'P & I Officer' (one)
The candidate	1. Hard working and result oriented dynamic individual 2. Person with proven track record of achieving targets in a competitive environment 3. Person having an analytical bent of mind and excellent communication skill and computer knowledge in general.
Educational Qualification	B. VSc, B. Tech (DT), B Sc (Ag), PGDM – Rural Management/ PGD – Development Management/ MBA (Rural Management)/ MSW or equivalent.
Experience	Minimum 5 years of working experience in livelihood sector with an NGO/ village based Institution/reputed organization/ Co-operatives/ Milk Federation.
Nature of Appointment	Contractual Engagement initially for one year. Any extension is subject to satisfactory performance.
Total Remuneration	Negotiable based on the qualification and experience. Other admissible benefits as per Milk Union's norm for contractual engagements.
Selection Procedure	Interview through Walk in Interview
Age	Maximum 40 years as on 01.01.2024. However, relaxation may be given in case of extraordinary/outstanding candidates.
Interview Date & Time	Interview Time: 11.00 AM Date: 09/02/2024. The interested eligible candidates are requested to report at the venue at 10.30 AM.
Venue of Interview	At the office of the National Dairy Development Board (NDDB), Karunamoyee, DK Block, Sector - II, Salt Lake City, Kolkata - 700091
Key Role and Job Responsibility	1. Identifying new areas for expanding coverage and preparing procurement strategy as per targets of Midnapore Milk Union. 2. Ensuring fair & transparent milk procurement operations at village level. 3. Maintaining/ monitoring operation of BMC/ Chilling Plant. 4. Monitoring operation of transport system to ensure timely milk delivery from DCS/ BMC to Milk Chilling Plant and further to Dairy Plant. 5. Minimizing variations between supplies from DCSs/ BMCs and receipt at Chilling Plants/ Dairy Plants. 6. Preparing plans for procurement of required items for smooth operations. 7. Resolving conflicts/ problems at route/ village level. 8. Monitoring targets. 9. Ensuring timely delivery of AMCUs and EMTs to different procurement institutions.



	<p>10. Planning BMC installation at village level and organize movement of Milk & Milk Products between DCSs/ BMCs and Chilling Plant/ Dairies.</p> <p>11. Ensuring that the purchases are done on time.</p> <p>12. Ensuring Quality checks at all levels from the dairy to the village level.</p> <p>13. Regular monitoring and feedback and record keeping</p> <p>14. Innovation of efficient ways of working and encourage innovative ideas.</p> <p>15. Devising strategy for training of village level functionaries/ Secretaries/ Tester.</p> <p>16. Any other activity as and when required by this Union.</p>
Key Skills	<p>1. Considerable Knowledge of Modern principles and practices of Milk Procurement.</p> <p>2. Milk Pricing.</p> <p>3. Bye Laws & Rules & Regulations & Acts of Dairy Cooperative Societies.</p> <p>4. Managerial Skills, Leadership skills, Analytical Ability, Problem Solving and decision making skills.</p>
Leave	Leave rules of the Milk Union would be applicable

(ii) 'Technical Input Officer'- 01 no.

Job Description/ eligibility criteria:

Job Title	Technical Input Officer (One)
The candidate	<p>1. A hard working and result oriented dynamic individual</p> <p>2. Person with proven track record of achieving targets in a competitive environment</p> <p>3. Person having an analytical bent of mind and excellent Communication skill.</p>
Educational Qualification	Degree in B V Sc/B Sc (Ag)/Animal Nutrition/Equivalent.
Experience	The candidates having experience in the field of Productivity enhancement related to Artificial Insemination/Feed & Fodder development/ Animal Nutrition/ Animal Health would be given preference.
Nature of Appointment	Contractual Engagement initially for one year. Any extension is subject to satisfactory performance.
Total Remuneration	Negotiable based on the qualification and experience. Other admissible benefits as per Milk Union's norm for contractual engagements.
Selection Procedure	Interview through Walk in Interview
Age	Maximum 35 years as on 01.01.2024. However, relaxation may be given in case of extraordinary/outstanding candidates.



Interview Date & Time	Interview Time: 11.00 AM Date: 09/02/2024. The interested eligible candidates are requested to report at the venue at 10.30 AM.
Venue of Interview	At the office of the National Dairy Development Board (NDDB), Karunamoyee, DK Block, Sector - II, Salt Lake City, Kolkata - 700091
Key Role and Responsibility	<ol style="list-style-type: none"> 1. Implementation and monitoring of Productivity enhancement related Artificial Insemination/ fodder development program at the field level. 2. Training of Milk Procurement Field Supervisors, AI Technicians & farmers. 3. Popularization of improved fodder development technologies among farmers including development of fodder nurseries, fodder demonstration farms. 4. Collection and compilation of fodder related data. 5. Coordination with fodder seed production agencies across country for sourcing good quality fodder seeds. 6. Promotion of cattle feed, mineral mixture and other feed additives. 7. Demonstration of Fodder/ Silage Production to key officers and farmers. 8. Data documentation and preparation of AI & FD progress reports.
Key Skills	<ol style="list-style-type: none"> a. Providing technical support to & capacity building of enterprises with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively; b. Ability to work effectively in teams as well as independently; c. Good communication and inter-personal skills; the candidate must show initiative, , synthesis, organization and personal dynamism and should be self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports. d. Computer/ IT skills. e. Presentation skills.
Leave	Leave rules of the Milk Union is applicable

(iii) 'Milk Procurement Officer- 01 no.

Job Description/ eligibility criteria:

Job Title	Milk Procurement Officer (one)
The candidate	<ol style="list-style-type: none"> 1. A hard working and result oriented dynamic individual 2. Person with proven track record of achieving targets in a competitive environment 3. Person having an analytical bent of mind and excellent communication skill.



Educational Qualification	PGDM – Rural Management/ PGD – Development Management/ MBA (Rural Management)/ MSW/Bachelor Degree with excellent experience in the field of Milk Procurement.
Experience	The candidates having experience in the field of Milk Procurement of any Co-operative/ Organization/Milk Productivity enhancement Animal Nutrition would be given preference.
Nature of Appointment	Contractual Engagement initially for one year. Any extension is subject to satisfactory performance.
Total Remuneration	Negotiable based on the qualification and experience. Other admissible benefits as per Milk Union's norm for contractual engagements.
Selection Procedure	Interview of short-listed.
Age	Maximum 35 years as on 01.01.2024. However, relaxation may be given in case of extraordinary/outstanding candidates.
Interview Date & Time	Interview Time: 11.00 AM Date: 09/02/2024. The interested eligible candidates are requested to report at the venue at 10.30 AM.
Venue of Interview	At the office of the National Dairy Development Board (NDDB), Karunamoyee, DK Block, Sector - II, Salt Lake City, Kolkata - 700091
Key Role and Responsibility	<ol style="list-style-type: none"> 1. Primarily responsible to meet the milk procurement/DCSs/Members targets as planned for the area of operation of Midnapore Milk Union. 2. Conducting training programme awareness camps at village for increasing members in dairying. 3. Maintenance of milk routes, guiding the supervisor's activities and its monitoring. 4. Ensuring the weighing, testing and chilling activities carried out at all the BMC/ Chilling Plant/ DCS of Midnapore Milk Union . 5. Keeping a check on the discrepancies at BMC/Chilling Plant/DCS level 6. Proper record maintenance at all the BMC centres of Midnapore Milk Union. 7. Ensuring quality of the collected and supplied milk from the procurement area of Midnapore Milk Union. 8. Monitoring the collection and testing activities at all the BMC/Chilling Plant and supervising the BMC staffs. 9. Attending milk collection on regular basis at DCS/Chilling Plant level and resolving farmer's/ DCS's grievance. 10. Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill. 11. Organising village level awareness programme with the dairy farmers regarding the benefits of an organised milk collection system. 12. Preparation of training calendar for the milk producers, Milk procurement officers, Milk Procurement Field



	<p>Supervisors.</p> <p>13. Budget calculation for the training and extension materials.</p> <p>14. Preparation of extension material in local language.</p> <p>15. Coordinating with field supervisors for conducting various training programmes at village level.</p> <p>16. Arranging farmer's meet, animal health camp and other services with the help of Manager/Dy. Manager procurement.</p>
Key Skills	<p>1. Providing capacity building of the village based institution and dairy farmers with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively;</p> <p>2. Ability to work effectively in teams as well as independently;</p> <p>3. Good communication and inter-personal skills; the candidate must show initiative, , synthesis, organization and personal dynamism and self-motivated, as well as capacity to work with teams and prepare adequate planning and activity reports.</p> <p>4. Operations Management, Relationship Management, Team Management, Strategic Management, Distribution Management</p> <p>5. Computer/ IT skills</p> <p>6. Leadership skills</p> <p>7. Presentation skills</p>
Leave	Leave rules of the Milk Union is applicable

