



THE ODISHA STATE COOPERATIVE MILK PRODUCERS FEDERATION LTD.

The Odisha State Cooperative Milk Producers' Federation (OMFED), set up by the Government of Odisha in 1980, with an aim to promote dairying as a source of livelihood in the rural parts of the State and propel Odisha towards self-reliance in milk and milk products.

The OMFED invites applications from eligible candidates for the position of Deputy Manager (Finance) .

JOB DETAILS

Job Name	Deputy Manager (Finance) - Odisha State Cooperative Milk Producers Federation (OMFED)
Designation	Deputy Manager (Finance)
Post	01 (One)
Qualification	Degree with passing of final examination of Chartered Accountant / Cost & Management Accountant)
Experience	Minimum 7 years post qualification experience in Financial Management and Accounting in Public / Private sector/ Chartered Accountant Firms
Age as on 31.08.2022	50 years
Nature of employment	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly consolidated remuneration	The remuneration would be Negotiable, depending on experience and Suitability /Merit

Key roles and Responsibility

- Finalization of Accounts as per Cooperative Society Act
- Finalization of Statutory Audit of Accounts in Dairy Industry.
- Income tax – Annual return File , TDS and TCS.
- GST- Filling of GSTR 1 to 9 .
- Preparation of MIS Reports of Finance and Accounts.
- Costing of Milk and milk products.
- Cost control and productivity enhancement
- Providing financial reports and interpreting financial information to managerial staff while recommending further courses of action.
- Overall responsibility for management of Milk Union activities and Quality Management.
- Maintaining the financial health of the organization.
- Knowledge in – ERP , ACE package ,Excel etc .
- Any other duties assigned from time to time.

<p>Submission of application</p>	<ul style="list-style-type: none"> i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed“ APPLICATION FOR THE POST OF DY.MANAGER(FINANCE) which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before 16.09.2022. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.com or by post. ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present employer at the time of personal interview. iii) Internal candidates shall apply through proper channel. iv) Applicant shall attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, Present Remuneration& recent colour passport size photograph with the Application Form. v) Applications without supporting documents /incomplete/ not
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fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Committee.

General Conditions:

- i) Candidates are requested to website of OMFED- www.omfed.com for any notification, updates, result etc. relating to recruitment.
- ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidates shall be cancelled.
- iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- iv) Application submitted after the due date shall liable for rejection and cannot be entertained.
- v) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- vii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. enquiry/correspondence will be entertained in this regard.
- viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha. Courts in Odisha.

Remarks	<p>For more details of the position, candidates may refer the website of OMFED at www.omfed.com</p> <p>Age limit for the position is 50 years as on 31.08.2022</p> <p>Last date for receiving application is 16.09.2022.</p>
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ANNEXURE

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).

APPLICATION FORMAT FOR THE POST OF DEPUTY MANAGER (FINANCE)

- 1) Post applied for :
- 2) Full Name (in capital) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.08.2022 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code

Affix recent
colour passport
Size photograph

Present Address

Permanent Address

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- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)

Name:

Documents/Certificates Attached:

- 1)
- 2)
- 3)
- 4)
- 5)