



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 Asst. Manager (Production).

JOB DETAILS

Job Name	Assistant Manager (Production)-
Designation	Assistant Manager (Production)
Post	02 (Two)
Qualification & Experience	<p>The candidates should have requisite managerial competence with a Graduate / Post Graduate in Dairy Technology / B.E. (Mechanical) / B.E (Electrical) / B.E (Instrumentation & automation) from a recognized Institute/ University with minimum 5-7 years of experience, out of which minimum of three years' experience in UHT/Aseptic Plant Operations and Maintenance of machineries like UHT Sterilizer, Aseptic Filling Machines, Milk product preparation and blending etc. He should work at least two to three years in Executive Cadre. Preference will be given to the candidates having work experience on UHT sterilizer, aseptic filling machine and knowledge on ERP-SAP.</p> <p>Full time 2 years MBA in Business Management / Production / Operation Management from a reputed institution will be considered an added Qualification.</p>
Age	Age limit for the position is 45 years as on 30.09.2022.
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

1. Ensure plant efficiency/performance as per laid down production parameters and achieving of production targets.
2. Ensure the maintenance of the plant and equipments on a regular basis.
3. Monitor proper housekeeping and personnel hygiene.
4. Minimise milk solid and packaging material losses.
5. Ensure proper maintenance of accounts of milk and milk solids, packaging materials, finished produces etc.
6. Ensure sufficient no of tools and instruments for proper plant operations.
7. Planning for identifying the requirement of materials and timely indenting.
8. Ensure measures for water and energy conservation.
9. Monitor and ensure expenditure incurred by the section is within the provision of approved budget.
10. Assist in preparing budget of the department.
11. Suggest new technology and techniques to improve the plant efficiency.
12. Responsible for Manage and direct activities of the production team members, ensuring product adheres to our standard of safety, quality, and throughput while maintaining proper operating aseptic techniques and procedures.
13. Collaborates with the planning department to create production schedules that meet both internal and external needs. Establishes and adjusts work procedures and schedules to meet production plan.
14. Ensures team members follow all SOPs in compliance with laid down procedure (aseptic principles and adhere to all requirements to protect the sterility & integrity of the process and product).
15. Ensures all team members are trained and work in compliance with all applicable standard aseptic work practices, regulatory requirements, GMP's, HACCP and SQF expectations.
16. Maintain quality standards of all products to ensure sterile safety and quality, which meets the expected shelf life.
17. Maintains effective working relationships with team members through open communication, visibility, and involvement to promote a positive working environment that maximizes safety, employee engagement, productivity, and throughput.
18. Provides direction to supervisors on team member coaching and development, employment decisions, and resolving issues through conflict resolution.
19. Trains, coaches and reviews performance of team members.
20. Collaborates with Maintenance Department to plan preventative maintenance on the aseptic UHT lines.

	<ol style="list-style-type: none"> 21. Analyzes and submits reports for production numbers, downtime, attendance, and quality checks to the General Manager / Reporting Authority. 22. Collaborates with the General Manager and Planning Department to develop the Production Department budget and forecast. 23. Develops, recommends, and implements measures to improve production methods, equipment performance, and quality of product, and to reduce raw material/product wastage. 24. Interfaces with multiple departments within in the organization to ensure customer deadlines are met. 25. Collaborates with plant leadership to an excellent safety culture. 26. Adheres to the highest standards of company and plant safety programs, guidelines, rules, and regulations. 27. Abides by our Good Manufacturing Practices (GMP's) and Safety Standards at all times. 28. Collaborates with raw material planners to ensure correct inventories based on production schedules. Escalates supplier quality issues to prevent customer shortages. 29. Partners with the Quality Department to prevent and resolve Non-Conforming Finished Goods and Non-Conforming Raw Materials. 30. Regular and predictable attendance is an essential function of the job. 31. Prepare shift schedule of subordinate staff. 32. Recommend to provide necessary training to develop skill/ knowledge/ aptitude and attitude of the staffs working under him. 33. Any other shift duties assigned to him time to time.
Profile Summary	<p>Applications are invited from eligible candidates for the position of Assistant Manager (Production).</p> <p>The candidate should have 5-7 years' experience in UHT/Aseptic Plant Operations and Maintenance of machineries like UHT Sterilizer, Aseptic filling machines, Milk product preparation and blending of ingredients etc out of which at least 3 years in Executive Cadre. Preference will be given to those candidates having work experience on UHT sterilizer, aseptic filling machine and knowledge on ERP-SAP.</p>

	<p><u>Main Purpose:</u></p> <p>Manage all UHT Plant activities and technical operations and maintenance of the UHT plant in accordance with the objectives of the organization. Work closely with Departmental Heads and key management personnel located at OMFED Dairy, Arilo Plant.</p> <p>Lead multidisciplinary team of professionals while heading the overall Functions of the UHT Plant.</p> <p>Accountable for ensuring the long-term financial viability of the Dairy Plant through consistent performance.</p> <p>Provide strategic and operational leadership for improving operating results.</p> <p>Ensuring product adheres to our standard in compliance with all legal Requirements from raw material receiving (thorough blending and batching to the UHT, aseptic tank, aseptic filler) and packing up to product dispatch.</p> <p>Suggests changes in working conditions and use of equipment to increase efficiency of lines.</p> <p>Develops capital equipment justification for machine upgrades and process technology to improve quality, cost, and cycle times.</p>
<p>Other Essential attributes and skills</p>	<p>Values/ Skills/ Attributes:</p> <ul style="list-style-type: none"> • Leadership • Influencing • Networking • Communication & Interpersonal Skills • Integrity • Commitment • Professionalism

<p>Submission of application</p>	<p>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 ASSISTANT MANAGER (PRODUCTION)” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahid Nagar, Bhubaneswar-751007, Odisha on or before 07.10.2022. The application along with the requisite documents can also be submitted through e-mail amhr.omfed@gmail.com or by post.</p> <p>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.</p> <p>iii) Internal candidates shall apply through proper channel.</p> <p>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.</p> <p>v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.</p>
	<p>Selection Process:</p> <p>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.</p> <p>General Conditions:</p> <p>i) Candidates are requested to see website of OMFED- www.omfed.com for any notification, updates, result etc. relating to recruitment.</p> <p>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.</p> <p>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.</p> <p>iv) Application submitted after the due date shall be liable for rejection and cannot be entertained.</p> <p>v) Canvassing in any form will be viewed adversely and may lead to disqualification.</p> <p>vi) Finally selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.</p> <p>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.</p>

	<p>viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha. The engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.</p> <p>ix) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application</p> <p>x) The engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.</p>
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 45 years as on 30.09.2022.</p> <p>Last date for receiving application is 07.10.2022.</p>

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APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (PRODUCTION)

- 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 30.09.2022 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code :

Affix recent
colour passport
Size photograph

Present Address

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.....
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Permanent Address

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

11) Qualification & Certification (10th onwards) (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	Postheld	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 :
Name:

(Signature in Full)

Documents/Certificates Attached: 1)

- 2)
- 3)