



**MALABAR REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD  
PERINGOLAM, KUNNAMANGALAM (P.O), KOZHIKODE - 673571**

No.MRU/PER/114/2021

Date: 27.01.2021

**RECRUITMENT NOTIFICATION - A**

Malabar Regional Co-operative Milk Producers' Union Ltd.(MRCMPU Ltd.) is a professionally managed co-operative institution affiliated to Kerala Co-operative Milk Marketing Federation Ltd, popularly known as **MILMA**, engaged in the procurement, processing and marketing of Milk & Milk Products in the Revenue Districts of Kasaragod, Kannur, Wayanad, Kozhikode, Malappuram & Palakkad. Applications are invited from dynamic young candidates for the following posts.

Sl. No	Name of post	Scale of Pay (Rs.) *	No. of Vacancies	Reservation Particulars
1	Finance Comptroller (Officer)	40840-81875	1	General - 1
2	Assistant Purchase Officer	36460-73475	2	General-1, SC/ST -1
3	Assistant Finance Officer	36460-73475	1	General - 1
4	Assistant Dairy Development Officer	36460-73475	5	General - 5
5	Assistant Dairy Officer	36460-73475	10	General - 9, SC/ST - 1
6	Assistant Quality Assurance Officer	36460-73475	4	General - 3, SC/ST - 1
7	System Supervisor	27710-63915	2	General -1, SC/ST - 1
8	Marketing Organizer	24005-55470	2	General - 2
9	Junior Supervisor (P&I)	20180-46990	11	General -10, SC/ST -1
10	Lab Assistant	20180-46990	5	General - 4, SC/ST -1
11	Marketing Assistant	20180-46990	3	General - 2, SC/ST -1

\*(D.A at State Government rates, HRA and other Service benefits as per the rules of the Union).

50% of the vacancies are reserved for permanent serving employees of Anand Pattern Milk Co-operative Societies (APCOS) affiliated to Malabar Regional Co-operative Milk Producers' Union Limited No. D89 (D), provided they have the prescribed qualifications as per the notification and have minimum regular service of 3 years in the APCO Society.

Candidates having the prescribed qualifications may submit their application online through the career link of the website [www.milma.com](http://www.milma.com) with required soft copy of relevant documents. A detailed instruction on submission of application and documents to be uploaded will be given in the website [www.milma.com](http://www.milma.com).

Candidates shall refer to the Detailed Recruitment Notification-A (No.MRU/PER/114/2021-DETAILED dated 27.01.2021) published in the official website [www.milma.com](http://www.milma.com) for all information and instructions. All communication to the candidates will be through e-mail only.

**Online registration of application starts: 01.02.2021, 11.00 AM**

**Last date of closing of online application: 20.02.2021, 5.00 PM**

S/d

**Dr. Patil Suyog Subashrao IFS  
Convener, Recruitment Committee/  
Managing Director, KCMF**

(Published by the Managing Director, Malabar Regional Co-operative Milk Producers' Union Ltd.  
No. D 89 (D) )



**MALABAR REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD  
HEAD OFFICE, PERINGOLAM, KOZHICODE – 673 571, KERALA STATE**

**DETAILED RECRUITMENT NOTIFICATION - A**

No.MRU/PER/114/2021-DETAILED

27-01-2021

Malabar Regional Co-operative Milk Producers' Union Ltd. (MRCMPU Ltd) is a fast growing and professionally managed Co-operative organization in the Dairy Industry with an annual turnover of over Rs.1300 Crores. It is the biggest Dairy Co-operative in the state of Kerala with the state of Art technology run Dairy Plants under its control. The Union and its Units won several National and State awards and accolades in the field of Technology, e-governance, Industrial Safety, Pollution Control, energy conservation etc. It is a partner institution of FSSAI (Government of India) and ASCI (Government of India) and ASAP in the field of skill training. The MRCMPU Ltd is affiliated to Kerala Co-operative Milk Marketing Federation, popularly known as MILMA, engaged in the procurement, processing and marketing of Milk & Milk Products. The operations of the Union are carried out in the Revenue Districts of Kasaragod, Kannur, Wayanad, Kozhicode, Malappuram and Palakkad of Kerala State. We need competent and qualified people endowed with a zeal for achievement, to fill up the following vacancies:

Applications are invited from dynamic young candidates for these posts.

<b>SL. No.</b>	<b>Name of Post, Category Code, Scale of Pay &amp; Reservation Particulars</b>	<b>Vacancies (Number of Posts)</b>	<b>Minimum Prescribed Academic Qualifications &amp; Recognition Particulars (candidates should possess academic qualification as applicable as on the date of notification)</b>	<b>Minimum Post Qualification Work Experience Required (Experience will be computed as on the date of notification)</b>
1	<b>Finance Comptroller (Officer)</b> <b>Category 5(k)</b> <b>(Rs.40840-81875)</b> <b>General – 1</b>	1	CA  (Institute of Chartered Accountants of India)	Articleship completed
2	<b>Assistant Purchase Officer</b> <b>Category 6(f)</b> <b>(Rs.36460-73475)</b> <b>General – 1</b> <b>SC/ST -1</b>	2	B. Tech degree in Engineering (Electrical / Mechanical / Electronics / Chemical / Instrumentation)  (Universities /Deemed to be Universities recognized/ accredited by AICTE OR any Institutions/Councils of Government of India OR UGC Recognized Universities)	Two years' experience desirable

SL. No.	Name of Post, Category Code, Scale of Pay & Reservation Particulars	Vacancies (Number of Posts)	Minimum Prescribed Academic Qualifications & Recognition Particulars (candidates should possess academic qualification as applicable as on the date of notification)	Minimum Post Qualification Work Experience Required (Experience will be computed as on the date of notification)
3	Assistant Finance Officer Category 6(k) (Rs.36460-73475) General - 1	1	CA-IPCC (Intermediate) (Institute of Chartered Accountants of India)	Articleship completed
			<b>OR</b> ICWA (ICMA) – (Intermediate) (Institute of Cost Accountants of India/The Institute of Cost & Works Accountants of India)	Minimum Three years' experience in maintenance of accounts in a reputed firm
4	Assistant Dairy Development Officer Category 6(c) (Rs.36460-73475) General – 5	5	B. Tech Degree in Dairy Technology / Dairy Science & Technology (Universities /Deemed to be Universities recognized/ accredited by ICAR / AICTE)	One-year experience in Dairy sector desirable
5	Assistant Dairy Officer Category 6(d) (Rs.36460-73475) General – 9 SC/ST - 1	10	B. Tech Degree in Dairy Technology / Dairy Science & Technology (Universities /Deemed to be Universities recognized/ accredited by ICAR / AICTE)	Two years' experience in a Dairy Plant preferred
6	Assistant Quality Assurance Officer Category 6(g) (Rs.36460-73475) General – 3 SC/ST - 1	4	B. Tech Degree in Dairy Technology / Dairy Science & Technology <b>OR</b> M. Sc (Quality Control in Dairy Industry) from Agriculture / Veterinary Universities <b>OR</b> MS (Quality Systems in Dairy Processing) from Agriculture / Veterinary Universities <b>OR</b> M. Sc degree in Dairy Chemistry / Dairy Microbiology / Dairy Technology from Agriculture/Veterinary Universities  (For B.Tech - Universities /Deemed to be Universities recognized/accredited by ICAR / AICTE For PG – State Universities of Kerala OR KPSC/UPSC/UGC Recognized Universities	Two years' experience in a Dairy Plant

SL. No.	Name of Post, Category Code, Scale of Pay & Reservation Particulars	Vacancies (Number of Posts)	Minimum Prescribed Academic Qualifications & Recognition Particulars (candidates should possess academic qualification as applicable as on the date of notification)	Minimum Post Qualification Work Experience Required (Experience will be computed as on the date of notification)
7	<p align="center"><b>System Supervisor</b> <b>Category 7(g)</b> <b>(Rs.27710-63915)</b> <b>General – 1</b> <b>SC/ST - 1</b></p>	2	<p align="center">Post Graduate Degree in Computer Application/Computer Science</p> <p align="center"><b>OR</b></p> <p align="center">Graduation in Computer Application/Computer Science/Computer Science &amp; Engineering</p> <p align="center"><b>OR</b></p> <p align="center">Three year Diploma in Computer Science/Computer Engineering/Computer Related subjects</p> <p align="center"><u>(For Post Graduation &amp; Under Graduation - Universities / Deemed Universities recognized/ accredited by AICTE OR any authorized Institutions/ Councils of Government of India OR UGC Recognized Universities</u></p> <p align="center"><u>For Diploma-</u> Boards/Institutes recognized by any State Government/ Union Government)</p>	<p><b>1.</b> Two years experience in a reputed firm in the field of Information Technology / Systems Management in the case of MCA Holders</p> <p><b>2.</b> Three years experience in a reputed firm in the field of Information Technology/Systems Management is required for B. Tech / BE / M. Sc Holders.</p> <p><b>3.</b> Five years experience in a reputed firm in the field of Information Technology/Systems Management is required for Diploma Holders.</p>
8	<p align="center"><b>Marketing Organizer</b> <b>Category 9(b)</b> <b>(Rs.24005 – 55470)</b> <b>General - 2</b></p>	2	<p>1. Graduation in any discipline 2. MBA in full stream with specialization in Marketing</p> <p align="center"><u>(For Degree - State Universities of Kerala OR KPSC/UPSC/ UGC recognized Universities)</u></p> <p align="center"><u>(For MBA – Universities/ Deemed to be Universities recognized/accredited by AICTE or any authorized institutions/Councils of Government of India OR UGC Recognized Universities</u></p>	<p align="center">Minimum Two years of experience in Marketing of Dairy / Food products / FMCG products in a reputed firm</p>

SL. No.	Name of Post, Category Code, Scale of Pay & Reservation Particulars	Vacancies (Number of Posts)	Minimum Prescribed Academic Qualifications & Recognition Particulars (candidates should possess academic qualification as applicable as on the date of notification)	Minimum Post Qualification Work Experience Required (Experience will be computed as on the date of notification)
9	<b>Junior Supervisor (P&amp;I)</b> <b>Category 11(h)</b> <b>(Rs.20180 – 46990)</b> <b>General – 10</b> <b>SC/ST - 1</b>	11	First Class Graduates with HDC  <b>OR</b> First Class B. Com degree with specialization in Co-operation  <b>OR</b> B. Sc (Banking & Co-operation)  (For Degree- State Universities of Kerala OR KPSC/UPSC/ UGC recognized Universities)  (For Diploma- Boards/institutes recognized by any State Government/ Union Government	Not prescribed
			<b>In the case of Secretaries of APCOS:</b>  Graduation in any discipline through Regular mode  (For Degree- State Universities of Kerala OR KPSC/UPSC/ UGC recognized Universities)	Minimum Three years' experience as Secretary of the affiliated APCOS and shall be a permanent serving employee of affiliated APCOS
10	<b>Lab Assistant</b> <b>Category 11(b)</b> <b>(Rs.20180-46990)</b> <b>General – 4</b> <b>SC/ST - 1</b>	5	B. Sc degree in Chemistry / Biochemistry / Microbiology / Industrial Microbiology  <b>OR</b> Diploma in Dairy Science from Agriculture/Veterinary Universities  (For Degree -State Universities of Kerala OR KPSC/UPSC OR UGC Recognized Universities)	Minimum One year experience in Dairy / Food processing industry / any accredited Labs in case of B. Sc Degree holders
11	<b>Marketing Assistant</b> <b>Category 11(i)</b> <b>(Rs.20180 – 46990)</b> <b>General – 2</b> <b>SC/ST - 1</b>	3	Graduation in any discipline through regular mode  (State Universities of Kerala OR KPSC/UPSC OR UGC Recognized Universities)	Minimum Two years' experience in Marketing functions in a reputed firm.

**The terms and conditions are as follows:**

**A) Method of Submission of Application**

Interested and qualified candidates may submit their application online through the career link of our website [www.milma.com](http://www.milma.com) up to **5.00 PM on 20-02-2021 (Indian Standard Time)**. Applications submitted by any other means including post, e-mail, courier, by hand etc. will not be accepted. Only one application will be accepted from one candidate for one post. Applications will not be accepted after the above deadline. There will be an application fee of **Rs.1000/-** per candidate for the posts serially numbered **(1) to (6)** and **Rs. 500/-** per candidate for the post serially numbered **(7) to (11)** for the candidates belonging to the General / OBC / Ex-servicemen. For candidates belonging to the SC/ST and permanent serving employees of Anand Pattern Co-Operative Milk Societies (APCOS) affiliated to MRCMPU Ltd, the application fee for the posts serially numbered **(1) to (6)** is **Rs.500/-** and for the posts serially numbered **(7) to (11)** is **Rs. 250/-** which is to be remitted online along with submission of the application.

**Separate applications with fees needs to be submitted if the applicant applies for more than one post. Mode of selection for the invited posts will be through written test/skill test/ group discussion and interview as applicable for each post. The Job profile, Syllabus for written tests for each post is published along with this Recruitment Notification in the website [www.milma.com](http://www.milma.com).**

**B) Method of Selection**

**The minimum cut off marks for the written test for all the categories will be 50%.** There will be negative marks for wrong answers and for every wrong answer, 0.25 marks will be deducted. The duration of the written test will be 2 or 3 hours depending upon the category. The medium of tests for all the posts will be in English. Those who qualify the written test will be called for Group Discussion / Skill test / Interview, whichever is applicable.

Candidates who qualify in the written test will have to produce the relevant original certificates (along with one photocopy attested by a Gazetted Officer) to prove academic qualification, date of birth, work experience (in prescribed format as mentioned in the website), proof of citizenship (Aadhar Card or, Electoral Identity Card or Indian Passport) and eligibility for reservation and relaxation in age limit at the time of certificate/credential verification. The certificates should be in English or Malayalam language. Certificates in other languages shall be accompanied by English translation certified by a competent statutory authority. Those who fail to produce the above applicable documents at the time of certificate/credential verification will not be eligible for participating in the Group Discussion / Skill Test / Interview etc.

The qualified candidates in the written test will be invited for Interview for the posts of Finance Comptroller (Officer), Assistant Purchase Officer and Assistant Finance Officer in the ratio **1: 3**, i.e. **No. of Post: No. of Candidates.**

The qualified candidates in the written test will be invited for Group Discussion and Interview for the posts of Assistant Dairy Officer, Assistant Dairy Development Officer, Assistant Quality Assurance Officer, Marketing Organizer, and Junior Supervisor (P&I) in the ratio **1:3**, i.e. **No. of Post: No. of Candidates.**

In the case of Marketing Assistant, the qualified candidates in the written test will be invited for Group Discussion and Skill Test only.

In the case of, System Supervisor and Lab Assistant, the qualified candidates in the written test will be invited for Skill Test only in the ratio **1: 3**. No Interview will be conducted for the posts of Marketing Assistant, System Supervisor and Lab Assistant.

**C) Educational Qualifications and Experience**

The experience certificate should be from reputed firms and in the prescribed format enclosed along with this notification attested by concerned Enforcement Officer under any relevant statutes or by the Department of Labour, Govt. of Kerala. Training will not be considered as post qualification work experience. In case, if the experience certificate is issued by the Managing Directors of KCMMF Ltd / Regional Unions of milma or the appropriate authorities of public sector institutions of Government of Kerala / Government of India; attestation of Enforcement Officer is not necessary. In case of candidates who possess higher academic qualification without minimum basic academic qualification prescribed in this notification, their candidature are liable to be rejected. **During certificate / credential verification if the certificates produced by the candidates does not confirm in case of academic qualifications and / or experience, those applications will be deemed to be summarily rejected and no claim will be entertained in this regard.**

**D) Reservation**

The candidates who come under the reservation category should produce the original certificates prescribed in the table in **Section G** below (along with a copy attested by a Gazetted officer) at the time of certificate/credential verification for availing reservation benefit. **Fifty percent of vacancies** are reserved for permanent serving employees of Anand Pattern Co-Op. Milk Societies (APCOS) affiliated to Malabar Regional Co-operative Milk Producers' Union Ltd No. D 89 (D), provided that they have the prescribed qualifications notified above and have minimum regular service of 3 years in the society (shall be continuing in service as permanent employee at the time of certificate/credential verification). **The minimum cutoff mark is applicable to all.** The candidates shall produce the original certificates prescribed in the table in **Section G** below (along with one copy attested by a Gazetted officer) at the time of certificate/credential verification for availing reservation benefit. If there is shortage of candidate in the rank list for employees under APCOS category, such vacancies will be filled up from the rank list of the General category list. This passed over vacancies will not be compensated later. All reservations will be subject to the provisions of the Kerala Co-operative Societies Act and Rules 1969.

**E) Citizenship Requirement**

Only Indian citizens are eligible to apply in response to this notification.

**F) Age Requirements**

General category candidates must have completed 18 years of age and must not have completed 40 years of age as on 01-01-2021 (eligible date of birth from 02-01-1981 to 01-01-2003). **Candidates should produce the original SSLC certificate or the original certificate issued by the Registrar of Births and Deaths (in English or Malayalam language) showing date of birth, (along with one photocopy attested by a Gazetted officer) at the time of certificate/credential verification.**

### G) Age Relaxation

Relaxation in upper age limit will be given to the following categories if they produce the original documents shown below (along with one copy attested by a Gazetted Officer) at the time of certificate/credential verification. **Those who do not produce the documents at the time of certificate/credential verification, will not be eligible for the age relaxation benefit and will be considered as general category candidates.**

<b>Category</b>	<b>Quantum of Relaxation</b>	<b>Original Document to be produced (in English or Malayalam language)</b>
Ex-servicemen	3 years (Eligible date of birth from 02-01-1978 to 01-01-2003)	Certificate from the Defense Authorities of India
SC/ST candidates	5 years (Eligible date of birth from 02-01-1976 to 01-01-2003)	Certificate from revenue authorities stating that the candidate is included in SC/ST category.
OBC candidates	3 years (Eligible date of birth from 02-01-1978 to 01-01-2003)	Certificate from revenue authorities stating that the candidate is included in OBC category.
Permanent serving employees of Anand Pattern Co-operative Milk Societies (APCOS) affiliated to MRCMPU Ltd.	Upper age limit will be 50 years. (Eligible date of birth from 02-01-1971 to 01-01-2003)	Certificate jointly issued in society letter head by the President and Secretary of the society stating that the candidate is a permanent employee of the society with 3 years' regular service in the society. If the applicant is the Secretary, the above certificate shall be jointly issued by the President and one Director of the society. The certificate issued by the Society in both the cases shall be attested by the concerned District Officer of the Dairy Development Dept.

### H) Medical Fitness

The successful candidates who become eligible for the post of Lab Assistant shall be physically fit for the job. In order to assess the physical fitness of such candidates, a Medical Board comprising of Registered Medical Practitioners will be constituted. The successful candidates must appear before the medical Board for physical examination and if found medically unfit; they will not be allowed to proceed further. In case of problems with constituting Medical Board, the candidates will be informed by the Union and they shall obtain Medical Certificate from Registered Medical Practitioner in ophthalmology, orthopedics, ENT and General Medicine.

**I) Publication and Validity of Rank List**

**No separate rank list will be published for written test.** The final rank list after completion of all recruitment procedures will be published by the Recruitment Committee. The validity of the Rank list shall be of two years (2 years) from the date of publication of the Rank List.

**J) General**

**Dearness Allowance (DA) at the rate of 20% of Basic Pay is applicable at present. The revision in DA will be applicable as per State Government rates. Apart from DA all the above posts carry HRA at the rate of 10% of the Basic Pay, Contributory EPF/ESI and Gratuity and other service conditions as per the rules of the Union. Persons who have been dismissed or discharged from the permanent service of KCMMF, Three Regional Milk Unions under KCMMF are not eligible to apply to any post.**

**Applicants may take a print out of their application acknowledgement for future use.**

**Persons who have been convicted by a Court of Law for any criminal offence or antinational activities are not eligible for appointment. Candidates who are not able to satisfy the appointing authority of his / her character and antecedents are not eligible for appointment.**

**Applicants are requested to frequently visit our website [www.milma.com](http://www.milma.com) for any further information. The communication to candidates shall be through email only and hence candidates are requested to check emails of their registered email IDs frequently. No communication in hardcopy will be served to the candidates.**

**Online registration of application starts: 01.02.2021, 11.00 AM**

**Last date of closing of online application: 20.02.2021, 5.00 PM**

S/d

**Dr. Patil Suyog Subhashrao IFS  
Convener, Recruitment Committee /  
Managing Director, KCMMF Ltd**

Annexures: 1. Job Profile  
2. Syllabus  
3. Format of Experience Certificate

## ANEXURE 1

### JOB PROFILE

#### **1. Finance Comptroller (Officer)**

- ✓ Will be responsible for overseeing all finance, accounting and reporting activities.
- ✓ Will also be responsible for ensuring that the systems and procedures are in place to support effective implementation of proper accounting practices and for conducting flawless audits.
- ✓ Overseeing all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP, AS, ISA standards along with Statutory & Regulatory requirements
- ✓ Consolidation of group accounts and financial reporting and Coordinating all audit activities
- ✓ Managing organizational cash flow forecasting in consultation with the Department Heads
- ✓ Maintaining internal control and safeguards for receipt of revenue, costs, Budgets and actual expenditures
- ✓ Analysis of financial data and presenting financial reports in an accurate and timely manner; Reporting of monthly, quarterly, and annual financial statements to Director Board through proper channel; monitor progress, changes and keep Senior Management abreast of the financial status;
- ✓ Overseeing all financial, Project/Programme and grants accounting; ensuring that expenditures are consistently aligned with grant and Department budgets throughout the grant/fund period; collating financial reporting materials for government, corporate, and foundation grants;
- ✓ Collaborating with Department Heads to assess the financial efficacy of Organizational operations and establish finance and administrative systems to support these operations

- ✓ Managing and tracking the performance of invested assets, in alignment with the policies and investment guidelines;

## **2. Assistant Purchase Officer {Formerly Assistant Store Officer}**

Duties will be related to overall activities with respect to Purchase and Store. Inventory Management and Store Purchase Procedure. Stock Management and Accounting through software systems, Housekeeping, implementation of Quality & Food Safety Management Systems in store. Coordinate the work of the organization with statutory and internal auditors, manage and supervise the work of all the Subordinate staff, analyzing the performance of the Section and assess the efficient and effective working of the same, collaborate with finance and accounting team and initiate the timely preparation of the statements on a monthly basis & Will be custodian of the stock of Store items

## **3. Assistant Finance Officer {Formerly Assistant Accounts Officer}**

Duties will be related to checking and supervising all the financial activities and documents, manage, govern and review all the accounts and budgets of all the departments of the Unit and conduct Tax Audits and prepare reports for the government and management purpose, coordinate the work of the organization with statutory and internal auditors, manage and supervise the work of all the assistant employees, analyzing the performance of the Unit and assess the efficient and effective working of the same, collaborate with the finance and accounting teams and initiate the timely preparation of the financial statements on a monthly basis, assist for the purpose of formulating and evaluating the fiscal policies of the Unit and give suggestions for the improvement if required, to deal and check all the matters related to the banks, timely payment disbursement both internal and external. Shall be responsible for proper accounting.

#### **4. Asst. Dairy Development Officer**

Duties will be related to overall activities in the P&I Units which includes organizing Training Programmes at Dairy Cooperative Societies (DCS) Level, Implementation of FSMS at DCS Level, Chemical and Microbiological Quality improvement at Farmer as well as DCS Level, monitoring of the functioning of Bulk Milk Cooling Units, monitoring of the Milk Procurement & link routes, Management of Sub ordinate staff, Implementation & Maintenance of Piece Rate Contract with respect to Testing, Monitoring of NRT data Systems in DCS. Extension activities with respect to Farm Management at farmer level. Coordination with Dairy Cooperative Societies for effective implementation of P&I activities & dissemination of information to farmers &DCS

#### **5. Asst. Dairy Officer {Formerly Technical Superintendent (Production)}**

Duties will be related to overall activities in the Production wing of the Unit which includes planning, supervision and executing of the production activities like chilling, processing, storing, packing, dispatch as per the market demand with proper utilization of manpower& Implementation and continual improvement of FSMS in Dairies **with eight hours shift duty round the clock on rotation basis.**

#### **6. Asst. Quality Control Officer {Formerly Dairy Chemist/Bacteriologist}**

Duties will be related to overall activities in the Quality Assurance department starting from the testing of raw material till final product for its physical, chemical and bacteriological analysis; Implementation and continual improvement of FSMS in Dairies, monitoring of the day to day processing activities in the production wing by implementing GMP, GLP,GHP and allied works **with eight hours shift duty round the clock on rotation basis.**

#### **7. System Supervisor**

Responsible for co-coordinating all activities required for the smooth functioning of Computer network of the Unit, Management of Cloud based Systems, working of

Desktop/Laptop Computers, Server, UPS, other network devices, etc in respect of both hardware & Software by coordinating all repair works in case of malfunctioning/non-functioning of devices with Warranty/AMC parties, maintain backup files, maintain the interface equipment assets of the Unit, liaison with all departments for generation of necessary reports, assist / train personnel of the Unit for new Systems/Technologies to be introduced or for the existing system/technology.

## **8. Marketing Organizer**

Primary responsibility includes achieving sales targets for each Milk and Milk Products in the assigned territory. Preparation and implementation of Yearly Plans of Operation Duties will be related to market development by appointing new dealers, new distribution routes and improving institutional sales, monitoring of the market area and coordinate the activities of distribution vehicles, conducting market survey and to identify market share, market trends, competitors' performance, etc, handling customer complaints and settlement, logistic arrangements, coordination with interdepartmental communication with production and quality sections of the Unit, monitoring cash and credit sales, monitoring daily sales of dealers and identify the changes, improvements, loss etc **with night hours duty** for monitoring the logistic arrangements in defined intervals in different market zones.

## **9. Junior Supervisor (P&I)**

Duties will be related to Dairy Cooperative Societies Milk Collection activities, Inspection of all records associated with Milk Collection, Local Sales, Milk Testing and Milk dispatch of APCOS, Inspection of all records related to cattle feed purchase, / sales & stock, Frozen Semen Purchase, Artificial insemination & stock, cash book and general ledger, monitoring of the milk quality(Fat,SNF & MBRT) of the milk collected and dispatched by APCO societies, conduct of farmer awareness programme on Milk & Milk Production enhancement, monitoring of the functioning of bulk milk cooling

units, monitoring of the Milk Procurement & link routes, monitoring of Cash Balance & Bank transaction of APCOS etc.

#### **10.Lab Assistant**

Duties will be related to sampling of milk and milk products from road milk tanker, silos etc. conducting basic chemical test, COB, Acidity MBRT, FAT, SNF, monitoring of process parameter like temperature, operational irregularities, chances of chemical contaminations, storage tanks / road milk tankers' cleaning sampling including visual examination of all tanks, assist microbiologist/chemist to conduct microbiological assessment tests, Routine tests like MBRT, Line test, Tanker rinse test, heat stability of milk, Detection of Adulterants, preparation of standardization of Electronics Milk Testing Equipments etc **with eight hours shift duty round the clock on rotation basis.**

#### **11.Marketing Assistant**

Primary responsibility includes achieving sales targets for each Milk and Milk Products in the assigned territory. **Accompanying with distribution vehicles even during Night Hours.** Duties will be related to market development, monitoring of the market area and coordinate the activities of distribution vehicles, conducting market survey and to identify market share, market trends, competitors' performance, etc, handling customer complaints and settlement, monitoring daily sales of dealers and identify the changes, improvements, loss etc **with night hours duty** for monitoring the logistic arrangements in defined intervals in different market zones.

ANNEXURE - 2						
SYLLABUS FOR WRITTEN TEST FOR PERMANENT POSTS						
SL NO	NAME OF POST	Medium of Test	Method of Tests	Qualifying Test	Question Pattern	SYLLABUS
1	Finance Comptroller (Officer)	English	Subjective - 100% including 2 Accountancy & Costing Problems and 1 General Essay	NIL	Core Subjects (75%)	Financial Reporting, Strategic Financial Management, Advanced Auditing and Professional Ethics, Corporate and Economic Laws, Strategic Cost Management and Performance Evaluation, Financial Services and Capital Markets, Direct Tax Laws And International Taxation, Strategic Profit Model, Budgeting,
					Other Subjects (25%)	General Knowledge, Logical Reasoning and computer skills in using "Document", "Spreadsheet" and "Presentation" facilities in MS Office / Open Office, English Comprehension
2	Asst. Purchase Officer	English	Objective - 60% & Subjective - 40%	NIL	Core Subjects (75%)	Common inventory management systems, Inventory management techniques, Cost concepts, cost accounting, variance analysis, Forecasting methods, Safety stock calculations, Economic order quantity variations, Material requirement planning, Manufacturing resource planning, Purchase management, Stock verification and audit, Inventory management information system, Functions of store/warehouse, Role and Responsibility of store/warehouse Manager, Just in time inventory management, Sourcing strategies in purchase management, Pricing and negotiations, Value analysis, Contract/purchase orders, Legal aspects of purchase management, E commerce and M Commerce, Industry 4.0, Public procurement management
					Other Subjects (25%)	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", "Spreadsheet" and "Presentation" facilities in MS Office / Open Office.
3	Asst. Finance Officer	English	Subjective - 100%	NIL	Core Subjects (75%)	Accounting entries, Cash book, Journal entries, GST rules & procedures, Income Tax & TDS rules and procedures, Statutory rules and regulations (EPF, ESI, Bonus, Gratuity etc.), Profit & Loss accounts and Balance sheet analysis, Finalisation of Accounts, Costing principles, Marginal costing and Decision, Company Laws, Kerala Co-operative Societies Act & Rules
					Other Subjects (25%)	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
4	Assistant Dairy Development Officer	English	Objective - 40% & Subjective - 40% & Group Discussion 20%	NIL	Core Subjects (75%)	Distinguishing characteristics of Indian and exotic breeds of dairy animals and their performance. Systems of breeding and methods of selection of dairy animals. General dairy farm practices - Identification, dehorning, castration, exercising, grooming, weighing. Care of animals at calving and management of neonates. Management of lactating and dry cows and buffaloes. Methods of milking, milking procedure and practices for quality milk production. Dairy farm records and their maintenance. Systems of housing dairy animals and maintenance of hygiene and sanitation at dairy farm premises. Common disease problems in dairy animals, their prevention and control. Digestive system of ruminants. Nutrients required by animal body. Classification of feed stuffs - roughage and concentrates. Feed evaluation. Structure and function of mammary system. Milk secretion and milk let-down. Male and female reproductive system. Estrus and reproductive cycle, Ovulation, fertilization, gestation, parturition, artificial insemination Importance of forages in animal nutrition - Fodder production scenario in Kerala. Classification of forage crops/fodder trees. Management of fodder cultivation. Forage preservation - silage and hay making. Historical introduction to co-operative movement, principles of co-operation, co-operative form of organization; differentiation with other forms of business organizations; Types of co-operatives; co-operation in India; Dairy co-operatives - traditional and Anand pattern; development under Five Year Plans; Operation Flood programme. Organizational pattern of dairy co-operatives in India: constitution and mode of operation; growth and development of co-operative dairying in Kerala; problems effecting operational efficiency of Dairy co-operatives; Management and administration of dairy co-operatives; model byelaw; Kerala State Co-operative Societies Act 1969; supervision of co-operatives - inspection and audit. Role of NDDB, NCDFI, NCUI, State co-operative Union, NCDC and NABARD Food Laws and Regulations, Introduction to food acts laws and standards. National food safety and standard act. International standards, regulatory agencies Consumer protection act. Food Quality Management, Characteristics of quality, Introduction to Food Safety and Hygiene, Food hygiene Factors affecting food safety. Food spoilage, Food handling, Special requirements for high-risk foods, Safe food cooking temperature and storage techniques; Cleaning and disinfection Personal hygiene, Pest control, Waste disposal. Teaching and learning process, Extension Teaching Methods, classification and selection of teaching methods. Importance of Audio-Visual-Aids. Identification of rural leaders, their characteristics, role and function in rural development, training of rural leaders. Principle of working with group and their mobilisation. Need, principle and step of programme planning. Evaluation of extension programmes.
					Other Subjects (25%)	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
5	Asst. Dairy Officer	English	Objective - 40% & Subjective - 40% & Group Discussion 20%, Case Studies related to Plant Activities	NIL	Core Subjects (75%)	Market Milk, Traditional Indain Dairy Products, Condensed & Dried Milks, Environmental studies and pollution Abatement, Fat Rich Dairy products, Cheese Technology, Ice-cream & Frozen Deserts, Packaging of Dairy Products, Sensory Evaluation of Dairy Products, Heat & Mass Transfer, Boilers and Steam generation, Refrigeration, Dairy Plant Design and Layout, Quality and safety monitoring in Dairy Industry, Food safety regulations (FSSAI), GMP, GHP, ISO, Codex Standards, Dairy plant maintenance, Dairy plant cleaning process, testing methods of various dairy products
					Other Subjects (25%)	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.

6	Asst. Quality Assurance Officer	English	Objective - 50% & Subjective - 40% Group Discussion 10%	NIL	<b>Core Subjects (75%)</b>	Fundamentals of Dairy Microbiology, Dairy chemistry, Physical Properties of milk, Human Nutrition, Quality Assurance (Physical, Chemical & Microbiological), Fundamentals of Microbiology, Starter Cultures and Fermented milk Products, Dairy Biotechnology, Food and Industrial Microbiology, Sensory Evaluation of Dairy Products, Quality and Safety Monitoring in Dairy Industry, Detection of adulterants, pesticides, residues & antibiotics in milk & milk products, Food safety regulations (FSSA), GMP, GHP, ISO, Codex Standards, Water testing methods, Factors affecting quality of milk & milk products
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
7	Systems Supervisor	English	Objective - 60%& Subjective - 40%	Computer Skill Test	<b>Core Subjects (75%)</b>	Computer organisation, Structure programming, Object oriented program, Fundamental of data structures, web application development, Data communication and networking, database management system, Computer Hardware, Computer languages, Knowledge on social media,Cloud computing
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning.
8	Marketing Organiser	English	Objective - 40%& Subjective - 40% & Group Discussion - 20%	NIL	<b>Core Subjects (75%)</b>	Consumer behaviour - customer satisfaction, Managing customers, Managing Retailers, wholesalers, customer complaint redressal (case study), Logistic Management, Managing FMCG products, Qualities of a sales person, Current market scenario, Sales / Market promotion activities, Supply chain management, Basic accounting principles, Kerala and Indian Dairy Scenario. Branding activities, ATL/BTL campaigning programmes,Market Intelligence,Advertizing,Costing,Mathematical Ability
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
9	Jr.Supervisor (P&I)	English	Objective - 40%& Subjective - 40% & Group Discussion - 20%	NIL	<b>Core Subjects (75%)</b>	Co-operative Principles, Kerala Co-operative Societies Act & Rules, Preparation of final account of milk Societies and Auditing, FSSA standards, Accounting knowledge at Graduate level, Kerala and Indian Dairy scenario, Basics of Dairy Technology like handling and shelf life of milk.
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
10	Lab Assistant	English	Objective - 100%	Lab Practical Test	<b>Core Subjects (75%)</b>	Microbiology of Milk, Microbiology of Milk Products, General Chemistry, Chemistry of Milk, Chemistry of Dairy Products, Quality Assurance of Milk & Milk Products, Physical Chemistry, Organic Chemistry, Inorganic Chemistry, General Bio-chemistry, General Microbiology, Biotechnology, Microbial growth and reproduction, Dairy hygiene, Basic quality parameters of milk and important milk products, Basic tests for quality assessment of milk
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning and computer skills in using "Document", Spreadsheet" and Presentation" facilities in MS Office / Open Office.
11	Marketing Assistant	English	Objective - 40%& Subjective - 40% & Group Discussion - 20%	Computer Skill Test	<b>Core Subjects (75%)</b>	Basic marketing knowledge.major FMCG brands and their products. Communication and convincing ability. Product Mix, Market Intelligence, Above The Line and Below The Line Sales promotion programmes. Current marketing scenario. Online marketing knowledges. distribution channels, super stockiest, Point of Purchase materials.
					<b>Other Subjects (25%)</b>	General Knowledge, General Arithmetic, English Comprehension, Logical Reasoning.

S/d  
Dr. Patil Suyog SubashRao IFS  
Convener, Recruitment Committee / Managing Director, KCMMF

# **ANNEXURE- III**

**FORM OF EXPERIENCE CERTIFICATE**

Name of the firm :  
(Company /Corporation/Government Department /Co-operative institution etc)  
Register Number :  
(SSI Registration or any other Registration Number and Date of Registration)  
Date of Registration :  
Authority issued Registration :

**CERTIFICATE OF EXPERIENCE**

Issued to (here enter Name and Address) .....  
.....  
.....

This is to certify that the above mentioned person has worked/has been working in this institution as.....(here enter the name of the post held and or the nature of assignment held in the capacity) on Rs.....per day/per mensum for a period of.....years .....months.....days.....from .....to.....

Signature  
Name and Designation of the Issuing Authority with  
Name of the Institution

Place :  
Date :

(Office Seal)

**CERTIFICATE**

Certified that Sri/Smt.....mentioned in the above experience Certificate has actually worked/is working as.....(specify the nature of employment) in the above Institution during the period mentioned there in as per the entry in the above.....Register (mention the name of Register) maintained by the employer as per the provision of.....act(Name of Act/Rules to be specified)

I am the authorized person to inspect the Register kept by the employer as per the provision of the Act/Rules of the.....State/Central Act.

Signature with date,  
Name of Attesting Officer with  
Designation and Name of Office  
who is the notified Enforcement Officer  
as per Act/Rules

Place:  
Date:

(Office Seal)

**Note:-**

- (1) Please specify the post held or nature of assignment, casual Labourer, Paid/ Unpaid Apprentice/Regular worker or Temporary worker.
- (2) All Experience certificate shall be duly certified by the concerned Controlling Officer/Head of Office of the Government. The genuineness of the certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.