

**APPOINTMENTS**

Punjab State Cooperative Milk Producers' Federation (Milkfed) intends to appoint Management Trainees against the following posts in its various Milk Unions /Milkfed Units across the State of Punjab.

Post	Number of Posts	Qualification
Clerk-cum-Typists	100 (General - 37, SC - 33, BC - 9, Phy Challenged - 6, Ex Servicemen - 15 (Gen 13 & SC 2)	Bachelor of Commerce from any recognised University or Institute: and should possess a Computer Information Technology Course certificate equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India, in case the candidate has not studied Information Technology or equivalent as one of the subject in the basic qualifying degree.
Laboratory Assistant/ Laboratory Technician	40 (General - 23, SC - 14, BC - 1, Ex Servicemen - 2	B.Sc. with Chemistry and possesses certificate course in Information Technology equivalent to 'O' level certificate of DOEACC, in case the candidate has not studied Information Technology or equivalent as one of its subjects in the basic qualifying degree/diploma.

Qualification of Punjabi pass upto Matriculation Standard from a recognized Institution/Board is essential for all the posts.

Age : 18 to 45 years (as on the date of advertisement)

**SELECTION PROCEDURE:**

Selection for each category shall be based on a written test. There will be no interview.

The merit will be prepared on the basis of the marks obtained by the candidate in the written test. The breakup of the marks for the written test may comprise of the following broad areas:

	<b>Maximum Marks:</b>	<b>100 marks</b>
(i)	Language Proficiency (Punjabi and English) -	20 marks
(ii)	General Awareness -	15 marks
(iii)	Mental Aptitude / Reasoning -	15 marks
(iv)	Computer Proficiency	15 marks
(v)	Subject Area:	35 marks
	a. for Clerk-cum-Typist - B.Com level	
	b. for Laboratory Assistant/ Laboratory Technician - B.Sc. level	

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 question paper will be provided in English (except the Punjabi language proficiency part) and the minimum qualifying marks for candidates in the written examination will be 45% (40% for SC, BC, SC Ex. Servicemen candidates of Punjab domicile only) of the total marks for the examination.

In case two or more candidates obtaining equal marks in the written examination the merit will be decided in order of following:-

- (i) Candidate with higher qualification shall be placed higher in merit.
- (ii) If still there is a tie between candidates, elder in age will be placed higher in merit.
- (iii) If the tie still persists between candidates, the candidate obtaining higher percentage of marks in qualifying academic qualification shall be placed higher in merit.

**GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS FOR CANDIDATES:**

- i. The Managing Director, Milkfed reserves the right to modify the number of posts advertised and to 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.
- ii. The candidate has to verify himself/herself before applying that he/she fulfils all the eligibility conditions for the post being applied. Request for change/correction in any particulars in the online Application Form shall not be entertained after submission of application form under any circumstances.
- iii. Candidates are not required to send hard copies of their applications.
- iv. Mere applying online or submission of application fee or placement higher in the merit of the written examination shall not entitle him/her for appointment to the post. The selection will be subject to his/her found eligible for the post. Verification of original documents would be done at the time of counseling and joining. The purpose would be to verify different records regarding identification, age, original certificates qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish of any of the documents the candidate will not be considered for recruitment.

- v. Candidates may download and print their E-Admit Cards using their Milkfed ID and Password. Date of downloading the E-Admit Card shall be displayed on Milkfed Website. Admit Cards will not be sent by post.
- vi. If the candidate is unable to download the E-Admit Card from the concerned website, he/she must contact through email ID: [recruitment02.2016@verka.coop](mailto:recruitment02.2016@verka.coop) . Please quote your Milkfed ID while communicating with the office. No telephonic enquiry shall be attended.
- vii. After the conduct of the written test, the answer key will be uploaded on the website for inviting objections to answers, if any.
- viii. The objection to any answer can be filed by the candidate on the prescribed objection form available on the website within three days from the date of conduct of the written test. The candidate has to provide a relevant documentary proof in the form of book, relevant article etc. in support of his/her objection, otherwise the objection shall not be entertained.
- ix. The candidate has to deposit a fee of Rs. 500/- per question for any objection raised by him/her (e.g. fee for objections in 2 questions shall be Rs. 1000/-). The fee shall be payable in the form of demand draft in favour of THE PUNJAB STATE COOPERATIVE MILK PRODUCERS FEDERATION LIMITED (MILKFED). The filled in objection form along with the requisite fee shall be submitted to Manager(HR), Milkfed, SCO No. 153-155, Sector 34-A, Chandigarh within three days of the conduct of the written test. No objection shall be received after the prescribed period of three days.
- x. The Merit list, category wise, would be uploaded on the website, within 10 days of written test.
- xi. The selected candidates may be posted in any Union/Plant/Unit/Branch of the Milkfed in Punjab or outside Punjab.
- xii. Milkfed will not be responsible for any consequences arising out of furnishing of incorrect or incomplete details in the application form. Such application forms are liable to be rejected.
- xiii. Candidates are requested to visit our website regularly for updates.
- xiv. No relaxation in age in the prescribed limit is permissible for any category of candidates.
- xv. 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.
- xvi. Interested eligible candidates may apply online, alongwith an application fee (Non refundable) of Rs 700/- (Rs 350 for SC & BC candidates of Punjab domicile only).

- xvii.** The selected candidates would work as Management Trainees for 2 years and they would be paid fixed emoluments of Rs 16500/- (consolidated) per month for the first year with 10% increase for the second year. After the completion of second year, selected appointees would have to undergo an evaluation and on the successful completion of this evaluation, the appointees would be placed as Clerks-cum-Typists in the pay scale of Rs.10300 - 34800 + GP Rs.3200 and Laboratory Technician in the pay scale of Rs. 5910 - 20200 + GP Rs. 2400.
- xviii.** No separate intimation would be made, in case the candidates do not give their active email accounts/Mobile No.
- xix.** 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.
- xx.** The final list of selected candidates shall be displayed on our website after counseling and verification of documents.
- xxi.** The last date for registration of online application is 16-06-2016 by 4:00 PM.

#### **HOW TO APPLY**

1. Visit the following website of MILKFED:  
<http://www.verka.coop/page/career>
2. Click on the Registration button which is appearing on the left hand side.
3. Click on “New Registration”, if you are applying for the first time.
4. After filling the required information in the Registration Form, click on “Submit Button” for getting the Milkfed ID. Upload your digital photo and signature under step 2 and generate fee challan under step 3. This challan is to be used to deposit the fee in any branch of Punjab National Bank (On next working day). Take the print out of the fee Challan under step 4 (for your own record).
5. After depositing the fee in Punjab National Bank, click on “Already Registered Candidate” button where you have to use your Milkfed Id number and Password which you have entered while registering.
6. Update all your details and take the final printout of the application form for your own record.

**EXAMINATION CENTRE:**

All examination centers would be located at the tri-city (Chandigarh, Mohali and Panchkula) only. No TA, DA will be paid for the journeys performed for the written test.

**IMPORTANT DATES**

<b>S. No.</b>	<b>Activity</b>	<b>Date</b>
1.	Start date for ONLINE registration of application form	30-05-2016
2.	Last date for ONLINE registration of application form	16-06-2016
3.	Last date for submission of fee	20-06-2016
4.	Tentative date of written test	July/August 2016

MANAGING DIRECTOR  
MILKFED PUNJAB