

**The Punjab State Cooperative Milk Producers' Federation Ltd.**  
SCO 153 - 55, Sector 34-A, Chandigarh 160022  
EPABX No. 0172-5041812-13-14 Website : [www.verka.coop](http://www.verka.coop)

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**APPOINTMENTS**

Punjab State Cooperative Milk Producers' Federation (Milkfed) intends to make selection of **Trainees** for appointment in various affiliated Milk Unions and Milkfed Units across the State of Punjab against the following posts as detailed below:

<b>Sr.No</b>	<b>Name of Post</b>	<b>Number of post</b>	<b>Qualification</b>
1	Senior Executive (Finance & Accounts)	18	M.Com from a recognized University /Institute with 3 year experience in Finance & Accounts
2	Senior Executive (Marketing)	25	MBA in Marketing from a recognized University/Institute with minimum 2 year experience In FMCG industry or Graduate (BBA) with 5 years of FMCG experience.

Qualification of Panjabi upto Matriculation Standard is mandatory for all the posts.

The above numbers of posts are tentative and can be increased or decreased as per the requirement of the organization.

Age: 18 to 45 years (As on the day of Advertisement)

Reservation for the above posts would be as per the Milkfed Policy. If the required number of candidates is not available from a particular reserved category, the same shall be filled from General Pool. A screening test would be conducted for valid applications followed by interview. The selection criteria and other information related to eligibility & procedure to apply may be viewed on our website [www.verka.coop](http://www.verka.coop).

The selected candidates would work as trainees for 2 years and they would be paid fixed emoluments of Rs.20,000/- (Consolidated) per month for the 1<sup>st</sup> year with 10% increase for the 2<sup>nd</sup> year. After completion of 2<sup>nd</sup> year, appointees would have to undergo an evaluation and on successful completion of evaluation, the appointees may be placed in the regular pay structure as applicable for the post at the relevant time.

Interested eligible candidates may apply online as per instructions detailed out on our website [www.verka.coop](http://www.verka.coop), along with an application fee of Rs.700/- (Rs 500/- for SC & BC candidates).

Candidates are requested to visit our website regularly for updates about the screening test. Candidates should have valid personal e-mail ID at the time of applying which should be kept active till the completion of final selection process. Milkfed may send call letters for the screening test etc. to the registered e-mail IDs. No separate communication would be made in case the candidate does not give his active e-mail ID.

Online registration shall start on 21.11.2018 after 10.00 A.M and shall close on 14.12.2018 at 5.00 PM.

**The last date for receipt of applications is 14.12.2018.**

Managing Director, Milkfed reserves the right to modify the number of posts advertised or terms & conditions / selection criteria or withdraw the recruitment notice without assigning any reason. The decision of the Managing Director, Milkfed will be absolute and final in this regard.

Milkfed reserves the right to post the selected candidates at any place in the state of Punjab and any branch sales office of Milkfed.

**Manager (HR)**

**The Punjab State Cooperative Milk Producers' Federation Ltd.**  
SCO 153 - 55, Sector 34-A, Chandigarh 160022  
Website : [www.verka.coop](http://www.verka.coop) E.Mail: [career.se@verka.coop](mailto:career.se@verka.coop)

### APPOINTMENTS

Punjab State Cooperative Milk Producers' Federation Ltd (Milkfed) is a farmers' Cooperative, Marketing "Verka" brand of dairy products. It intends to make selection of **Trainees** for its various affiliated Milk Unions / Units across the State of Punjab against the following posts:

Sr. No.	Name of Post
1	Senior Executive (Finance & Accounts)
2	Senior Executive (Marketing)

All candidates who are applying for the post of Senior Executive (Finance & Marketing) must also possess certificate course in IT equivalent to 'O' level certificate of DOEACC, in case the candidate has not studied IT or equivalent as one of its subjects in the basic qualifying degree/diploma. Qualification of Punjabi pass up to Matriculation Standard from a recognized Institution/Board is essential for above posts.

Age: 18 to 45 years (as on the day of Advertisement)

Reservation for SC/BC/Ex-Serviceman/Physically Challenged categories would be applicable as per Milkfed /Milk Unions policy. If the required number of candidates from reserved category are not available or not found suitable for the required task, the same shall be filled from General Pool.

### SELECTION PROCEDURE:

Selection shall be on the basis of written test and the candidates who qualify in written test would be called for interview.

### Written Test

The written test of all the applicants shall be conducted. 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 duration of test shall be of two hours. The question paper will be provided in English (except the Punjabi language proficiency part). The setup of question paper will be as under:-

Maximum Marks:	100 marks
(a) Language Proficiency (Punjabi and English) -	15 marks
(b) General Awareness -	15 marks
(c) Mental Aptitude / Reasoning -	15 marks
(d) Computer Proficiency	15 marks
(e) Subject Area:	40 marks

(Level of the question papers will be of post graduate level)

Minimum qualifying marks will be 60% for General category candidates and 55% Marks in case of reserved categories.

The marks obtained by the candidate in the written test will be given a weightage of 60. Academic performance and interview will have a weightage of 40. The final score (out of 100) will be considered for final selection.

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

1. The Managing Director, Milkfed reserves the right to modify the number of posts advertised and 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.
2. The selected candidates may be posted in any Milk Union/Plant/Unit/Branch of the Milkfed in Punjab or outside Punjab.
3. 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.
4. Candidates are requested to visit our website regularly for updates.
5. Mode of Payment: Pay-in slip will be generated after filling the online application form. Go to the nearest branch of Punjab National Bank and deposit the requisite application fee using the pay in slip on the next working day.
6. The selected candidates would work as Trainees for 2 years and they would be paid fixed emoluments of Rs 20,000/- (consolidated) per month for the first year with 10% increase for the second year. After the completion of second year, appointees would have to undergo for an evaluation and on the successful completion of this evaluation, the appointees would be placed in the regular pay structure as applicable for the post at the relevant time.
7. The nomenclature of the posts can be changed at any stage.
8. No separate intimation would be made in case the candidates do not give their active e-mail ID/Mobile No.
9. Mere placement higher in the merit shall not entitle any candidate to get appointment. The selection shall be subject to verification of testimonials / certificates / documents/ Medical fitness certificate and the same shall liable to be declared null & void without any notice in case any testimonials / certificates / document is found fake or forged or not meeting the required criteria / rules. Verification of original documents would be done at the time of counseling and reporting for joining. The purpose would be to verify different records regarding identification, age, original certificates of qualifying examination, state of eligibility, category etc, of the candidate. On failing to establish the authenticity of any document, the candidate will not be considered for recruitment

10. 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.
11. The final list of selected candidates shall be displayed on our website after counseling and verification of documents.
12. Eligible candidates may apply online, along with an application fee (Non refundable) of Rs 700/- Seven hundred only (Rs.500/- for SC & BC candidates).The last date for submission of online application is 14.12.2018 by 5:00 PM.

**HOW TO APPLY ONLINE:**

1. The category once filled will not be allowed to be changed.
2. Visit the website of MILKFED: [www.verka.coop/career](http://www.verka.coop/career)
3. Fill the application form carefully & correctly.
4. Every successful registration will be allotted the Login id and password.
5. Fee Challan will be generated after filling the online application form. Go to the nearest branch of Punjab National Bank and deposit the requisite application fee using this fee challan on next working day.
6. Upload scanned Photo and Signature in the application form.
7. Candidates are not required to send the hard copy of the application form.
8. Incomplete form or forms filled with wrong information, the candidature shall stand automatically cancelled /rejected and shall not be considered for further processing.
9. For any problem, help can be taken from the Email: [career.se@verka.coop](mailto:career.se@verka.coop) available during working hours.

**10. IMPORTANT TENTATIVE DATES**

Date of Advertisement	<a href="#">20.11.2018</a>
Date of availability of online form	<a href="#">21.11.2018</a>
Last date for applying online	<a href="#">14.12.2018 (up to 5.00 PM)</a>
Last date for payment of application fee	<a href="#">12.12.2018 up to 4.00 PM</a>
Date of Exam	<a href="#">Will be notified on the website</a>
Result of Written Examination	<a href="#">Will be notified on the website</a>
Display of final merit list on web site	<a href="#">Will be notified on the website</a>

**EXAMINATION CENTRE:**

All examination centers would be located at Chandigarh / Mohali only.  
No TA, DA will be paid for the journeys performed by the applicants for the written test.

**Manager (HR)**