

Deshratna Dr. Rajendra Prasad Dugdh Utapdak Sakhari Sangh Ltd.

Barauni Dairy, P.O.-Barauni, Distt.- Begusarai – 851 112 (Bihar)

Website:www.sudhadrnu.com, Email:sudhadrnu@gmail.com

Vacancies in Administrative & Technical Position

DRMU:P&A:Advertisement No.01/2019:3376

Dt.: 22.06.2019

Online applications are invited from the eligible candidates for selection for the following post on permanent basis :-

S.N	Positions	Vacancies										7 th CPC Levels
		Gen.	Gen. (F)	EBC	EBC (F)	BC	BC (F)	SC	SC (F)	ST	Total	
1	Accounts Assistant	1	1	1	1	-	-	1	-	1	6	Level 4 (5200-20200,GP-2400)
2	Assistant Technical Officer(Dairy)	1	1	1	1	-	1	1	1	-	7	Level 6 (9300-34800,GP-4200)
3	Marketing Assistant	-	1	1	-	1	-	2	-	-	5	Level 4 (5200-20200,GP-2400)
4	Procurement Assistant/ Lady Extension Assistant	1	1	2	-	1	-	7	-	5	17	Level 4 (5200-20200,GP-2400)
5	Veterinary Officer	1	-	1	-	-	-	1	-	-	3	Level 9 (9300-34800,GP-5400)
6	Lab. Technician	2	1	-	1	1	1	2	1	-	9	Level 4 (5200-20200,GP-.2400)
7	Asstt. Manager (Engg.)	-	-	1	-	-	-	-	-	-	1	Level 8 (9300-34800,GP-.4800)
8	Purchase Officer	1	-	-	-	-	-	-	-	-	1	Level 8 (9300-34800,GP-.4800)
9	Asstt.Manager (MIS)	1	-	-	-	-	-	-	-	-	1	Level 8 (9300-34800,GP-.4800)

Complete details regarding application fee, eligibility criteria, experience & other relevant details are available online on website www.sudhadrnu.com/jobs.sudhadrnu.co.in. Candidates are advised to go through these details carefully for determining their eligibility before applying separately for each post.

Application will be accepted through online mode only.

Commencement of online registration	27/06/2019
Closing date for online registration	26/07/2019
Last date to complete online payment	31/07/2019

Eligibility Criteria
Details of Posts, Qualifications, Experiences and Pay scale

S. N.	Name of the Post	No. of Post with category	Eligibility Criteria	7 th CPC Levels
			Qualification & Experiences	
1	Accounts Assistant	No. of Post - 06 Gen. - 1 Gen.Female-1 EBC - 1 EBC Female - 1 SC - 1 ST - 1	Bachelor Degree in Commerce from a recognized University/ Institute. Experience : 2 (two) years experience in a reputed Organization will be preferred.	Level 4 (5200-20200,GP-2400)
2	Assistant Technical Officer (Dairy)	No. of Post - 07 Gen. - 1 Gen.Female - 1 EBC - 1 EBC Female - 1 BC Female - 1 SC-1 SC Female - 1	Diploma in Dairy Technology from a recognized University/ Institute Experience : 5 (five) years experience an Technical Supervisor (Dairy) in running/repair and maintenance of dairy equipment.	Level 6 (9300-34800,GP-4200)
3	Marketing Assistant	No. of Post - 05 Gen.Female-1 EBC - 1 BC - 1 SC - 2	Graduates in any discipline from a recognized University/Institute with flair for marketing.	Level 4 (5200-20200,GP-2400)
4	Procurement Assistant/ Lady Extension Assistant	No. of Post - 17 Gen. - 1 Gen.Female-1 EBC - 2 BC - 1 SC - 7 ST - 5	Bachelor Degree in Science/ Arts/ Commerce from a recognized University/ Institute. Experience : 2 (two) years experience in organizing and supervision of primary Co-operative Milk Society will be preferred. Candidates will have to work and stay in the villages.	Level 4 (5200-20200,GP-2400)
5	Veterinary Officer	No. of Post - 3 Gen. - 1 EBC - 1 SC - 1	Degree in Veterinary Science from recognized University/Institute.	Level 9 (9300-34800,GP-5400)
6	Lab. Technician	No. of Post - 09 Gen. - 2 Gen. Female - 1 BC - 1 BC Female - 1 EBC Female- 1 SC - 2 SC Female - 1	Bachelor Degree in Chemistry from recognized Institute/University Experience : 2 (Two) years experience in the chemical analysis of milk/milk products/cattle feed will be preferred.	Level 4 (5200-20200,GP-.2400)
7	Asstt.Manager (Engg.)	No. of Post - 01 EBC-1	Degree in Mechanical/Electrical Engineering/Dairy Technology.	Level 8 (9300-34800,GP-.4800)
8	Purchase Officer	No. of Post - 01 Gen. - 1	Bachelor Degree in Engineering or Master degree in any discipline. Experience : 3 (three) years experience in the Purchase Department of a reputed manufacturing Organization dealing with dairy/food or consumer products.	Level 8 (9300-34800,GP-.4800)
9	Asstt.Manager (MIS)	No. of Post - 01 Gen.-1	Bachelor Degree in Agriculture/Dairy/Veterinary Science/Economics/Animal Husbandry/Statics or related subject. Experience : 3 (three) years experience in the relevant field will be preferred.	Level 8 (9300-34800,GP-.4800)

HOW TO APPLY:

1. Eligible and interested candidates would be required to apply online through careers page on DRMU's website: www.sudhadrmu.com or can apply directly on www.jobs.sudhadrmu.co.in. Candidates are advised to go through instructions carefully before filling up application form. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she does not apply properly as per the given eligibility criteria.
2. Candidate should read the instructions carefully before filling up the form or making any entry or selecting options. Candidates are advised to take print out of instruction part to avoid mistake in filling online application. Candidate should supply all the required detail while filling up the online form. Mandatory fields are marked with * (asterisk) sign.
3. The registration at DRMU job portal will be provisional as candidate's eligibility will be verified only at the time of interview (if shortlisted). Mere issue of admit card/ interview call letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of the recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

Before registering their applications on the website, the candidates should possess the following:

- a) Valid e-mail id and mobile number, which should remain valid for atleast one year.
 - b) Candidates should have latest passport-size photographs (jpg or jpeg file only upto 50kb) as well as photograph of signatures (jpg or jpeg file only upto 50 kb) for uploading with online application form.
 - c) Provision to pay application fee of Rs.700/- for General and OBC candidates or Rs.350/- as processing fee for SC/ST candidates.
 - d) A copy of photo id proof. (Jpg/jpeg file of up to 50 kb)
4. Candidates can pay through Debit card/ Credit card/ internet banking through our payment gateway after filling the online application form.
 5. The filling of online application contains following parts:
 - a) Part I Registration of candidate
 - b) Part II Personal details
 - c) Part III Qualification details
 - d) Part IV Work Experience details
 - e) Part V Uploads
 - f) Part VI final submission
 - g) Part VII Payment
 6. The process for submitting the application form is given below :-

Step I

Filling the Form

- Open the home page of Deshratna Dr. Rajendra Prasad Dugdh Utpadak Sakhari Sangh Ltd. (DRMU) on www.sudhadrmu.com or www.jobs.suddhadrmu.co.in
- Read the advertisement and instructions carefully to be sure about your eligibility.
- If eligible, click on the link **Apply Now**.

- Fill up all the required fields.
- Preview the application before submitting, ensure the information provided is correct, then submit.

Step II **Making Payment**

- Click on make payment which will take you to our payment gateway enabled by ATOM technologies, which has been authorised to collect the application fee/ processing charges on behalf of DRMU.
- Submit the payment through Net Banking/ Debit card/ Credit card options.
- Candidates will have to bear the bank charges, in addition to applicable application fee.
- On Successful payment, Registration of the candidate would be finalised.

Step III **Final Registration**

After finally submitting the application, candidates should take out a print out of the Summarised Application form for future reference.

On successful completion of your complete application, an auto generated confirmation will be sent on your registered email ID/Mobile number. In case email is not received by you please recheck submission of the application submitted online by you.

IMPORTANT: all correspondence with candidates will be done through E-mail/SMS only. All information regarding shortlisting for online/written Exam/ Interview call letters etc. shall be provided through e-mail/uploading of DRMU job website. Responsibility of receiving, downloading and printing of admit card/ call letter/ any other information shall be of the candidate. DRMU shall not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail id provided by the candidate or for delay / non receipt of information if a candidate fails to access his/her mail in time. Candidates are not required to send any document to DRMU.

Please apply well in time. Do not wait for the last day to fill the form. The DRMU will be no way be responsible in case candidates fail to do on line transaction due to any reason what so ever or inability to uplink data electronically onto the application portal.

Please Note the Following.

1. Candidates who meet the qualifying criteria and whose online application has been accepted will be shortlisted for written test and/or interview. The decision of DRMU in all matter relating to eligibility acceptance or rejection of application, mode of selection, and conduct of examination/interview will be final and binding on the candidates.
2. The candidate for respective sub group of post may have to appear for written test either online or manually as decided by management.
3. All original document such as Matric Certificate and mark-sheet, Caste Certificate (if applicable), experience certificate etc. will be checked at the time of interview. Non production of original documents will debar the candidate from appearing for the interview.
4. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or after joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement.
5. The Management reserves the right to create and operate a panel of shortlisted candidates.
6. The qualifying requirement/experience & age limit shall be reckoned for as on the last date for online submission of applicable.
7. Mere possession of the requisite qualification and experience will not confer any right to be called for interview.
8. The management reserves the right to increase or decrease the number of posts or consider for lower post/grades to meet the organisational requirement.
9. If a candidate submits more than one application on-line, his/her candidature shall be liable to be cancelled and the candidate may also be debarred for future examination(s). No communication will be sent in this regard.
10. Scanned photograph, signature and Photo ID proof should be in JPG format. The digital size of the file should not exceed 50KB each. The scanned image of latest photograph is required to be uploaded to avoid the inconvenience at centre, as this photograph will be matched with the candidate appearing in the examination.
11. Two copies of the same photo (as uploaded on the application) should be retained for future use. Candidates are advised to utilise the same photograph (latest) till the recruitment process is complete.
12. Candidates will have to pay application fee online through ATOM payment gateway

Examination fee for various categories is as stated below :-

Category	Fees (Rs.)
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For General/OBC	
Others	700.00
For SC/ST	350.00

Fees once paid will not be refunded under any circumstance. Candidates are therefore requested to verify their eligibility before applying.

13. General Rules/Instruction

- a) All educational certificates should have been obtained from recognized Board/University/ Institution in India.
- b) Date of birth as recorded in Secondary Board/Matric Certificate will only be accepted as proof of age.
- c) Candidates need not submit/send application printout or copies of any other certificate at the time of online application to the Deshratna Dr. Rajendra Prasad Dugdh Utpadak Sahkari Sangh Ltd. (DRMU).
- d) Candidates should satisfy themselves about their eligibility for the post and Deshratna Dr. Rajendra Prasad Dugdh Utpadak Sahkari Sangh Ltd. (DRMU) shall not entertain any request from candidates seeking advice about their eligibility to apply.
- e) Canvassing in any form will lead to disqualification.
- f) Candidates will have to visit DRMU's website for downloading call letter of written examination and intimation to that effect will also be sent through registered mobile and email ID. The candidate is required to use (a) Mobile No. & (b) Date of Birth for downloading the call letter. The candidate must appear at the test centre with (a) call letter (b) photo identity proof as stipulated in instruction. Original photo identity proof may be brought along with photocopy.
- g) The candidate will have to appear for the exam/interview at their own cost.
- h) Category (Gen/SC/ST/BC/EBC) once filled by candidate in the online application form will not be changed and no benefit of other category will be admission later on.
- i) The number of vacancies is tentative and may increase or decrease will be at the sole discretion of DRMU as per requirement.
- j) Before starting to fill up the online application, the candidate should keep at hand the following details/documents :-
 - i) His/Her educational qualification as per eligibility criteria.
 - ii) His/Her personal details.
 - iii) His/Her scanned photograph, signature & a Photo ID proof.
- k) Successful candidates shall be required to get his/her pre-employment, medical examination done in a State Govt. Hospital and if found unfit then his/her candidature may be rejected. DRMU reserves the right to re-examine or review the Medical examination submitted by the candidate without assigning any reason and decision of DRMU will be final and binding.
14. Queries, if any may be addressed to recruitmentdrmu2019@gmail.com or over phone no. 6299925475 only between **10.0AM to 5.0 PM** on normal working days. Applicants may kindly note that only such queries which are relevant to this advertisement shall be replied to.
15. Reservation for SC/ST, BC/EBC (Non-creamy layer) for all posts exists and as per the '**Reservation Roster Policies**'. Benefits of reservation will be given to candidates domiciled in the state of Bihar only. Candidates applying for the reserved posts should clearly state at the specified place to which category they belong. BC/EBC candidates should produce caste certificate issued by the competent authority at the time of interview. The form of caste certificate to be produced must be in the format as prescribed by the State Government.

16. Maximum Age (for all posts)

Sl.No.	Category	For All positions
1.	Unreserved (Male)	Maximum 37 years
2.	Unreserved (Women) & Backward class/ Extremely backward class (Male & Women)	Maximum 40 years
3.	Scheduled Caste/ Schedules tribe (Male & Women)	Maximum 42 years

Departmental candidates, working in **Bihar State Milk Co-operative Federation Ltd (COMFED)** or its affiliated Milk Unions/units shall get relaxation in maximum age by **05** (five) years in their respective category.

NB: Please note that the term Departmental Candidates means those who are working with COMFED or its units/unions as permanent employees and not wards of such employees.

This relaxation also applies to Employees on contract with COMFED or any of its unions/units, who have been selected either By Campus interview or Through Recruitment advertisement of the COMFED or its units/unions only.

17. Selection process (Written exam/Interview) will carry 100 marks as whole. For Departmental candidates and for those who have been working on COMFED/Union payroll on contractual basis (selected either through Campus interview or advertisement only), five (5) marks for work experience for each year with provision of maximum twenty five (25) marks will be awarded to them.
18. Those already in employment in Govt. Department/PSU's/Autonomous body will have to produce "**No Objection Certificate**" during interview in case the candidate is shortlisted. This provision applies to departmental candidates as well.
19. Candidates are cautioned that they should not furnish any particulars that are false, tempered/ fabricated and they should not suppress any material information while filling up the application form. Legal action would be initiated against candidates found guilty of misconduct.
20. Court of jurisdiction for any dispute will be at Begusarai.
