



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 Manager(IT) .

**JOB DETAILS**

Job Name	Manager (IT) - Odisha State Cooperative Milk Producers Federation (OMFED)
Designation	Manager (IT)
Post	01 (One)
Qualification	B. E/ B.Tech in Computer Science/ IT from a recognized Institute / University.
Experience	Minimum 10 years of post-qualification experience in the field of IT Management, Consulting, ERP Implementation, Design Development & implementation of Business Application System using JAVA/.NET, Relation Database Management System, IT Infrastructure deployment, Security Solution Management etc. for any Government/Semi Government/PSU Organizations or for any reputed private firm.
Age as on 31.08.2022	50 years
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

- Manage the entire IT system and associated components belonging to OMFED.
- Plan, organize, control and evaluate IT and electronic data operations.
- Manage the IT Team and ensure proper functioning of IT based systems and hardware, ensure preventive maintenance taken for all IT based equipment.
- Managing & monitoring all the IT application including ERP.
- Manage the team for proper auditing of all running systems as well as formulate the road map for future systems and solutions ensuring its best utilization.
- Explore the IT requirement and discussion with the management till its successful execution.
- Formulate the IT roadmap, related policies and guidelines for effective utilization of IT based system in all offices of OMFED.

Lead the IT related procurement activity starting from preparing budgetary estimate, component quantification, specification based on requirement and coordinate with the agency for successful installation and commissioning.

- Overseeing and determining timeframes for major activities like system updates, upgrades, migrations and outages.
- Lead the team in maintaining the MIS pertaining to IT systems across all offices of OMFED.
- Ensure proper implementation and compliances of IT standards and security guidelines so as to ensure proper management and security of data and information from threats.
- Identify problematic areas and implement strategic solutions in time.
- Coordination and management of all associated agencies involved in providing various IT related activities and timely identification and communication, if any deviation or risk factor is raised during the service tenure.
- Ensure regular audit of all systems running in the organization based on standard guidelines and policies.

- Explore futuristic and robust IT based system for effective resource utilization and generating accurate information on a real time basis.
- Manage the IT team including the field team with regular updates and subsequent reporting to the management.
- Manage regular and requirement-based training as well as capacity building initiatives for staff to ensure better system utilization and getting best results.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
- Other roles and responsibilities include
  - Identify and recommend any requirement pertaining to IT based system and its improvisation based on need.
  - Ensure optimum utilization of the manpower working under him.
  - Appraise performance of the staff reporting to him.
  - Provide technical assistance to all Dairy Plants.
  - Design and prepare entire periodic Management Information System report for the organization activities, analyse and submit to the Managing Director for facilitating management decisions.
  - Collect, compile, analyse and generate reports and ensure timely submission of management information system reports to the concerned authorities.
  - Communicate concerned departments about deviation in data received from them.
  - Ensure inspection and certification of raw material receipt through computerized system.
  - Maintain web page, servers, portal etc., of the organization.
- Any other duties assigned from time to time.

<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“ <b>APPLICATION FOR THE POST OF MANAGER(IT)</b> which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before <b>16.09.2022</b>. The application along with the requisite documents can also be submitted through e-mail <b>amhr.omfed@gmail.com</b> 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&amp; 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><b>Selection Process:</b></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><b>General Conditions:</b></p> <p>i) Candidates are requested to website of OMFED-<a href="http://www.omfed.com">www.omfed.com</a> 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 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>
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	<p>vii) The decision of Omfed Management will be final &amp; 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. Courts in Odisha.</p>
<b>Remarks</b>	<p><b>For more details of the position, candidates may refer the website of OMFED at <a href="http://www.omfed.com">www.omfed.com</a></b></p> <p><b>Age limit for the position is 50 years as on 31.08.2022</b></p> <p><b>Last date for receiving application is 16.09.2022. _____</b></p>

**THE ODISHA STATE COOPERATIVE MILK PRODUCER'S FEDERATION LIMITED(OMFED)**  
**APPLICATION FOR THE POST OF MANAGER(IT)**

- 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 examination) (Attach copy of certificate)  
 5) Age as on 31.08.2022 :  
 6) Sex :  
 7) Category :  
 8) Marital status (Married/ Unmarried) :  
 9) Address with PIN Code :

Affix recent  
colour passport  
size photograph

Present Address

.....  
 .....  
 .....  
 .....

Permanent Address

.....  
 .....  
 .....  
 .....

- 10) Contact details a) Phone :  
 b) Email :

- 11) Qualification & Certification (10<sup>th</sup> towards) (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 the Organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience		Total years and 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:

(Signature in Full)  
Name:

Documents/ Certificates Attached:

- 1)  
2)  
3)