

### APPOINTMENTS

Punjab State Cooperative Milk Producers' Federation Ltd (Milkfed) intends to have a joint selection procedure for assisting the various Milk Unions for appointing 'Trainees' against the following posts:

Sr.No.	Post*	Number of Posts	Qualification
1	Clerk-cum-Typist	100	Bachelor in Commerce from any recognized University or Institute
2	Laboratory Assistant/ Laboratory Technician	25	Bachelor in Science (with Chemistry)
3	Junior Mechanic	Electrical - 10	ITI Certificate in Electrician Trade.
		General - 10	ITI Certificate in Fitter/Welder/Machinist Trade
		Instrumentation- 05	ITI Certificate in Instrumentation Trade.
		Total - 25	

\* The above name of posts are tentative and are likely to change consequent to ongoing restructuring of the organization.

In addition to the above qualification, the candidates applying for clerks and laboratory assistants / technicians 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 qualification. Qualification of Panjabi upto Matriculation Standard is mandatory for all the posts.

Age : 18 to 45 years (as on 30.09.2017)

Reservation for SC / BC etc would be as per Milkfed policy. If the required number of candidates are not available from a particular reserved category, the same shall be filled from General pool.

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).

A screening test would be conducted on the valid applications and there would be no interview. The selection criteria may be viewed on our website.

Candidates are requested to visit our website regularly for updates about the screening test. No separate intimation would be made in case the candidates do not give their active email address.

Online registration shall start on 26.09.2017 after 11.00 A.M and shall close on 18.10.2017 at 4.00 P.M

**PUNJAB STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.**  
**SCO 153 - 55, Sector 34-A, Chandigarh 160022. Website : [www.verka.coop](http://www.verka.coop)**

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### SELECTION PROCEDURE:

Selection for each category shall be based on written test. The academic performance of the candidates securing minimum 60% Marks ( 55% Marks in case of reserved categories candidates) in the written test shall then be adjudged and a final merit list will be prepared on the basis of following criteria:

## A. Written Test

A written test of all the applicants shall be conducted. The question papers 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 Panjabi language proficiency part). The duration of test shall be of two hours. The setup of question paper will be as under :-

<b>Maximum Marks:</b>	<b>100 marks</b>
(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
For Clerk-cum-Typist	- B.Com level
For Laboratory Assistant/ Laboratory Technician	- B.Sc. level
For Junior Mechanic	- 10+2 /ITI level

Minimum qualifying marks in the written test 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 shall then be adjudged on the weightage of 60 .

## B. Academic Performance

- (i) Initially the Academic Performance of only candidates equal to twice the number of vacancies shall be taken into consideration, who are placed at Merit positions drawn on the basis of result of written test.
- (ii) The academic performance of the such candidates will be adjudged on the weightage of 40. The candidates for the post at serial No.1 & 2 will be adjudged on their results of graduation level and ITI level for the post at serial No.3.  
(i.e. aggregate percentage marks obtained in the prescribed qualification divided by 100 & multiplied by 40).
- (iii) If the candidate possesses higher qualification for the post in any of the stream as detailed below, he will be awarded additional 10% of the marks obtained in the academic score :
  - a. Clerk : M.Com or MBA (Finance) or ICWA (inter) or CA (inter),
  - b. Lab Assistant/Lab Tech.: M.Sc with Chemistry as a subject
  - c. Junior Mechanic- : Diploma in Engineering in relevant field

**To illustrate :**

In case a candidate secures aggregate 72% marks in the prescribed minimum qualification examination, his evaluation under Academic performance on the weightage of 40 as in para (i) will be:

$$72/100*40 = 28 \text{ marks}$$

Further, if the candidate has passed the final examination of the higher qualification as detailed in para (ii) above for different streams, he will be awarded additional marks as under:

$$28/100*10 = 2.8$$

Total marks obtained by the candidate:  $28 + 2.8 = 30.8$

( The candidates should carefully make evaluation of their Academic Performance as per above criteria and give the details in Application form under para 'Academic Qualification' to be filled by them )

The marks obtained by the candidate in the written test on the weightage of 60 and in Academic performance on the weightage of 40 will be his score out of 100 to be considered his placement in final merit list.

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

- a. Candidate elder in age will be placed higher in merit.
- b. If the tie still persist between candidates, merit will be determined in order of name alphabet.

**C Verification of Documents:**

Mere placement of the candidate in the final merit list shall not vest any right to candidate for appointment.

Candidates placed in the final merit list shall then be called for verification of Documents on the dates & Venue to be notified on our web site. Initially only 125% of the candidates of the number of vacancies shall be called for verification of documents. The selection of the candidate for appointment shall only be subject to meeting the eligibility criteria and verification of documents.

**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/allocated 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 of the Milk Unions 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. Only eligible candidates may apply online, along with an application fee (Non refundable) of Rs 700/- (Rs. 500/- for SC & BC)
6. The selected candidates would work as Trainees for 2 years and they would be paid fixed emoluments of Rs 16500/-(for categories at Sr.No. 1 & 2 ) and Rs 15000/- (for category No3) (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 email accounts & 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. Online registration shall start on 26.09.2017 after 11.00 A.M and shall close on 18.10.2017 at 4.00 P.M

#### **HOW TO APPLY ONLINE:**

1. The category once filled will not be allowed to be changed.
2. Visit the website of MILKFED: <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 after the fee is approved.
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 through Email: [recruitverka3@gmail.com](mailto:recruitverka3@gmail.com)
10. IMPORTANT TENTATIVE DATES:

Date of Advertisement	23-09-2017
Online Registration start date & time	26-09-2017 after 11.00 AM
Online Registration close date & time	18-10-2017 at 04.00 PM
Completion of Application form after fee deposit in Bank	21-10-2017

**EXAMINATION CENTRE:**

All examination centers would be located at Chandigarh or Mohali (Punjab) only.

No TA, DA will be paid for the journeys performed by the applicants for the written test.

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