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## **Kerala Co-operative Milk Marketing Federation Ltd.**

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram - 695004

### **Notification inviting applications to the post of Senior Manager (Projects) and Senior Manager (Finance) on Deputation Basis**

1. Applications are invited for the post of Senior Manager (Projects) and Senior Manager (Finance) to be filled on deputation basis from permanent employees working in any Govt. Departments/PSU/Co-operative organizations.
2. Deputation will be allowed only for permanent employees as above and in no case application from contract/temporary employees will be considered.
3. Vacant positions are available in Head Office and the deputation will only be considered from employees working in the same/analogous posts for each of the positions.
4. Applications from employees who are having a minimum of 2 years left over service will only be considered.
5. Deputation will be considered for the positions as given in the Annexure at KCMMF Head Office and units under the Federation.
6. Application from employees having good service records only will be considered. Application from employees who are facing/faced disciplinary action in their parent organization will not be considered.
7. **Applicants must have good knowledge and working experience in computerised ERP (Enterprise Resource Planning) environment.**
8. **Qualification & Experience:**  
The details of educational qualifications and experience for the post is given in the annexure.
9. **Place of posting:**  
The place of posting will be KCMMF Head Office, Trivandrum (The job also involves travel to various projects throughout Kerala)
10. **Period of Deputation:**  
Period of deputation will initially be for one year or till the joining of candidates advised by KPSC, whichever is earlier. The deputation period can be extended subject to satisfactory performance of the employees during deputation period and availability of vacancy. However, the management reserves the right to terminate the deputation at any point of time without assigning any reason.

11. **Emoluments:**

- a. The person appointed on deputation will not be eligible for deputation allowance or any other additional benefits.
- b. Present scale of pay in Milma for each posts are given in the annexure. DA will be at the rate applicable to State Government Employees. HRA will be 10% of basic pay subject to a maximum of Rs.4,750/- per month.
- c. The person appointed on deputation will have the option either to continue with the pay and allowances of the parent organization or opt for the pay and allowances of Milma, subject to the discretion of the management to decide on either of the one.

12. **Leave and Holidays:**

Leave and Holidays to those who are on deputation will be allowed as per the leave and Holidays of the KCMMF Unit in which he/she is working. Eligible leaves accrued during the service in parent department cannot be availed or encashed while on deputation.

13. **Mode of submitting Application:**

Interested and eligible candidates may forward their application in the prescribed format attached herewith through proper channel to the address below latest by **25.03.2020**. However, advance copy of the application can be forwarded directly to the address given below.

**Managing Director,**  
**Kerala Co-operative Milk Marketing Federation Ltd.,**  
Milma Bhavan, Pattom P.O,  
Thiruvananthapuram – 695 004.  
Phone: 0471 2786406, 407  
Email: [hr@milma.com](mailto:hr@milma.com)  
Web: [www.milma.com](http://www.milma.com)

**ANNEXURE TO NOTIFICATION DTD 11.03.2020**

Sl. No.	Name of Post & Scale of Pay	Qualification & Experience	Place of Posting	Tentative No. of Posts
1	Senior Manager* (Projects) (71375-142345)	<ol style="list-style-type: none"><li>1. Degree in Electrical/Mechanical/ Electronics/ Civil/Dairy Engineering from a recognized university</li><li>2. Minimum 10 years' experience in Managerial cadre working in Projects connected with same/allied Industry of reputed Organization.</li></ol>	Trivandrum	1
2	Senior Manager (Finance) (71375-142345)	<ol style="list-style-type: none"><li>1. ACA/AICWA(CMA)</li><li>2. Minimum 10 years' experience in Managerial cadre in the Accounts Department of a reputed Govt. Department/ Commercial Organization.</li></ol>	Trivandrum	1

\*Applicants must have good knowledge and working experience in computerised ERP (Enterprise Resource Planning) environment, E-tender and knowledge regarding implementation of GOI/GOK projects. The job also involves travel to various projects throughout Kerala.

## APPLICATION FORM

1. Name of the Candidate (in capital letters, in English)

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2. Father's Name (in capital letters, in English)

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3. Date of Birth

Date

Month

Year

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4. Age as on date

Year

Month

Day

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5. Gender

Male

Female

6. Nationality

Indian

Other

7. Write complete mailing address in block letters

Address:

email-id :

Telephone/Mobile No.:

8. Educational/Professional Qualifications

Educational/Professional Qualification	Year of Passing	Division/% of Marks	Name of Board/ Institute/University

9. Any other higher Qualification, please specify:

10. Languages known :

11. Experience

Sl. No.	Designation & Place of Posting	Brief listing of responsibilities	From	To	Duration (no. of years)

12. Present Designation, Place of Posting and Office Address :

13. Present Basic, Scale & Gross Pay :

14. Self-Certification and Declaration: I hereby certify and declare that:
1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.
  2. I have read the provisions in notification carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the notification and other relevant rules and instructions.
  3. I certify that there is no vigilance or any disciplinary proceedings pending/imposed against me.

Place:

Date:

SIGNATURE OF THE CANDIDATE  
(UNSIGNED APPLICATION WILL BE REJECTED)

Forwarded by the Controlling Officer  
\_\_\_\_\_  
(NOC and Verification of the details by the Controlling Authority.)

The Controlling authority hereby gives its No Objection to Shri/Smt/Ms.. . . . . for applying and being considered against the vacancy of . . . . . in KCMMF Ltd. Further, it is hereby certified that in the event of the employee being selected for the said post, he/she shall be spared and relieved for taking up the assignment on deputation basis, in addition, the particulars furnished by the candidate as above are certified as being correct and true as per official records. It is also certified that there is no vigilance case or any disciplinary proceedings pending/imposed against the official.

Signature & Designation of the Controlling Authority

Telephone/Mobile No.:

Office Seal: