



**The Jharkhand State Co-operative Milk Producers Federation Ltd.**

**Near Farmers Training Centre Campus, Sec-II, H.E.C.,  
Dhurwa, Ranchi - 834004, website: <http://www.jmf.coop>**



JMF: Admin & HR: 2024-25/315

27-Jan-2025

**JOB DESCRIPTION**

**Job Information**

Job Title:	Officer on Special Duty (OSD-Admin & HR) - 03 years on Contract.
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**Main Purpose**

Undertaking activities related to Dairy Plant Safety & Administration, Vehicle Management, Contractor & Labour management, Security, Housekeeping, Govt. Liaisoning and associated administration activities across all locations of The Jharkhand State Cooperative Milk Producers' Federation Limited (JMF), as per guidelines of JMF.
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**Responsibilities**

- Shall be responsible for Plant safety & administration including welfare, security, transport, housekeeping, vendor management, Govt. Liaisoning etc. across all locations of JMF.
- Lead strategic initiatives aligned to business requirements across all JMF operational locations
- Management of contractors and contract workers across all the locations of JMF.
- Streamlining vehicle management system including monitoring & maintenance.
- Training on safety matters.
- Monitor and identify gaps in the administrative operations and implement mitigation measures to streamline the process.
- Any other associated activity as and when required by the JMF

**Job Specifications**

<b>Qualification &amp; Experience</b>	Graduate in any discipline with hands on experience in handling Administrative jobs and contractor & labour management affairs with minimum 20 years of experience in any reputed organization. The maximum age limit for applying to this position is 55 years. The incumbent should have experience in handling labours, contractors, conflict resolution, negotiations etc. The candidate should be willing to work anywhere in the state of Jharkhand. Retired persons from Indian Army with similar experience can also apply.
<b>Managerial Skills / Attributes</b>	Leadership abilities, well behaved & disciplined, multitasking, good communication abilities, interpersonal & Liaisoning skills. Should have ability to work independently and in team. Knowledge of Hindi & English is compulsory.

**Compensation:** Negotiable

Candidates having relevant qualifications/ experience may apply as per the prescribed format while super scribing on the envelope "Post applied for....." so as to reach us on or before 10.02.2025 giving complete details as per the Application format, resume, educational certificates, experience & present CTC (with break-up), color passport-size photograph and

address proof by post or courier on “**Jharkhand State Cooperative Milk Producers’ Federation Ltd., Farmers Training Centre Campus, Sector -2, HEC, Dhurwa, Ranchi, Jharkhand- 834004**”. The application received after last date shall be summarily rejected. For the above position, candidates would be selected in higher/ lower grade and position commensurate with qualification/ experience and performance in the interview.

Candidates may view Post details online at [www.jmf.coop](http://www.jmf.coop) (*Get In Touch>Careers*) and apply through e-mail on [hrd@jmf.coop](mailto:hrd@jmf.coop) by mentioning “Post applied for.....” in the subject line, followed by hard copy. The application without super scribing “Post Applied for.....” shall not be entertained.

The management reserves all the right to cancel one or all post advertised without assigning any reason thereof.