



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: 2024-25/773

25-February 2025

JOB DESCRIPTION

JOB INFORMATION:

Job Title:	OSD (CT & IB)- initially for a period of one year which can be renewed on mutually agreed terms
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MAIN PURPOSE

Responsible for Liaisoning with the State Govt for strengthening the dairy cooperative structure in Jharkhand and training & capacity building of JMF field team & MC members for ensuring good governance of Dairy Cooperative Societies (DCS) functioning.

RESPONSIBILITIES

- Liaisoning with the office of Registrar of Cooperative Services and other government departments for strengthening the structure of dairy cooperatives in Jharkhand.
- Facilitation for amendment of bye -laws, as and when required.
- Training & Capacity building of JMF field team members and Management Committee members of DCSs on various facets of cooperative dairying.
- Facilitation and monitoring of Book keeping of DCSs for their timely audit.
- Facilitation for conducting timely Annual General Meeting (AGM)/ Special General Body Meeting for DCS
- Monitoring and handholding of newly elected Secretaries of DCS to ensure its viability.
- Any other activity relevant to the Cooperative Training & Institution Building activities of JMF, required on time to time basis.

JOB SPECIFICATIONS

Skills/ Attributes:	Sound knowledge of Bye laws & Rules & Regulations of Cooperative Societies, strong communication and Liaisoning skills and ability to work in a team.
Education& Experience	Graduation in any discipline with relevant experience of minimum 20 years.
Compensation	Negotiable
Age	Maximum 62 years on the date of advertisement
Location	Currently Ranchi.

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 15.03.2025 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 (Get In Touch>Careers) and apply through e-mail on **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.

Managing Director