

MARKFED

One of Asia's largest Co-operatives, manufacturing, distributing and Marketing a wide range of products: Vanaspati, Fertilizer, Insecticides, Canned food products etc.

Applications are invited from eligible candidates for the recruitment of below mentioned posts accompanied by two passport size photographs of the candidate self attested copies of the certificates/ testimonials and fee as per proforma appended below. The other details are given as under:-

1. Internal Auditor, No. of posts: 4 (General 3, SC 1)

Pay Band 15600-39100 + Grade Pay Rs.6600/- initial pay Rs.25250/- plus allowances admissible.

Qualification & experience

a) B.Com. Ist Division Plus Chartered Accountant with 5 Years experience as such
or

B.Com. Ist Division Plus Cost Accountant with atleast 5 years in a manufacturing unit or Agro based manufacturing industry or factory.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

2. Dy. Chief Accounts Officer, No. of posts-2 (General 1, SC 1)

Pay Band 15600-39100 + Grade Pay Rs.6600/- initial pay Rs.25250/- plus allowances admissible.

Qualification & experience

a) B.Com. Ist Division plus Chartered Accountant/ Cost Accountant with minimum 5 years experience as such.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

3. Management Trainees, No. of posts: 4 (General 3, SC 1) Pay Band 10300-34800 + Grade Pay Rs.5400/- initial pay Rs.20300/- plus allowances admissible. (The Management Trainees so appointed will be on one year training and after successful training, they will be appointed as District Manager/ Manager.)

Qualification & experience

a) MBA Ist Division with two years experience

Or

B.Com. Ist Division plus Chartered Accountant with two years experience

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

4. Sr. Accounts Officer, No. of posts: 11 (General 5, SC 3, BC 1, Ex-Serviceman 1, Handicapped 1)

Pay Band 10300-34800 + Grade Pay Rs.5400/- initial pay Rs.20300/- plus allowances admissible.

Qualification & experience

a) B.Com. Ist Division plus Chartered Accountant with two years experience

Or

B.Com. Ist Division plus ICWA with two years experience

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

5. Technical Officer, No. of posts: 9 (General 4, SC 3, BC 1, Ex-serviceman 1)

Pay Band 10300-34800 + Grade Pay Rs.5000/- initial pay Rs. 18,450/- plus allowances admissible.

Qualification & experience

a) B.Sc. (Agriculture) Ist Division plus M.Sc. (Agriculture) Ist Division with specialization in Entomology /Plant Pathology/ Food Technology with two years experience.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

6. Sr. Branch Officer, No. of posts : 2 (ESM-2),
Pay Band 10300-34800 + Grade Pay Rs. 5000/- initial pay Rs. 18,450/- plus allowances
admissible.

Qualification & experience

- a) (i) B.Sc. (Agriculture) Ist Division and M.Sc. in Agronomy/Extension Education/Agril. Economics/Soil/ Entomology/ Plant Pathology/Agri Business/Plant Breeding / Genetics. Or
(ii) B.Sc.(Agriculture) Ist Division with MBA.
b) i. Should possess knowledge of Punjabi of matriculation standard.
ii) Knowledge of MS-Office is essential.

7. Field Officer (Preservation), No. of posts: 15 (SC-7, ESM-5 (Gen-3, SC-1, BC-1), ,
PH-2, Sportsman SC-1))

Pay Band 10300-34800 + Grade Pay Rs.3800/- initial pay Rs.14,590/- plus allowances
admissible.

Qualification & experience

- a) B.Sc. (Agriculture) Ist Division.
b) i. Should possess knowledge of Punjabi of matriculation standard.
ii) Knowledge of MS-Office is essential.

8. Field Officer (General), No. of posts: 150 (General 74, SC 30, BC 16, Ex-serviceman
19 (SC-5,BC-3, Gen-11, Handicapped-5, Sportsman-5 (Gen-3, SC-2), Freedom Fighter -1)
Pay Band 10300-34800 + Grade Pay Rs.3800/- initial pay Rs.14,590/- plus allowances
admissible.

Qualification & experience

- a) B.Sc. (Agriculture) 2nd Division having minimum 50% marks.
b) i. Should possess knowledge of Punjabi of matriculation standard.
ii) Knowledge of MS-Office is essential.

9. Assistant Sales Officer, No. of posts: 2 (ESM-1, PH-1),
Pay Band 10300-34800 + Grade Pay Rs.3800/- initial pay Rs. 14,590/- plus allowances
admissible.

Qualification & experience

- a) i) Graduate 2nd Division with One year Diploma in Marketing from a recognized University. Or
(ii) MBA with specialization in Marketing from recognized university
b) i. Should possess knowledge of Punjabi of matriculation standard.
ii) Knowledge of MS-Office is essential.

10. Assistant Field Officer, No. of posts: 79 (General 24, SC 22, BC 10, Ex-serviceman-
15 (General 9, SC 4, BC 2) Handicapped-4, Sportsman-3 (Gen-2, SC-1), Freedom Fighter -
1)
Pay Band 5910-20200 + Grade Pay Rs.2400/- initial pay Rs.9880/- plus allowances
admissible.

Qualification & experience

- a) B.Sc. (Agriculture) 2nd Division
b) i. Should possess knowledge of Punjabi of matriculation standard.
ii) Knowledge of MS-Office is essential.

11. Assistant Accountant, No. of posts: 22 (SC 11, BC 2, Ex-serviceman 6 (Gen-3, SC-2,
BC-1) Handicapped-2, Sportsman SC-1))

Pay Band 10300-34800 + Grade Pay Rs.3800/- initial pay Rs.14590/- plus allowances
admissible.

Qualification & experience

- a) B.Com. (Ist Division) with One year Post Graduate Diploma in Computer
Applications(Excel, Data Management and MS-Office) recognized by Board of Technical
Education Punjab or any recognized university.
b) i. Should possess knowledge of Punjabi of matriculation standard.

12. Steno Typist, No. of posts: 22 (General 11, SC 5, BC 2, Ex-serviceman 3 (Gen-2, SC-
1), Handicapped-1)

Pay Band 5910-20200 + Grade Pay Rs.2000/- initial pay Rs.8240/- plus allowances
admissible.

Qualification & experience

- i) Graduate 2nd Division.
- ii) Having proficiency in Punjabi Stenography at the speed of 80 w.p.m. and to transcribe at a speed of 15 w.p.m. and proficiency in English Stenography at the speed of 60 WPM and to transcribe at a speed of 15 wpm.
- iii) Should have computer knowledge having a certificate in Computer course from a recognized Institute by AICTE or UGC.
- iv) Should possess knowledge of Punjabi of matriculation standard

For Kapurthala Plant

13. Production Manager No. of post: 1

Pay Band 15600-39100 +Grade Pay 6600/- initial pay Rs.25250/- plus allowances admissible.

Qualification & experience

- a) i. B.E.(Mechanical) /(Production)/(Chemical) from recognized institute.
- ii. 5 years experience in managerial capacity in relevant Industrial Unit.
- b) i. Should possess knowledge of Punjabi of matriculation standard.
- ii) Knowledge of MS-Office is essential.

14. Manager (QC) No. of posts: 1

Pay Band 10300-34800 +Grade Pay 5400/- initial pay Rs.20300/- plus allowances admissible.

Qualification & experience

- a) i. M.Sc (Chemistry) (ii) 5 years experience in relevant Industrial Unit.
- b) i. Should possess knowledge of Punjabi of matriculation standard.
- ii) Knowledge of MS-Office is essential.

For Khanna Plant

15. General Manager No. of post: 1

Pay Band 15600-39100 +Grade Pay 8400/- initial pay Rs.33510/- plus allowances admissible.

Qualification & experience

- a) i Post Graduate degree in Oil Technology/B.E. in Mechanical / Chemical / Production Engg. from recognized Institute.
- ii Minimum 3 years experience in a managerial capacity in Industrial Unit for processing of Vanaspati & Refined Oils.
- b) i. Should possess knowledge of Punjabi of matriculation standard.
- ii) Knowledge of MS-Office is essential.

16. Production Manager No. of post: 1

Pay Band 15600-39100 +Grade Pay 6600/- initial pay Rs.25250/- plus allowances admissible.

Qualification & experience

- a) (i) B.E Mechanical/Chemical/Production /Oil Technology from a recognized institute.
- (ii) 5 years experience in Vanaspati & Refined Oil Industries
- b) i. Should possess knowledge of Punjabi of matriculation standard.
- ii) Knowledge of MS-Office is essential.

17. Quality Control Incharge No. of post: 1

Pay Band 10300-34800 +Grade Pay 5000/- initial pay Rs.18450/- plus allowances admissible.

Qualification & experience

- a) i. M.Sc (Chemistry)
- ii. 5 years Experience in Vanaspati & Refined Oil Industries.
- b) i. Should possess knowledge of Punjabi of matriculation standard.
- ii) Knowledge of MS-Office is essential.

For Markfed Agro Chemicals Mohali

18. Dy. General Manager No. of post: 1

Pay Band 15600-39100 +Grade Pay 7800/- initial pay Rs.31520/- plus allowances admissible.

Qualification & experience

a) i. M.Sc Chemistry 1st division./ B.E. Chemical Engg. with 3 years Experience for handling of pesticide Unit.Or

or

ii. B.Sc.(with Chemistry) in 1st Division and MBA with 3 years experience of handling of pesticide Unit

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

19. Chemist No. of post: 1

Pay Band 10300-34800 +Grade Pay 3800/- initial pay Rs.14590/- plus allowances admissible.

Qualification & experience

a) i. B.Sc 1st division with Chemistry.

ii 3 years experience of working in Lab of pesticide Unit.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

For Markfed Canneries Jalandhar

20. Manager No. of post: 1

Pay Band 10300-34800 +Grade Pay 5400/- initial pay Rs.20300/- plus allowances admissible.

Qualification & experience

(a) i. Post Graduate degree in food Technology or equivalent.

ii. 3 years experience in managerial capacity in relevant Industrial Unit.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

21. Micro Biologist No. of post: 1

Pay Band 10300-34800 +Grade Pay 5000/- initial pay Rs.18450/- plus allowances admissible.

Qualification & experience

a) i. M.Sc. (Microbiology).

ii. 2 years experience of industry or testing laboratory.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

22. Retort Supervisor No. of posts: 2 (Gen-1, SC-1)

Pay Band 10300-34800 +Grade Pay 5000/- initial pay Rs.18450/- plus allowances admissible.

Qualification & experience

a) i. Diploma in Mechanical Engineering.

ii. 3 years experience in Food Processing Industry.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

23. Chef No. of post: 1

Pay Band 10300-34800 +Grade Pay 5000/- initial pay Rs.18450/- plus allowances admissible.

Qualification & experience

a) i. 3 years diploma / degree in Hotel Management or equivalent from a recognized university / institute.

ii. 3 years experience as Chef de-Partie in a Hotel of atleast 3-5 star category.

b) i. Should possess knowledge of Punjabi of matriculation standard.

ii) Knowledge of MS-Office is essential.

Note:

Those posts requiring knowledge of M.S. office qualification, certificate of computer application issued by a recognized institution is essential. However, no separate certificate is required for candidates who have passed computer as a subject during 10+2/ Graduation/ Post Graduation level except the post of Assistant Accountant.

For the post of Steno typist, a written test for short listing the candidates will be conducted. Further, a stenography test as per essential qualification will be conducted for the short-listed candidates. Final merit list will be prepared on the basis of clearing the stenography test and as per merit in the written test.

Fee: (non refundable)

- (a) General Category Rs.700/-
- (b) SC/ST Rs.350/-.
- (c) All the ex-serviceman of Punjab are exempted from the payment of fee.

The requisite fees shall be accepted only in the shape of crossed bank draft/ pay order/ banker cheque in favour of The Punjab State Cooperative Supply & Marketing Federation Limited payable at Chandigarh. Candidate should write his name & address on the back side of bank draft/ pay order/ banker cheque.

Age : Candidate should be between 18-37 years as on 1.1.2011. Upper age limit is relaxable to the extent of 5 years for Schedule Caste/ Tribe/ Backward Classes and up to 10 years for physically handicapped persons. Ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of GOI from his actual age and if the resultant age does not exceed the maximum age limit, prescribed for direct appointment to such a vacancy according to Govt. instructions, by more than 3 years, he shall be deemed to have satisfied the condition regarding upper age limit. Applicants in Govt. service shall be eligible up to 45 years of age. Govt. servants must send advance copies of their applications in the prescribed proforma alongwith requisite fee and copies of certificates by the prescribed date. However, they will be considered for selection only if their applications through proper channel are received or **"No objection certificate"** from the department concerned is furnished at any time before the selection process.

Reservation shall be as per policy / instructions of the Punjab Govt. It shall include the candidates of:- SC/ST/BC/Physically handicapped /Ex-Serviceman/Lineal Descendents of Ex-Serviceman/Wards of Freedom Fighter and Sports person. The Sports person seeking reservation under sports quota should apply with sports gradation certificate issued by Director Sports, Punjab as per latest instructions of Govt. of Punjab.

Selection procedure: Selection will be based on written examination only. There will be no interview. The merit will be prepared on the basis of this written examination only except Steno typist. The question paper will be bilingual (both in English & Punjabi) except the questions on languages. It will have 100 objective type questions with multiple choice answers each carrying one mark, as detailed below:-

- (1) Language Proficiency (Punjabi- 10 question + English -10 question) 20 questions.
- (2) General Knowledge / awareness - 20 questions.
- (3) Mathematical Skill(Matric level) - 10 questions
- (4) Mental Ability/ IQ determination- 10 questions.
- (5) As per prescribed qualifications for job – 40 questions.

For Steno typist-

- (1) Language proficiency 20 = Punjabi 10 question, English 10 question) With graduation
- (2) General Knowledge- 25 questions) as difficulty level
- (3) Mental Ability- 20 questions.)
- (4) Basic computer- 10 questions)
- (5) Mathematical Skill (Matric level) - 25 questions

The test will be of 2 hours duration. There will be negative marking. ¼ of the mark of a question will be deducted for every wrong answer.

Note: Minimum qualifying marks for candidates of all categories will be 35% (Thirty five percent) of the total marks. In case some qualifying candidates obtain equal marks, then for selection, preference will be given to older person than to the younger.

Examination Center: Chandigarh.

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

The MD Markfed 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 MD Markfed will be absolute and final in this regard.

How to apply. The candidate should specify on the top of the envelop word-Advt. No.- Name and category of the posts applied for. The complete application form should be sent by Registered post/ Courier/ By Hand to the Managing Director, The Punjab State Cooperative Supply and Marketing Federation Ltd. (MARKFED), Plot No.4, Sector 35-B, Chandigarh. The last date of receipt of application shall be on 31.10.2011 before 5 PM. No application shall be entertained after this date & time. The organization will not be responsible for delayed receipt of applications even on account of postal delay. If any information / certificates / documents is found false at any stage, the candidate shall be liable for disqualification and prosecution. The incomplete application form in any respect shall be liable to be rejected.

The recruitment SHALL BE MADE SUBJECT TO 100% VERIFICATION OF TESTIMONIALS AND SHALL LIABLE TO BE DECLARED NULL AND VOID ABINITIO WITHOUT ANY NOTICE WHATSOEVER IN CASE ANY DOCUMENT IS FOUND FAKE OR FORGED. Criminal complaints shall be lodged against such candidates by the Markfed besides civil proceedings to make recoveries of salary and other emoluments paid.

In case any applicant apply for more than one post he will have to submit separate application for each of the category with requisite fee.

MANAGING DIRECTOR

PROFORMA

Post applied for _____

1. Name of the applicant:.....
2. Father's name :.....
3. Permanent Home address:
4. Address for correspondence:
5. Date of birth:
6. Age as on 1.1.2011
Years Months Days
7. Nationality:
8. Qualification & Experience:
(Attach attested copies of certificates/ experience)
9. Whether belongs to SC/ ST/BC/Ex-Serviceman / Lineal Descendents of Ex-Serviceman/ Physically handicapped/ Sports person /Freedom Fighter/ Wards of Freedom Fighter(Attach attested copies of certificates):
.....
Bank draft / pay order/ banker cheque No. date (To be attached in original):
.....

Paste recent
passport size
photograph,
duly attested.

Date

Signature of the applicant

Declaration

I, _____ son/ daughter of _____ aged _____ years and resident of _____ District _____ Punjab, hereby declare that the above and the information given in the attached documents is correct and true to the best of my knowledge and belief and nothing has been concealed therein. I am aware that in case the information submitted by me is found to be incorrect or wrong, I shall be liable for punishment under the Law and the services shall stand summarily dismissed.

APPLICANT