



SUNDARBAN CO-OPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. (SMLU)

New Administrative Building, 8th Floor, Alipore, Kolkata-700027, West Bengal • Reg. No. 1/SMLU (S-24) of 1997
(A Government of West Bengal Project)

E-mail: md.sundarini@gmail.com Website: www.sundarini.com Facebook: @suban.coop Contact: 033-24790051

Notice No. 53

Date: 27.02.2018

Employment Notification for Walk-in-Interview

A Walk-in-Interview will be held on **12th March, 2018** at **12.00 noon** to engage bonafide Indian Citizen for the following posts for Sundarban Co-operative Milk & Livestock Producers' Union Ltd., South 24 Parganas (A Govt. of West Bengal Project). The posts are purely contractual in nature and entitled for a consolidated remuneration (negotiable).

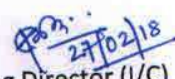
Sl. No	Name of the Post	No of the Vacancy	Minimum Qualification	Age Limit	Experience Required	Job Requirement
1.	Accounts Officer	01 (One)	Masters in Commerce (M.Com) from any recognized Indian University/MBA (Finance)/ICWA (Inter)/CA (Inter) The candidate with good academic record and computer knowledge will be preferred.	Maximum 45 yrs. as on 01/01/2018	a) 08-10 years working experience in Finance/Accounts with any Software-environment friendly accounting package. b) Absolute working knowledge about all related direct and indirect taxes.	The duties of Accounts Officer include pre-checking of bills, preparation of budget, compilation of accounts (including preparation of balance sheet), audit, scrutiny of financial proposal relating purchase of stores, equipments, capital expenditure, tendering of financial advice to the Head of the Institute etc.
2	Sales & Marketing Officer	01 (One)	A Bachelor's degree from a recognized College/University. Preference will be given to the candidates with Post - Graduate Diploma/Masters Degree in Business Management with specialization in Marketing Management or an equivalent qualification from a recognized Indian University/Institute.	Maximum 40 yrs. as on 01/01/2018	a) 05-08 years Working experience in sales and marketing of milk, milk products, FMCG industry in Milk Federation, Milk Union, any Govt. Organization or any recognized organization. b) Working experience in Natural/Organic food product marketing will be preferred. c) Working experience in Strategic Marketing Planning, new product launching, new brand promotion. d) Experience or wide knowledge in Online Marketing. d) Very good communication skill in English, Hindi, and Bengali language. e) Good computer knowledge.	Preparing & implementing <u>natural/organic food products marketing</u> strategy, identify potential opportunities within client base to accelerate business volume, to promote online business, door-step delivery system development, to meet sales target and keep tracks of the targets on quarterly basis, candidate should provide professional and effective services to meet customer expectations. Regular report return on sales & marketing and critical gap analysis. Liaison with procurement in field, processing unit and market demand.

27/02/18
MANAGING DIRECTOR
Sundarban Co-operative Milk &
Livestock Producers' Union Ltd.

General Conditions:

1. The engagement will be purely on temporary and contract basis.
2. Temporary out station duties may be given. The TA shall be paid as per rules framed for the Union.
3. The authority reserves the right to accept or reject any application without assigning any reason.

Interested candidates are requested to attend Walk-in-Interview on above mentioned date and time at **Meeting Hall, Zilla Parishad, New Administrative Building, 3rd Floor, Alipore, Kolkata-27** and bring one application addressed to "Managing Director, Sundarban Co-operative Milk & Livestock Producers' Union Ltd., South 24 Parganas" giving complete bio data (including DOB, Present and Permanent Address, Telephone No, Qualification Details, Experience Details, Email ID etc.) as per attached format along with one self attested copy of each certificate. The originals are to be produced during registration process. Candidates should report **at least one hour before the schedule time**. No interim request in this respect will be allowed.


Managing Director (I/C)
SMLU, South 24 Parganas

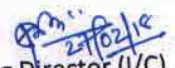
MANAGING DIRECTOR
Sundarban Co-operative Milk &
Livestock Producers' Union Ltd

Date: 27.02.2018

Memo No. 53/1(12)

Copy forwarded for information with request for wide circulation to the:

1. Managing Director, WBCMPF Ltd., Kolkata -106 with a request to upload in Federation's website.
2. Regional Head, NDDDB, Kolkata with a request to upload in office notice board.
3. Karmadhakshyaya, MOPSBSS, South 24 Parganas Zilla Parishad.
4. CA to the District Magistrate, South 24 Parganas.
5. DIO, NIC with a request to upload the notice in district website (www.s24pgs.gov.in).
6. Deputy Director, ARD & PO, South 24 Parganas with a request to upload in office notice board.
- 7-11. Bangshidharpur/Kakdwip/Basanti/Debichak/Namkhana Milk Chilling Plant/BMC Unit, SMLU.
12. Notice board of Office of the MD, SMLU, Alipore.


Managing Director (I/C)
SMLU, South 24 Parganas

MANAGING DIRECTOR
Sundarban Co-operative Milk &
Livestock Producers' Union Ltd

Application Form

SUNDARBAN CO-OPERATIVE MILK & LIVESTOCK PRODUCERS' UNION LTD. (SMLU)

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1. Application for the post of

.....

2. Name of the Candidates (in Block letter)

.....

First Middle Surname

3. Father's Name (in Block letters)

.....

First Middle Surname

4. Date of Birth

.....

DD MM YYYY

5. Gender

.....

6. Permanent Address : _____

7. Phone No. : _____

8. E-mail ID : _____

Affix Passport Size photograph with signature in such a way that portion of signature remains on the application form


MANAGING DIRECTOR
Sundarban Co-operative Milk &
Livestock Producers' Union Ltd

9. Academic/Technical Professional Qualification (beginning with Matriculation)
(Attach self-attested copies of all certificates)

Sl. No	Name of the Examination Passed	Year of passing	Board/University	Subject	Division/Class/Grade

10. Details of service and post held :

- a) Name of Post
- b) Present Pay/Pay Scale
- c) Name of Organization
- d) Date of initial appointment
- e) Experience (in years)

11. Declaration :

I hereby undertake that the information provided by me are correct to the best of my knowledge.

Place :

Signature of the candidate

Date :

[Handwritten Signature]
 MANAGING DIRECTOR
 Sundarban Co-operative Milk &
 Live-Stock Producers' Union Ltd