



www.omfed.com

The Odisha State Co-operative Milk Producers' Federation Limited

D-2, Sahidnagar, Bhubaneswar - 751007
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Adv.No.OMFED:HRD:RECRUIT:03:2021

Date: 27.07.2021

ADVERTISEMENT NOTICE

OMFED, the apex Cooperative Body of Milk Producing Farmers at the State Level invites Applications from dynamic Security Personnel having proven track record for the following on Contractual basis.

| Sl. No | Name of the Post | No. of Post | Remarks |
|--------|--|-------------|-------------|
| 01 | Security Officer * (Unreserved Ex-Army Service personnel) | 01 | Contractual |
| 02 | Security Supervisor | 04 | Contractual |

**** Unreserved Ex-Army Service personnel**

The details of the Qualification, Experience, Terms of Reference and Application Forms for the above post may be downloaded from OMFED website www.omfed.com

OMFED Management reserves the right to cancel, effect changes or alteration in the above advertisement without assigning any reason thereof and corrigendum, if any, will be published in above said website.

Managing Director

TERMS OF REFERENCE FOR THE POST OF SECURITY OFFICER

OMFED is an apex level Dairy Cooperative Society registered under Cooperative Society Act – 1962. It has come into existence to integrate the Milk Producers in rural areas with Consumers in the urban areas with an enterprising aptitude. Its main activities includes promoting, production, procurement, processing and marketing of milk & milk products for economic development of the rural farming community in Odisha. Looking for the security activities of Federation, a highly dynamic Security Officer (Unreserved-Ex Army Service personnel) having proven track record is required to take care of all security activities within different Plant premises of Omfed located at different districts of Odisha.

| | | |
|---|---|---|
| Name of the Post | : | Security Officer |
| No. of Post | : | 01 (One) |
| Eligibility Criteria | : | Retired officer from Indian Army of the rank of Colonel or equivalent |
| Experience | : | Minimum 20 years of relevant experience |
| Upper Age limit as on 31.07.2021 | : | 62 years |
| Remuneration | : | Negotiable |
| Nature of employment | : | Contractual |
| Period of employment | : | 3 Years (Contract will be renewed every year subject to satisfactory performance) |

Job Description.

The Security Officer works as an Advisor and Supervisor for all security measures necessary to effectively protect to the organisation assets. Security Officers use their knowledge and expertise to assess possible security threats and breaches in order to prevent them and create contingency protocols and plans for when violations occur.

Analyzing the Federation's assets and identifying which security measures are needed:

- Establishing the necessary security parameters; and
- Deciding on the best security measures available.

Establishing security protocols and policies, as well as designing security plans to protect the Federation's assets:

- Creating a set of rules and security standards;
- designing policies to protect the client's interests; and
- Implementing security measures, providing technical supervision and advice as required.

Running vulnerability tests:

- Performing risk assessment tests;
- analyzing possible breaches;
- designing countermeasure plans so as to eliminate risks as much as possible; and
- Writing and presenting reports based on findings.

Researching the latest security standards & Protocol.

Keeping up-to-date with the latest security systems, close circuit camera, tools, and technology.

Coordinating and supervising all team activities

- Assessing emergency situations and coordinating an appropriate response.
- Checking with clients for other possible security issues.

Coordinating a team of security agencies:

- Hiring and training new members of the team;
- Assigning tasks to each member of the team;
- Creating a schedule of work shifts to provide 24-hour as per requirement.
- Coordinating and supervising all team activities; and
- Assessing emergency situations and coordinating an appropriate response.

Daily Tasks :

- Examining Federation's assets to determine level of security needed.
- Designing security protocols, plans, and systems.
- Implementing security measures and writing security policies for Omfed.
- Coordinating and briefing with security team, assigning tasks accordingly.

Submission of application.

i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled-in and signed along with the proof of documents in a cover superscribed **“APPLICATION FOR THE POST OF SECURITY OFFICER”** which should reach the Deputy General Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **31.08.2021**.

The application along with the requisite documents can also be submitted through e-mail: **hrd@omfed.com** or by post.

ii) The candidates already employed in Government/Semi-Government/Central PSU/ State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.

iii) Applicant should attach self-attested copy of the Mark-sheet/ Certificates/ Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card) & recent colour passport size photograph with the Application Form.

iv) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of recruitment process, if it is found that the candidate has furnished false or incorrect information, then the candidature/appointment of the candidate shall be cancelled.
- iii) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- iv) Application submitted after the due date shall liable for rejection and cannot be entertained.
- v) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vi) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- vii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc.
No inquiry/ correspondence will be entertained in this regard.
- viii) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED)
APPLICATION FORMAT FOR THE POST OF _____

- 1) Post applied for :
- 2) Full Name (in CAPITAL) :
- 3) Father's/Husband's Name :
- 4) Date of Birth :
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
- 5) Age as on 31.07.2021 :
- 6) Sex :
- 7) Category :
- 8) Marital status(Married/Unmarried) :
- 9) Address with PIN Code :

Affix recent
colour passport
Size photograph

Present Address

.....

Permanent Address

.....

- 10) Contact details (a) Phone :
(b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

| Sl. No. | Exam passed/ Discipline | Name of the Board/ University /Institute | Duration of course | Year & month passing | Whether regular course(Y es/No) | Maximum marks | Marks obtained | % of Marks/ CGPA |
|---------|-------------------------|--|--------------------|----------------------|---------------------------------|---------------|----------------|------------------|
| | | | | | | | | |
| | | | | | | | | |

(attach copy of certificates)

| Sl. No. | Name & Address of organizations worked | Post held | Scale of Pay/ CTC | Basic Pay | Duration of experience (DD/MM/YYYY) | | Total years & months of experience | Type of assignment handled/ specific nature of work/duty performed |
|---------|--|-----------|-------------------|-----------|--|----|------------------------------------|--|
| | | | | | From | To | | |
| | | | | | | | | |
| | | | | | | | | |

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)
Name:

Documents/Certificates Attached:

- 1)
- 2)

TERMS OF REFERENCE FOR THE POST OF SECURITY SUPERVISOR

OMFED is an apex level Dairy Cooperative Society registered under Cooperative Society Act – 1962. It has come into existence to integrate the milk producers in rural areas with consumers in the urban areas with an enterprising aptitude. Its main activities includes promoting, production, procurement, processing and marketing of milk & milk products for economic development of the rural farming community in Odisha. Looking for security activities of Federation, a highly dynamic Security Officer (Unreserved-Ex Army Service personnel) having proven track record is required to take care of all security activities within different Plant premises of Omfed located at different districts of Odisha.

| | |
|---|--|
| Name of the Post | : Security Supervisor |
| No. of Post | : 04 (Four) |
| Eligibility Criteria | : Retired officer from Indian Army of the rank of JCO (Jr. Commissioned Officer) holding the rank of Naib Subedar or Subedar or equivalent |
| Experience | : Minimum 10 years of relevant experience |
| Upper Age limit as on 31.07.2021 | : 55 years |
| Remuneration- | : Negotiable |
| Nature of employment | : Contractual |
| Period of Employment | : 3 Years (Contract will be renewed every year subject to satisfactory performance) |

Job Description:

Supervisory Responsibilities:

- Oversees the daily workflow, schedules, and assignments of security staff including security guards and gunman.
- Prepares and conducts training for new hires and current staff including security personnel deployed by security agencies engaged by Omfed.

Duties/Responsibilities:

- Provides and/or implements security and security protocols for all assigned facilities and information systems.
- Takes proactive steps to provide a safe and secure working environment to staff and visitors.
- Provides specialized security for and monitors access to limited and restricted access areas such as inventory areas, network equipment areas, and employee files and confidential records.
- Conducts regular walk-through and security inspections for assigned facilities.
- Performs other related duties as assigned from time to time.

Required Skills/Abilities:

- Extensive knowledge of security protocol and procedures.
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Ability to provide training on security policies and procedures.
- Ability to work with confidential and classified information.
- Proficient with data backup of Close circuit camera.

Submission of application.

i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled-in and signed along with the proof of documents in a cover superscribed **“APPLICATION FOR THE POST OF SECURITY SUPERVISOR”** which should reach the Deputy General Manager (HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **31.08.2021**.

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Place:

Date :

(Signature in Full)
Name:

Documents/Certificates Attached:

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