



## **Kerala Co-operative Milk Marketing Federation Ltd.**

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram -695 004

Tel: 2555981-85, Fax:2555992, E-mail:milmaho@milma.co.in

### **REQUIRES PROJECT CONSULTANT & CATTLE FEED PRODUCTION CONSULTANT**

PER:11/2014

24.04.2017

We are in need of one well experienced **Project Consultant** to look after the activities of construction and expansion of Dairy Plants & Cattle Feed Plants & one **Cattle Feed Production Consultant** to look after the production at Cattle Feed Plants on consultancy basis.

For more details see our website: **www.milma.com**. Applications in the specified format may be submitted to the undersigned before 10.05.2017.

Sd/-  
Managing Director

8 x 5 cms



Phone : 0471-2555981 to 985, 2555993

Fax : 0471-2555992

Email : milmaho@milma.co.in

Website : www.milma.com

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Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram - 695004

### **REQUIRES PROJECT CONSULTANT & CATTLE FEED PRODUCTION CONSULTANT**

**Notification No. PER: 11/2014**

**24.04.2017**

**Kerala Co-operative Milk Marketing Federation Limited, (KCMMF Ltd)**  
requires

#### **1. Project Consultant**

##### **Duties and Responsibilities:-**

The Project Consultant will have to extend technical expertise to the Project Wing of the Federation in all the Project activities such as construction and expansion of Dairy Plants, Cattle Feed Plants, and Chilling Centres etc. Nature of work includes preparation of detailed project reports with cost estimation, financial and physical budgeting, planning, preparation of engineering drawings and technical specification, preparation of tender document and finalization, physical implementation of the project, monitoring the progress, Liaison with statutory bodies for getting approval etc. The incumbent shall also extend advise to the Project Wing in all other Project related works that KCMMF may take up during his/her tenure of engagement in the Organization. Some of the important responsibilities the incumbent has to take up in the above capacity are:

1. Preparation of detailed project reports with cost estimation financial and physical budgeting, planning, preparation of Engineering drawings and technical specification, preparation of tender document and finalization, e-tendering and finalization, physical implementation of the project, monitoring the progress, Liaison with statutory bodies for getting approval etc.
2. Monitoring and supervising the activities of Architects/Contractors and construction/execution works at project sites for getting the projects completed in a time bound manner.

3. Obtaining statutory/service drawings from the Architect/contractors and present before appropriate authorities for the clearance/permission for the implementation of projects and follow up action.
4. Periodical inspection at work sites as per requirements and give guidance for remedial action if any.
5. To prepare and verify design, drawings, estimate, tender documents etc and recommend for approval.
6. To maintain correspondence files for each project separately from site office, Architects, contractors, etc promptly.
7. Prepare cash flow chart for each project for every financial year.
8. To maintain and supervise attendance register of personnel engaged in projects and submission of monthly attendance statement.
9. Maintain and keep registers for tender, estimate, files, M.Book etc.
10. To collect fortnightly progress report from the project sites, evaluate the progress with respect to the scheduled programme
11. Scrutinize the work bills/consultancy service bills etc and recommend for passing the same after pre-auditing and thorough verification.
12. The incumbent shall be responsible for the due execution of the works by observing the time schedule, designs, drawings etc as per the prescribed quality standards.

***(NB:- The above are only indicative in nature and the duties and responsibilities will vary as per requirements from time to time.)***

**Remuneration:-** Rs.60,000/- per month plus TA, DA as per prevailing rules of KCMMF for Grade I (a) employees

## **2. CATTLE FEED PRODUCTION CONSULTANT**

### **Duties and Responsibilities:-**

The Consultant will report to Manager of the Cattle Feed Plant at which he/she is positioned and will look after and supervise all the activities connected with the production of cattle feed and feed supplements. The duties includes production planning and monitoring, manpower deployment, raw material sourcing and scheduling, outsourcing of cattle feed and other feed supplements, repair and maintenance of the Plant, upkeep of the plant and godowns, coordination with QC and Marketing Wing for quality testing of raw material and finished goods, despatch of finished feed from the Plant, complaint redressal, accounting and data preparations etc.

***(NB:- The above are only indicative in nature and the duties and responsibilities will vary as per requirements from time to time.)***

**Remuneration:-** Rs.40,000/- per month plus TA, DA as per prevailing rules of KCMMP for Grade I (a) employees

**Mode of Engagement:-**

On consultancy basis for one year which can be extended upto three years.

**Qualification & Experience & Remuneration:-**

**1. For Project Consultant.**

Engineering Degree holders in Electrical/Mechanical Streams having 15 to 25 years' experience in independently carrying out the activities of project conceptualisation and execution of large Dairy Plants, Cattle Feed Plants and Chilling Plants in reputed organizations (Preference will be given to persons retired from Senior level positions in State/Central Govt. Departments/Public Sector/Co-operative Organizations having the above qualification and experience.)

**2. For Cattle Feed Production Consultant.**

Degree/Diploma holders in Electrical/Mechanical Engineering having a minimum of 15 to 20 years experience in the operation of cattle feed plants including Production, Repair and Maintenance, Raw Material procurement, Maintenance of Engineering Store, Raw Material Godown, Finished Products Godown, weigh bridge etc

**Form of Application to be submitted:-**

Application for the post may be prepared in line with the sample application form attached to this notification. However, if required additional sheets can be used to furnish information.

**Enclosures to Application:-**

Self-attested copies of documents to prove Identity, Address, Age, Qualifications and Experience. (Selected incumbent shall produce originals of the documents for verification later)

**Last date for receipt of applications:-**

Application shall reach the address given below through post/courier/by hand before 17.00 hrs on 10<sup>th</sup> May, 2017. KCMMF Ltd will not be responsible for postal/courier delay.

**Important:-**

Canvassing in any form will lead to rejection of the application.

**Address to which Applications to be sent:-**

Managing Director

Kerala Co-operative Milk Marketing Federation Ltd.

Milma Bhavan, Pattom P.O.,

**Thiruvananthapuram - 695 004**

Phone: 0471-2555981 to 985

Email: milmaho@milma.co.in

website: www.milma.com

Sd/-  
**MANAGING DIRECTOR**

## APPLICATION FORM

Please affix recent  
self attested  
photograph of the  
applicant

1. Name of the Candidate (in capital letters, in English)

[illegible]

2. Father's Name (in capital letters, in English)

[illegible]

3. Date of Birth

Date	Month	Year
<div></div>	<div></div>	<div></div>

4. Age as on date

Years                      Months                      Days

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## 5. Gender

☐ Male ☐ Female

## 6. Nationality

☐ Indian ☐ Other

7. Write complete mailing address in block letters

Address:

8. Educational/Professional Qualifications

Educational/Professional Qualification	Year of Passing	Division/%	Name of Board/University

9. Any other higher Qualification, please specify:

10. Computer Proficiency : Good/Moderate/Average

11. Languages known : To Read  
To Write  
To Speak

12. Experience (A brief bio-data with copy of experience certificate to be enclosed)

Sr. No.	Designation & Place of Posting	Brief listing of responsibilities	From	To	Duration (no. of years)

15. Details of awards, if any :

16. Self Certification and Declaration: I hereby certify and declare that:

All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection, my candidature may be cancelled and action can be taken against me.

I have read the provisions in advertisement carefully and I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.

I certify that there is no vigilance or any disciplinary proceedings pending against me.

**SIGNATURE OF THE CANDIDATE**  
(UNSIGNED APPLICATION WILL BE REJECTED)

**Place:**

**Date:**