



UTTARAKHAND STATE SHEEP GOAT RABBIT FARMERS CO-OPERATIVE FEDERATION LTD

O/o Chief Executive Officer Uttarakhand Sheep & Wool Development Board
Pashudhan Bhawan, IInd Floor (Right Wing) Mothrowala, Dehradun – 248 115
Phone: 0135-2532926; Email: mdusgcf@gmail.com

Notification No: 1205 /NCDC-Interview / 2020–21 Date: 05, February 2021

Walk-In- Interview

Uttarakhand State Sheep Goat Rabbit Farmers' Cooperative Federation Limited invites suitable applicants for Walk-In-Interview for the posts of (i) Assistant Manager (Sales) –Post 01, (ii) Sales Executive –Post 01, (iii) HR Executive –Post 01, on purely contractual basis for implementation of NCDC aided project “Uttarakhand State Integrated Cooperative Development Project – Sheep & Goat Sector” on from 15 February 2021 to 20 February 2021.

Detailed Application Form and other Terms and Conditions regarding Eligibility Criteria and Remuneration etc. may be obtained from www.himalayangoaatmeat.com/ www.uswdbdehradun.in and the applications complete in all respects must reach the office of the undersigned By Hand or By Post or By E-Mail (coousgcf@gmail.com) latest by 13th February 2021 at 05:00PM.

Walk-In-Interview Date will be shared to only shortlisted candidates through their direct Call or E-mail Ids.

Designation	Nos	Minimum Eligibility Criteria	Desirables Skills	Remuneration Maximum (up-to)
Assistant Manager (Sales)	01	<ul style="list-style-type: none">• Graduation & or MBA• 06-08 years of relevant experience	<ul style="list-style-type: none">• Should have sound knowledge about government institutions and must have dealt with Army Canteen and F.R.I. Etc.• A person having experience in Fresh, frozen Veg & Non-Veg products is preferred• Candidate must have complete knowledge of Territory (Dehradun & Mussoorie)• Must be ready for new product launch and linking and listing of the products in HORECA & Institutions.• Excellent written and oral communication skills, tech-savvy, Command of MS Office	Rs. 45,000.00 pm
Sales Executive	01	<ul style="list-style-type: none">• Graduation or equivalent• Fresher	<ul style="list-style-type: none">• FMCG Industry Preferred• Coordination with Sales Team• Effective Communication skills• Should have good knowledge about Ms-office, Advance Excel, Internet, Etc	Rs. 30,000 pm.
HR Executive	01	<ul style="list-style-type: none">• Graduation & MBA HR or equivalent• 02-03 years of relevant experience	<ul style="list-style-type: none">• Candidate need Analysis, Staffing, Selection Human Resource Management, Hiring, Sourcing, Interviewing, HR Generalist Activities, HR Coordination, Recruitment Training and Training Management	Rs. 30,000 pm.

NOTE:

- Interviews will be chaired by Chief Project Director / Secretary, Animal Husbandry, Cooperatives, Govt. of Uttarakhand.
- The experience will be counted after acquiring the basic minimum qualifications.
- The above positions are purely temporary and will be filled on Contractual basis and the selected candidates shall have no right/claim for regular appointment.
- Candidates from Department of Animal Husbandry / Uttarakhand State Services will be required to get NOC from their respective department. They should enclose NOC or Proof of having applied for NOC along with this application form.
- On the basis of resume/or decided by the Scrutiny / Selection Committee. The candidates shortlisted thereof will be intimated accordingly by email/phone and only the Shortlisted candidates will be allowed to appear in the interview.
- Applications complete in all respects must reach the office of the undersigned By Hand or By Post or By E-Mail latest by 13th February 2021.

OTHER TERMS & CONDITIONS

1. The selected candidates will be under the administrative control of Managing Director USGCF.
2. The engagement will stand terminated on completion of the tenure of the scheme or on the date stated in the sanction order of the scheme whichever is earlier whether so communicated formally on individual basis or not.
3. If the selected candidate leaves his/her assignment without permission for one month, he/she will stand terminated from the date of his/her absence.
4. Since the personnel will engaged for the scheme work full time, he/she will not be allowed to do any other work or to accept or hold another appointment with or without remuneration elsewhere.
5. The selected personnel shall have no legal right to claim his/her regularization/ appointment by absorption or otherwise against any regular posts or any further contractual engagement on termination of the scheme/project. The engagement in the scheme is purely time-bound, non-regular and may be co-terminus with the scheme. The services of the incumbent shall stand terminated automatically on expiry of the period given in the sanction.
6. The personnel will be full time worker and is required to adhere to the administrative, financial and disciplinary regulations of USGCF where the incumbent is working.

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

1. Application form should be neatly typed or hand written in CAPITAL LETTERS.
2. Enclose attested photocopies of relevant certificates / proofs wherever necessary. Application not in proper format or without documentary evidences will be rejected.
3. Candidates from Department of Animal Husbandry / Uttarakhand State Services will be required to get NOC from their respective department. They should enclose NOC or Proof of having applied for NOC along with this application form.
4. Applications complete in all respects must reach the office of the undersigned By Hand or By Post or By E-Mail latest by 13th February 2021 05.00PM.
5. "Name of the post applied for" should be clearly mentioned on the top of the envelope.
6. USGCF will Shortlist the applications on the basis of criteria decided by the Scrutiny / Selection Committee. The candidates shortlisted thereof will be intimated accordingly by email/phone and only the Shortlisted candidates will be allowed to appear in the interview.
7. Candidates will be required to produce Original documents when asked for.
8. USGCF reserves the right to cancel any Post or the Selection Procedure without any notice or reason thereof.

Chief Operating Officer, USGCF

APPLICATION FORM

Application for the Post of

Affix a self -
attested
passport size
photograph
here

- 1 Name of Applicant :
- 2 Current Designation :
- 3 Present Employer :
- 4 Name of the Father / Husband :

- 5 Address
A) Permanent :

- B) Corresponding :

- 6 Contact No. :
- 7 E-mail Address :
- 8 Date of Birth :
- 9 Sex :
- 10 Marital Status :
- 11 Nationality :
- 12 Academic Qualifications -

13. Educational Qualifications

S. No	Qualification	Name of the College/Institute	Year of passing	% of Marks

**Attach relevant documents (Scanned and self-attested)*

14. Experience Relevant To the Post Applied

Position Held	Name & Address of the Employer	Job Responsibilities	Period		Service Duration
			From	To	
Total Experience					

**Attach relevant documents (Scanned and self-attested)*

15. Any other information you would like to provide in support of your application.

16. Declaration: I declare that the information furnished above is true and correct to the best of my knowledge and belief, and that no related information is concealed. If any discrepancy is observed at any stage, USGCF will be free to cancel my selection/candidature. I have taken / applied for NOC from my department and the proof thereof is enclosed herewith (in case of candidates from Uttarakhand Govt Services).

Place:

Date:

Candidate's signature