



**Vaikunth Mehta National Institute Of  
Cooperative Management,  
University Road, Pune - 7**



## **RECRUITMENT**

National Agricultural Cooperative Marketing Federation (NAFED), New Delhi requires experienced, dynamic and result oriented professionals for the posts of Manager (Marketing) and Manager (HRD) for its offices any where in India.

**SUBMISSION DATE EXTENDED UP TO 20<sup>th</sup> August, 2018**

For details visit **websites:** [www.vamnicom.gov.in](http://www.vamnicom.gov.in) or [www.nafed-india.com](http://www.nafed-india.com)

## Details of the minimum requirements for the Post of Manager (Marketing)

Number of Post	Five
Pay Scale	Rs. 67700-208700 (Level 11 of Central Govt. Pay Scale) with perks & benefits. The minimum gross salary (CTC) will be in the range of Rs. 14.25 lakhs)
Qualification	Masters in Business Administration or Two years full time PGDM from Institute of repute recognized by AICTE
Job Experience	Minimum 10 years after acquiring MBA/PGDM with 5 years in any Government Organizations at Level – 10 of 7 <sup>th</sup> CPC or at Managerial level in PSUs dealing in Procurement/ Sale/Import/Export of Agricultural commodities or Managerial cadre having a annual CTC of Rs. 10 lakhs in any Business organizations of repute having minimum turnover of Rs. 500 crore per annum preferably dealing in agricultural commodities.
Desired Key Skills	<ul style="list-style-type: none"><li>- Analytical thinking</li><li>- Preparation of result oriented commodity-wise Objectives / Targets and skills to motivate / lead his/ her team in achieving the desired goals inconsonance with the needs of the Employer Organization.</li><li>- Skill to anticipate the Market Trends / Futures in agricultural commodities (Domestic as well Globally)</li><li>- Sound Knowledge of operating e-portals for procurement and disposal of agricultural commodities.</li><li>- Basic knowledge of banking operations.</li><li>- Knowledge of opening Letter of Credit and its operation.</li><li>- Excellent command over oral / written English Language and effective communication skills.</li><li>- Proficient in use of latest computer based application.</li></ul>
Skills Optional	<ul style="list-style-type: none"><li>- Knowledge of handling International Trade (Import/Export) of agricultural commodities, Port formalities.</li><li>- Storage Techniques of agricultural commodities in Warehouses.</li><li>- Exposure of Milling Operation of Pulses and Oilseeds including costing for converting Raw Pulses / Oilseeds to Milled Dal/Oils.</li><li>- Performed the Managerial Roles in reputed FMCG Companies for Stock Management, Pricing, Merchandising, Finance and Customer Service.</li></ul>
Age Limit	35 - 45 years on the date of Advertisement
Method of Recruitment	Written Test followed by personal Interviews
Posting	Anywhere in India

## Details of the minimum requirements for the Post of Manager (HRD)

Number of Post	One
Pay Scale	Rs. 67700-208700 (Level 11 of Central Govt. Pay Scale) with perks & benefits. The minimum gross salary (CTC) will be in the range of Rs. 14.25 lakhs).
Qualification	Masters in Business Administration or Two Years full time PGDM from Institute of repute recognized by AICTE with specialization in HRD.
Job Experience	Should have minimum work experience of 10 years with 5 years in Managerial Cadre in HR, Administrative, Vigilance and Establishment Deptts. in Govt. Sector, Public Sector Undertaking large National level Cooperative Organization and Business Organization of repute having minimum turnover of Rs. 500 crore per annum.
Key Skills	Analytical skill, Creativity, Effective Communication and Organization Skill. Candidate should have excellent command over oral / written English language, proficient in use of latest computer based applications.
Age Limit	35 – 45 years on the date of advertisement
Job Requirements	Should be well versed Human Resource Development Skills, Labour and Industrial Lasws, Personnel, General Administration, Training Skills, Knowledge of Employee's Welfare Schemes and conducting Vigilance inquiries as per CVC norms and guidelines
Method of Recruitment	Written Test followed by personal Interviews
Posting	Anywhere in India

## Tentative Schedule of Recruitment Process

- 1) Publication of Advertisement 1<sup>st</sup> August, 2018
- 2) **Extended last date for submission of applications 20<sup>th</sup> August, 2018**
- 3) Submission of Applications subscribing on Envelope "Application for the Post of Manager (Marketing) / Manager (HRD)" strictly in the given format addressed to:  
  
The Director,  
Vaikunth Mehta National Institute  
of Cooperative Management (VAMNICOM)  
Savitri Bai Phule Pune University Road,  
Ganeshkhind Road, Pune - 411007,  
Maharashtra, India  
Email Id: [cit@vamnicom.gov.in](mailto:cit@vamnicom.gov.in)
- 4) Conduct of Written Examination 5<sup>th</sup> September, 2018
- 5) Venue of Written Examination VAMNICOM, Pune

**\* Applications not received in the prescribed format may not be accepted.**



## Application Form

(All fields in the forms are mandatory to be filled. An incomplete form submitted will be treated as rejected)

Name of the Post: _____		
1. Name:		
2. Father's Name :		
3. Date of Birth (DD/MM/YYYY) :	4. Blood Group:	5. Religion:
6. Marital Status:	7. Nationality	

8. Address / Contact Details: (Name of the State and Pin Code is compulsory)

Email Id for Correspondence	Alternate Email Id for Correspondence (if any):
Mobile No.:	

9. Language Known: Written: Spoken : Write 'Y"/ "N"	English		Hindi	Others	
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10. General Declarations: a) Whether presently employed in Government Organization? [ ] Y or [ ] N b) Have you ever applied to / worked for Nafed before? [ ] Y or [ ] N if yes, please explain (include date) : c) Do you have any friends, relatives, or acquaintances working in Nafed ? [ ] Y or [ ] N If yes, state name & relationship: _____
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11. Academic / Professional Education Summary: (Starting from most recent)

From (MM/YY)	To (MM/YY)	Degree / Diploma	University / Institute	Specialization / Subjects	Percentage / Grade

12. Work / Experience Summary) : (Starting from Current/most recent)

Current CTC: \_\_\_\_\_

Annual Turnover of the Current Organization: \_\_\_\_\_

Total Staff (Only for Candidates applying for Manager (HRD) \_\_\_\_\_

From (MM/YY)	To (MM/YY)	Organization	Designation	Responsibilities (min. 30 and Max. 50 words)
Total Experience (In years & Months) :			Relevant Experience to the post applied (In Years & Months)	

Declaration:

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue/false/correct or I do not satisfy the eligibility my candidature will be cancelled, without assigning any reason thereof. I have read the content of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for:

Name:

Place:

Date:

Disclaimer:

The applicants are required to submit the duly filled application on or before due date and time, failing which the application of the said applicant shall be treated as non-responsive. Nafed shall not be responsible for late receipt of applications for any technical reason or whatsoever. The applications received after due date and time shall not be considered.