

Bihar State Vegetable Processing & Marketing Cooperative Federation Ltd. (VEGFED)

Advertisement for Recruitment to Various Posts

Online/offline applications are invited for various posts in **Bihar State Vegetable Processing & Marketing Cooperative Federation Ltd. (VEGFED)**, under the Department of Cooperation, Government of Bihar, by **Isha Protectional Security Guard Pvt Ltd.** for conducting CBT exam.

Name of Position	No of Vacancies	Qualification	Remuneration (Including PF and ESI)	JOB LOCATION
State Manager (Sales and Marketing)	1	MBA in Marketing/Rural Management/Agri Business with Minimum 7 Years Work Experience	Up to 1.36 lacs	Patna
District Manager (Agri Business Management)	1	MBA in Agri Business	Up to 68,166.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
District Manager (Sales and Marketing)	1	MBA in Marketing and Rural Management	Up to 68,166.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
District Manager (Finance and Accountant)	1	CA/MBA in Finance with Minimum 3 Years of Work Experience	Up to 68,166.00	Vaishali, Samastipur, Begusarai, Nalanda, Buxar, Bhojpur, Patna
Assistant Manager	98	Graduate with any stream	Up to 20,041.50	Different Blocks of Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
Supervisor	33	12 th Pass	Up to 16,633.20	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
Support Staff	6	Graduate with any stream with a minimum of 3 years' work experience	Up to 22,000.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
Data Entry Operator	3	12 th with computer experience of 3 years	Up to 17041.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
Office Boy	1	10 th Pass	Up to 13,633.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna

Note: Candidate can apply for maximum 3 posts and can opt for maximum 3 posting preferences in application form.

1. JOB DESCRIPTION:

Sn	Designation	No.	Roles & Responsibility	Qualification & Experience
1.	State Manager (Sales & Marketing)	1	<ul style="list-style-type: none"> Analyzing the demand for products and services offered by the VEGFED and its competitors and identify potential customers (vegetable purchaser/exporter/processor). Develop pricing strategies with the goal of maximizing the VEGFED's profits and share of the market while ensuring the customer's satisfaction. Identify, develop, and evaluate marketing strategy, based on VEGFED's objectives, market characteristics, and cost and mark-up factors. Evaluate and analyze the financial aspects of vegetables trading (export or domestic sales) in budgeting, expenditures, and profit-loss projections. Formulate, direct, and coordinate marketing activities and policies to promote products and services at VEGFED level. Assist in the hiring, training, and performance evaluations of marketing and sales staff at Union, and PVCS and may oversee their daily activities. Use sales forecasting and strategic planning to ensure the sale and profitability of each vegetable products, lines, or services, analyzing business developments and monitoring market trends at VEGFED level or state level. Coordinate and participate in promotional 	MBA Marketing/Rural Marketing/Agri-Business having minimum experience of 7 years
			<p>activities and trade shows, working with developers, advertisers, and production managers, to market vegetable products and services at state level.</p> <ul style="list-style-type: none"> Advise business and other groups on local, national, and international factors affecting the buying and selling of vegetable products and services, executing market research studies and analyze their findings at state level. <p>Review with procurement and sales staff at Union level to gain insights regarding the latest market trends, and types of vegetable which are expected to be in higher demand (for domestic or export business).</p> <ul style="list-style-type: none"> Conduct economic and commercial surveys to identify potential markets for vegetables, exploring ways of improving existing vegetables, and identifying target markets and developing strategies to communicate with them. Any other jobs assigned from time to time. 	

Sl No.	Designation	No.	Roles & Responsibility	Qualification & Experience
1.	District Manager (Agri- Business)	3	<ul style="list-style-type: none"> Perform strategic procurement activities across multiple categories of spend, search for better deals, and find more profitable suppliers (farmers – members/non-members). Develop, Lead and Execute purchasing strategies, policy, plans, and processes. Locate vendors for materials/equipment supply and interview them to determine vegetables availability and terms of sales. Maintain records of vegetables procured, received, stored, and dispatched. Review purchase order claims and contracts for sale/purchase with reference to cooperative/VEGFED's policy Participate in the development of specifications for equipment, vegetables, or any other substitute materials/equipment. Represent organization in negotiating contracts and formulating policies with suppliers. Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and vegetable processed & supplies. Track and report key functional metrics to reduce wastages, expenses and improve effectiveness. <p>Forecast price and market trends to identify</p>	MBA in Agri- Business, with minimum 3 years' experience

			jobs by Asst. Manager in PVCS.	
2	District Manager (Sales & Marketing)	3	<ul style="list-style-type: none"> Determine the demand for products and services offered by the organization and its competitors and identify potential customers (vegetable purchaser / exporter / processor). Develop pricing strategies with the goal of maximizing the Union's profits and share of the market while ensuring the customer's satisfaction. Identify, develop, and evaluate marketing strategy, based on Union's objectives, market characteristics, and cost and mark- up factors. Evaluate the financial aspects of vegetables business/trading (export or domestic sales). Formulate, direct, and coordinate marketing activities and policies to promote products and services. Assist in the hiring, training, and performance evaluations of marketing and sales staff at PVCS and may oversee their daily activities. Use sales forecasting and strategic planning to ensure the sale and profitability of each vegetable products, lines, or services, analyzing business developments and monitoring market 	MBA Marketing / Rural Management having minimum experience of 3 years

3	District Manager (Finance & Accounts)	3	<ul style="list-style-type: none"> Assisting in development and rolling out of systems for financial management, accounting, budgets, statutory compliances, and financial integrity for VEGFED, Unions and PVCS including stakeholders/partners. Assisting in roll out of policies and procedures, manuals, and guidelines for financial compliance. Timely internal and external audits and compliance / settlement of audit observations at Union level. 	Chartered Accountants / MBA (Finance), having minimum experience of 3 years
---	--	---	--	---

Sl No.	Designation	No.	Roles & Responsibility	Qualification & Experience
			<ul style="list-style-type: none"> Financial vigilance reflecting in case of indiscipline, non-compliance and irregularities brought to record as well as prompt action to be taken in correcting lapses. Review meetings for expenditure and revenue tracking and reports, and timely release of funds, disbursements, payments to all internal and external stakeholders. Supervising, guiding, and ensuring effective fund flow and utilization by respective departments at Union level. Schedules visits to be made to PVCS and to provide inputs for improving financial systems, processes, and rules. Meeting the statutory compliance and handling income tax, other taxes & related matter at Union level. Regular and efficient record maintenance, bookkeeping / accounts and financial statements including reports and returns. Any other tasks assigned from time to time. 	

Assistant Manager	296	<ul style="list-style-type: none"> ▪ S/He will discharge all managerial responsibilities under the overall guidance of the PVCS chairman. ▪ S/He will be responsible for the work of Vegetable supervisor and will assign day to day tasks to vegetable supervisor. ▪ S/He will supervise the procurement and sales (fresh & processed) plan of vegetables including procurement plan and will undertake the extension services including cooperative extension at PVCS level. He will undertake the collection plan at one or more cluster of his/her assigned areas or block. ▪ The Assistant Manager will be graduate (any stream) and must have knack to work with farmers who will be selected through laid down selection process. After selection, they will be properly imparted job-related training before posting if needed. ▪ S/He will be responsible for all record maintenance for procurement, sales and any other business-related matters at PVCS level and will ensure all these records to be correctly captured in ERP system. S/He will be responsible for keeping all books of account of society. 	Graduate in any stream with sound working Knowledge
-------------------	-----	--	---

SL. No.	Designation	No.	Roles & Responsibility	Qualification & Experience	E
2	Vegetable Supervisor	99	<ul style="list-style-type: none"> ▪ Vegetable Supervisor will support Assistant Managers in their respective area of operation. ▪ They will undertake the day-to-day activities of procurement, sales and distribution of vegetables under supervision of Asst. Manager at PVCS and Chairman at PVCS/CEO/Dy. CEO at Union. ▪ They will coordinate with farmers for adopting the good agricultural practices, cultivation of quality vegetables, sorting, grading, and appropriate packaging work. 	Minimum Intermediate / XIIth, preference will be given to experienced professional working in the field of agriculture / community-based organization	

5	Support Staff (Hub) - Union	06	<ul style="list-style-type: none"> S/He will support the leadership team in planning and executing various administration and operational activities. Proactively manages the shared administrative e-mail inbox and calendar for virtual / physical mode of meeting with external and internal stakeholders at Union level. Any other tasks assigned from time to time. 	Graduate in any stream having minimum experience of 3 year
6	Data Entry Operator	06	<ul style="list-style-type: none"> Prepares, compiles, and documents for data entry at VEGFED/State level. Performs high-volume data entry using word processing, spreadsheet, database, or any other available computer software at VEGFED level. Reviews data for errors, missing pages, or information and resolves any discrepancies to prepare MIS report and any other reports related to vegetable's procurement, sales (both domestic and exports), storage, dispatch etc. (daily/weekly/monthly/quarterly/annual basis) at VEGFED level. Any other tasks assigned from time to time. 	Intermediate / XIIth, Knowledge of computer operating / typing (Hindi, English) having minimum experience of 3 years
7	Office Boy	3	<ul style="list-style-type: none"> Responsible for performing a wide range of office tasks and providing general office support to the Union's staff. 	Matriculation / Xth

2. Selection Process:

Recruitment will be conducted through a **Computer-Based Test (CBT)** followed by **Interview** and **document verification**.

The CBT will consist of objective-type multiple-choice questions.

CBT Exam Pattern:

Subject Area	No. of Questions
Mathematics (10 th Standard)	5
Reasoning	5
Current Affairs	10
Subject Matter Expertise	30
Total	50 Questions
Duration	30 Minutes

- Each question carries equal marks.
- There will be no negative marking provision in this test.
- Exam medium: English & Hindi (bilingual)

3. Important Dates (Tentative)

Event	Date
Start of Online/Offline Applications	13-05-2025
Last Date for Online Submission	23-05-2025
Admit Card Download	25-05-2025
CBT Exam Start Date	01-06-2025
CBT Exam End Date	07-06-2025

Note: Admit Card will be sent on candidate email Id.

4. How to Apply

1. Visit the official website of the recruiting agency: www.vegfedrecruitment.com
2. Go to the “**Recruitment**” section and click on “Application Form” submit the details with attaching Resume/Biodata as attachment.
3. For Offline application click on “Advertisement Notification and Application Form” to download the application form
4. Email the downloaded filled form at vegfedrecruitment@gmail.com or WhatsApp /call at **01169270767**

5. There is no application fee for this CBT exam

6. If a huge number of application forms are received, then preference will be given to the candidate who is familiar with CBT pattern exam.
7. Keep the copy of the sent application form for future reference.

Note: Incomplete or incorrect applications will be rejected. Applications through offline mode will not be accepted.

VEGFED Bihar – Application Form

Post Applied For:

District and Block Preference:

Candidate Photo

1. Personal Details

Full Name (in BLOCK letters): _____

Father's/Husband's Name: _____

Date of Birth (DD/MM/YYYY): _____

Gender: ☐ Male ☐ Female ☐ Other

Marital Status: ☐ Single ☐ Married ☐ Other

Nationality: _____

Category (GEN/OBC/SC/ST/EWS): _____

Domicile State: _____

2. Contact Information

Permanent Address: _____

Correspondence Address: _____

Mobile Number: _____

Email ID: _____

Aadhaar Number: _____

3. Educational Qualifications

Exam Passed	Board/University	Year Of Passing	%Marks	Subject
10th				
12th				
Graduate				
Postgraduate				
Any Other				

4. Work Experience (If Applicable)

Organization Name	Designation	Duration (From- To)	Nature Of Work

5. Computer Proficiency

☐ MS Office

☐ Tally

☐ Data Entry

☐ Other (Please specify): _____

6. Documents Attached (Self-attested copies)

- ☐ 10th Marksheet & Certificate
- ☐ 12th Marksheet & Certificate
- ☐ Graduation/Post-Graduation Certificate
- ☐ Domicile Certificate
- ☐ Caste Certificate (if applicable)
- ☐ Aadhaar Card
- ☐ Passport size photograph (2 copies)
- ☐ Experience Certificate(s)
- ☐ Other: _____

7. Have appeared in Computer Based Test in Past: Yes/No

8. Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. If any information is found to be false, my application may be rejected.

Place: _____

Date: _____

Signature of Applicant: _____