



## Recruitment to Various Posts

FOR

### VARIOUS VEGETABLE COOPERATIVE SOCIETIES

(REGISTERED UNDER BIHAR COOPERATIVE SOCIETY ACT 1935)

Online application is invited through **Ref. No. 0007/2024 Dtd. -27.05.2025 & Adv. No. ISHA/01/VEG/BR/2025** by **Isha Protectional Security Guard Pvt Ltd** from eligible candidates for selection of the following posts on contractual basis in **Vegetable Cooperative Societies registered under Bihar Cooperative Society Act 1935 Govt of Bihar.**

Name of Position	No of Vacancies	Qualification	Remuneration (Including PF, ESI and Other Allowances)	JOB LOCATION OPTION
<b>State Manager (Sales and Marketing)</b>	1	MBA in Marketing/Rural Management/Agri Business with Minimum 7 Years Work Experience	1.36 lacs	Patna
<b>District Manager (Agri Business Management)</b>	1	MBA in Agri Business	68,166.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>District Manager (Sales and Marketing)</b>	1	MBA in Marketing and Rural Management	68,166.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>District Manager (Finance and Accountant)</b>	1	CA/MBA in Finance with Minimum 3 Years of Work Experience	68,166.00	Vaishali, Samastipur, Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>Assistant Manager</b>	98	Graduate with any stream	20,041.50	Different Blocks of Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>Supervisor</b>	33	12 <sup>th</sup> Pass	16,633.20	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>Support Staff</b>	6	Graduate with any stream with	22,000.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna

		a minimum of 3 years' work experience		
<b>Data Entry Operator</b>	3	12 <sup>th</sup> with computer experience of 3 years	Up to 17041.00	Vaishali, Samastipur , Begusarai, Nalanda, Buxar, Bhojpur, Patna
<b>Office Boy</b>	1	10 <sup>th</sup> 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.

**■ Age Limit (as of 01/04/2025)**

Minimum Age: 18 years

Maximum Age: 50 years

# 1. JOB DESCRIPTION:

Sn	Designation	No.	Roles & Responsibility	Qualification & Experience
1.	State Manager (Sales & Marketing)	1	<ul style="list-style-type: none"> <li>▪ Analyzing the demand for products and services offered by the VEGFED and its competitors and identify potential customers (vegetable purchaser/exporter/processor).</li> <li>▪ 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.</li> <li>▪ Evaluate and analyze the financial aspects of vegetables trading (export or domestic sales) in budgeting, expenditures, and profit-loss projections.</li> <li>▪ Formulate, direct, and coordinate marketing activities and policies to promote products and services at VEGFED level.</li> <li>▪ Assist in the hiring, training, and performance evaluations of marketing and sales staff at Union, and PVCS and may oversee their daily activities.</li> <li>▪ 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.</li> <li>▪ Coordinate and participate in promotional</li> </ul>	MBA Marketing/Rural Marketing/Agri-Business having minimum experience of 7 years

Sn	Designation	No.	Roles & Responsibility	Qualification & Experience
			<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"> <li>▪ 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. 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).</li> <li>▪ 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.</li> <li>▪ Any other jobs assigned from time to time.</li> </ul>	

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

2	District Manager (Sales & Marketing)	3	<p>jobs by Asst. Manager in PVCS.</p> <ul style="list-style-type: none"> <li>▪ Determine the demand for products and services offered by the organization and its competitors and identify potential customers (vegetable purchaser / exporter / processor).</li> <li>▪ Develop pricing strategies with the goal of maximizing the Union's profits and share of the market while ensuring the customer's satisfaction.</li> <li>▪ 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).</li> <li>▪ Formulate, direct, and coordinate marketing activities and policies to promote products and services.</li> <li>▪ Assist in the hiring, training, and performance evaluations of marketing and sales staff at PVCS and may oversee their daily activities.</li> <li>▪ 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</li> </ul>	MBA Marketing / Rural Management having minimum experience of 3 years
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3	District Manager (Finance & Accounts)	3	<ul style="list-style-type: none"> <li>▪ Any other tasks assigned from time to time.</li> <li>▪ 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.</li> <li>▪ Assisting in roll out of policies and procedures, manuals, and guidelines for financial compliance.</li> <li>▪ Timely internal and external audits and compliance / settlement of audit observations at Union level.</li> </ul>	Chartered Accountants / MBA (Finance), having minimum experience of 3 years
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Sl No.	Designation	No.	Roles & Responsibility	Qualification & Experience
			<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Review meetings for expenditure and revenue tracking and reports, and timely release of funds, disbursements, payments to all internal and external stakeholders.</li> <li>▪ Supervising, guiding, and ensuring effective fund flow and utilization by respective departments at Union level.</li> <li>▪ Schedules visits to be made to PVCS and to provide inputs for improving financial systems, processes, and rules.</li> <li>▪ Meeting the statutory compliance and handling income tax, other taxes &amp; related matter at Union level.</li> <li>▪ Regular and efficient record maintenance, bookkeeping / accounts and financial statements including reports and returns.</li> <li>▪ Any other tasks assigned from time to time.</li> </ul>	

Assistant Manager	296	<ul style="list-style-type: none"> <li>▪ S/He will discharge all managerial responsibilities under the overall guidance of the PVCS chairman.</li> <li>▪ S/He will be responsible for the work of Vegetable supervisor and will assign day to day tasks to vegetable supervisor.</li> <li>▪ S/He will supervise the procurement and sales (fresh &amp; 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	Graduate in any stream with sound working Knowledge
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SL. No.	Designation	No.	Roles & Responsibility	Qualification & Experience
2	Vegetable Supervisor	99	<ul style="list-style-type: none"> <li>▪ Vegetable Supervisor will support Assistant Managers in their respective area of operation.</li> <li>▪ 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.</li> <li>▪ They will coordinate with farmers for adopting the good agricultural practices, cultivation of quality vegetables, sorting, grading, and appropriate packaging work.</li> </ul>	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"> <li>▪ S/He will support the leadership team in planning and executing various administration and operational activities.</li> <li>▪ Proactively manages the shared administrative e-mail inbox and calendar for virtual / physical mode of meeting with external and internal stakeholders at Union level.</li> <li>▪ Any other tasks assigned from time to time.</li> </ul>	Graduate in any stream having minimum experience of 3 year
6	Data Entry Operator	06	<ul style="list-style-type: none"> <li>▪ Prepares, compiles, and documents for data entry at VEGFED/State level.</li> <li>▪ 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.</li> <li>▪ Any other tasks assigned from time to time.</li> </ul>	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"> <li>▪ Responsible for performing a wide range of office tasks and providing general office support to the Union's staff.</li> </ul>	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 <sup>th</sup> Standard)	10
Reasoning	10
Current Affairs	15
Subject Matter Expertise	25
Computer Knowledge	20

Total Number of Questions	<b>80</b>
Duration	<b>60 Minutes</b>

- Each question carries equal marks.
- There will be no negative marking provision in this test.
- Exam medium: English & Hindi (bilingual)
- CBT exam total marks 80
- Interview marks 20

### **3. Important Dates (Tentative)**

<b>Event</b>	<b>Date</b>
Start of Online Applications	30-05-2025
Last Date for Online Submission	20-06-2025
Admit Card Download	08-06-2025
CBT Exam Start Date	22-06-2025
CBT Exam End Date	24-06-2025

### **4. How to Apply**

1. Visit the official website of the recruiting agency <https://vegfedrecruitment.com>
2. Go to the **“Advertisement”** section and click on **“Apply Online”** for submitting online application.

3. Click on “Apply Online” for online application.
4. Follow the application process to generate the Admit Card
5. For any query or clarification please email at **writetogsgspl@gmail.com**  
or Call/WhatsApp at **01169270767**
6. Note down the application number and keep the copy of the submitted application form for future reference.

**Note:** Incomplete or incorrect applications will be rejected. Applications through offline mode will also be accepted.

- Jurisdiction for any dispute will be Patna only.