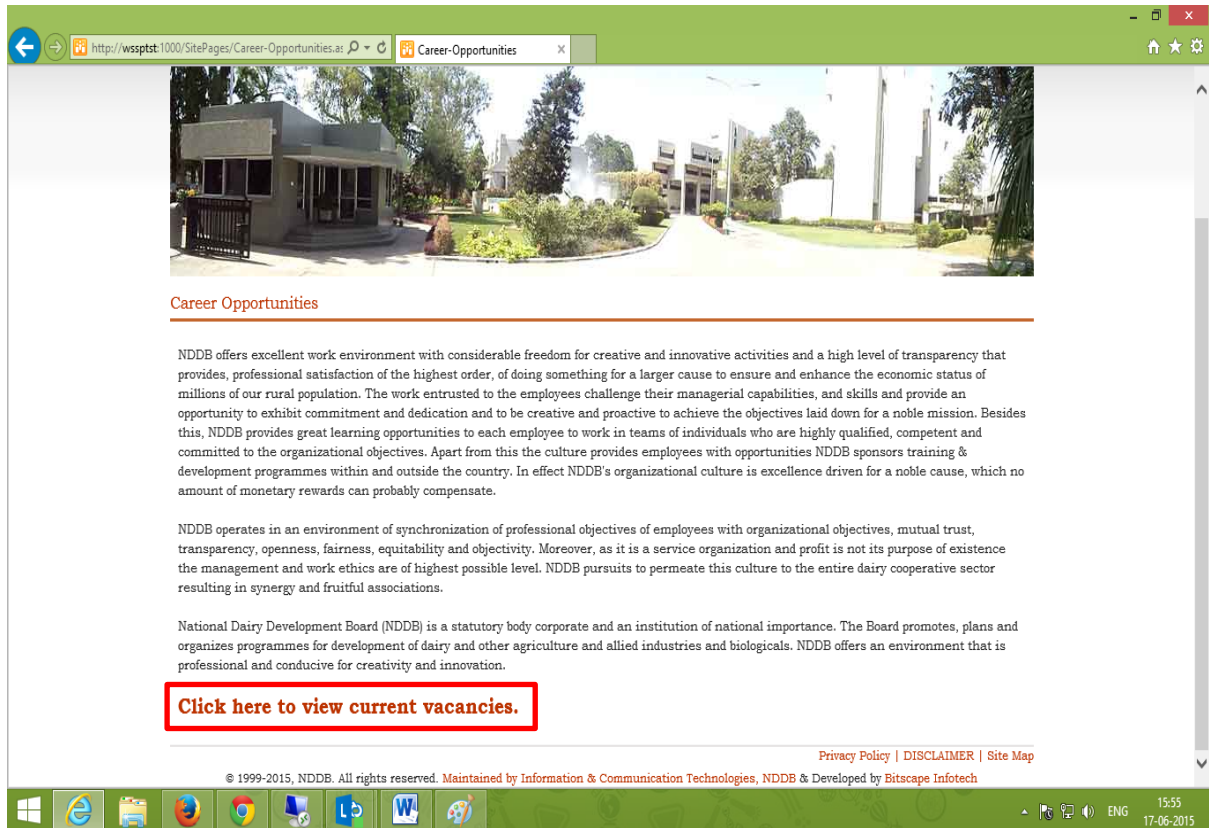


E-Recruitment User Manual

URL : careers.nddb.coop



Career Opportunities

NDDB offers excellent work environment with considerable freedom for creative and innovative activities and a high level of transparency that provides, professional satisfaction of the highest order, of doing something for a larger cause to ensure and enhance the economic status of millions of our rural population. The work entrusted to the employees challenge their managerial capabilities, and skills and provide an opportunity to exhibit commitment and dedication and to be creative and proactive to achieve the objectives laid down for a noble mission. Besides this, NDDB provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organizational objectives. Apart from this the culture provides employees with opportunities NDDB sponsors training & development programmes within and outside the country. In effect NDDB's organizational culture is excellence driven for a noble cause, which no amount of monetary rewards can probably compensate.

NDDB operates in an environment of synchronization of professional objectives of employees with organizational objectives, mutual trust, transparency, openness, fairness, equitability and objectivity. Moreover, as it is a service organization and profit is not its purpose of existence the management and work ethics are of highest possible level. NDDB pursuits to permeate this culture to the entire dairy cooperative sector resulting in synergy and fruitful associations.

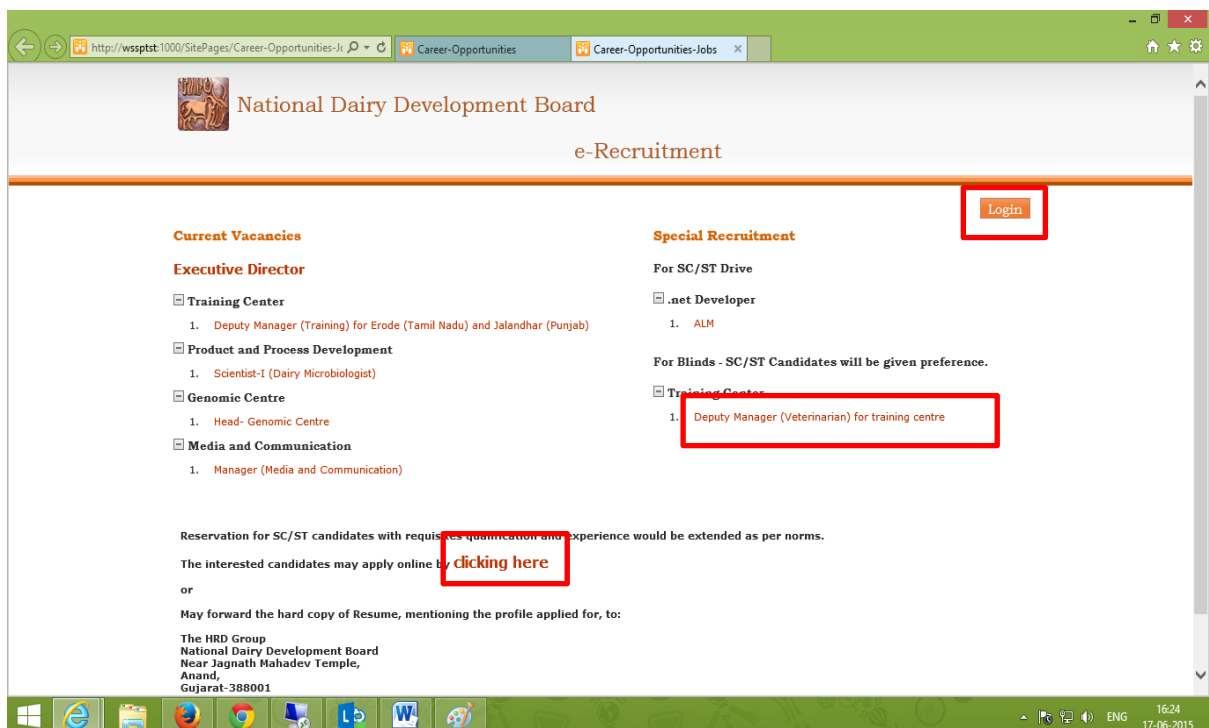
National Dairy Development Board (NDDB) is a statutory body corporate and an institution of national importance. The Board promotes, plans and organizes programmes for development of dairy and other agriculture and allied industries and biologicals. NDDB offers an environment that is professional and conducive for creativity and innovation.

Click here to view current vacancies.

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Click on current vacancies link. Next page shows list of all current vacancies and link for login.



National Dairy Development Board
e-Recruitment

Current Vacancies

Executive Director

- Training Center
 - 1. Deputy Manager (Training) for Erode (Tamil Nadu) and Jalandhar (Punjab)
- Product and Process Development
 - 1. Scientist-I (Dairy Microbiologist)
- Genomic Centre
 - 1. Head- Genomic Centre
- Media and Communication
 - 1. Manager (Media and Communication)

Special Recruitment

For SC/ST Drive

- .net Developer
 - 1. ALM

For Blinds - SC/ST Candidates will be given preference.

- Training Center
 - 1. Deputy Manager (Veterinarian) for training centre

Reservation for SC/ST candidates with requisite qualification and experience would be extended as per norms.

The interested candidates may apply online by **clicking here**

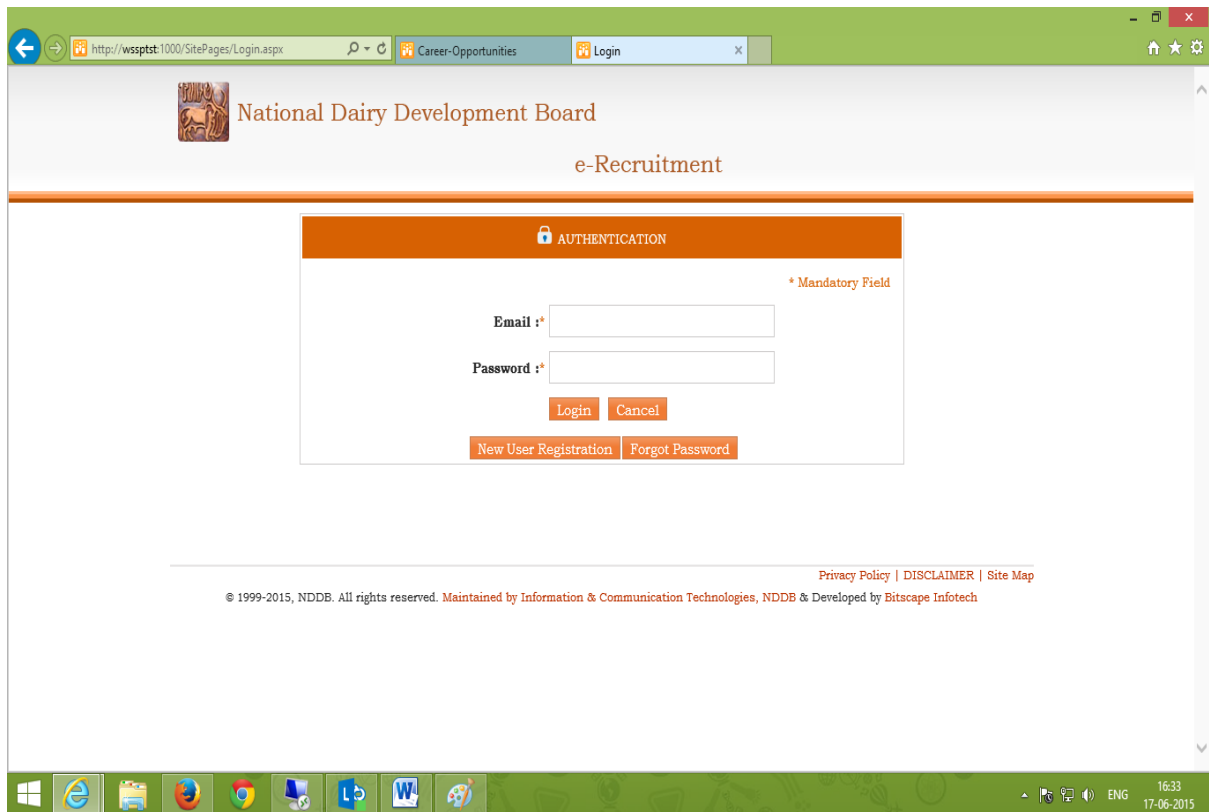
or

May forward the hard copy of Resume, mentioning the profile applied for, to:

The HRD Group
National Dairy Development Board
Near Jagath Mahadev Temple,
Anand,
Gujarat-388001

From above page you can login by clicking red mark button and link or you can click on any job link to apply for it.

If you click on login button or 'click here' link you will be redirected to login page, form here if you are already registered user then simply can login by email id and password or new user can registered from here by clicking on new registration button. Below is screen shot of this page.



Below is a screenshot of candidate registration page:

The screenshot shows the 'JOBSEEKER REGISTRATION' page for the National Dairy Development Board. The page is divided into several sections: Personal Information, Educational Information, Work & Experience, and Key Skills. Each section contains various input fields, dropdown menus, and checkboxes. The form is titled 'JOBSEEKER REGISTRATION' and includes a note that marked fields are mandatory. The footer contains copyright information for 1999-2015, NDDB, and mentions the site is maintained by Information & Communication Technologies, NDDB, and developed by Bitscape Infotech.

National Dairy Development Board
e-Recruitment

JOBSEEKER REGISTRATION * Marked fields are mandatory

Personal Information

First Name: * [Text Field] Last Name: * [Text Field]
Father's Name: * [Text Field] Mother's Name: [Text Field]
Email: * [Text Field] Password: * [Text Field]
Telephone Number: [Text Field] Mobile Number: [Text Field]
Date of Birth: * [Date Picker] Place of Birth: [Text Field]
Gender: * Male Female Category: * [Dropdown Menu]

Educational Information

Education *	Degree/Certificate *	Board/University *	Year of Passing *	Percentage / Grade *	Subject / Specialization
-- Select -- [Dropdown]	[Text Field]	[Text Field]	[Text Field]	[Text Field]	[Text Field] [Add]

Work & Experience

Total Work Experience: * [Year(s)] [Month(s)]
Relevant Work Experience: * [Year(s)] [Month(s)]
Work Experience Summary: [Text Area] (Highlighting Key Skills in Not More than 70-80 words)

Currently Working? Yes No

Current Organization: * [Text Field] Duration in Current Organization: * [Year(s)] [Text Field]
Current Designation: * [Text Field] Duration in Current Designation: * [Year(s)] [Text Field]
Current Annual CTC: * [Text Field] (Rs.) Notice Period: * [Text Field] [Dropdown Menu] (0)

Supporting Documents Available For Annual CTC Mentioned: * Yes No

Any Bond/Liability with the Current Organization: * Yes No

No. of Jobs Changed: * [Text Field]

Current Location: * [Text Field] Open for Pan India Relocation? Yes No

Have Appeared for the Selection Process for any Position with NDDB: * Yes No

Do you have any Relative in NDDB? Yes No

Expected Annual CTC: [Text Field]

Key Skills

Key Skills: [Text Area] Languages Known: [Text Area]

Upload Resume: * [Text Field] [Browse...]
Upload Photo: [Text Field] [Browse...]

[Submit] [Cancel]

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Fill up or necessary details and submit. This will redirect you to login page, then login with your registered email id and password. **After login, if there are any vacancies, user can see below screen, which contains list of all current job openings.** This screen also has some links in its left side which is navigation menu for candidate. Below is screenshot show this screen.

[Job Information](#)
[Current Job Openings](#)
[Manage My Profile](#)
[Update Profile](#)
[Change Password](#)
[Change Security Question](#)

Welcome Test User Test User [Sign Out](#)
You have Last Logged on 08/06/2015 4:52:16

National Dairy Development Board

e-Recruitment

CURRENT JOB OPENINGS				
Job Title	Designation	Location	Experience	Job Apply
Manager (Media and Communication)	Manager		2 - 5 year(s)	Apply
Head- Genomic Centre	Head		2 - 5 year(s)	Apply
Scientist-I (Dairy Microbiologist)	Scientist		4 - 6 year(s)	Apply
Deputy Manager (Training) for Erode (Tamil Nadu) and Jalandhar (Punjab)	Deputy Manager		2 - 5 year(s)	Apply
Deputy Manager (Veterinarian) for training centre	Deputy Manager		2 - 3 year(s)	Apply
ALM	Manager		2 - 4 year(s)	Apply

First Next 1 Previous Last

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In above screenshot on left side menu bar has **'Manage My Profile'** here user can update his profile, resume, experience etc. before applying job and also can change password or can change security question, which is useful when candidate forgets his/her password. To apply on particular job just click on apply button against it. This will redirect to below screen.



e-Recruitment

Job Information	JOB DETAIL
Current Job Openings	
Manage My Profile	
Update Profile	
Change Password	
Change Security Question	
Job Name	Manager (Media and Communication)
Description	To identify, plan and coordinate for production of appropriate media interventions/ strategies including, documentation, printing and audio-visual for information, communication and education of milk producers and staff associated with dairy development activities in the area of milk production enhancement, clean milk production, dairy cooperative functioning, inspiring farmers to organise and run producers owned and managed institutions etc. Organise adult learning training programmes on the role of media in communication and extension activities and selection of appropriate media for effective communication and such related topics.
Job Category	Media and Communication
Designation	Manager
Profile Summary	N/A
Key roles and Responsibility	<ul style="list-style-type: none">Identify and design appropriate print and audio-visual media for effective and persuasive communication for addressing various issues related to dairy development to bring awareness among the milk producers and staff related to dairying in major Indian languages. Plan for production of above which includes identification of suitable production houses/ parties, facilitate in finalisation of technical and financial details, finalisation of contents in consultation with technical groups in NDDB and pre production testing of the media before final production etc.Design and coordinate training programme on communication and extension. Act as a facilitator in various programmes.Develop technical guides and presentation material on media and communication related topics. Undertake scrutiny of various manuals, guides and reading material from communication effectiveness and media point of view and suggest changes for making them effective.Undertake general correspondence and liaison with internal external clients.
Experience	2 - 5 year(s)
Qualification	Post-Graduate in mass communication and media development. Preference for those having degree in animal sciences, agriculture, social sciences and rural development Minimum 5 years in similar functions
Location	N/A
Other Essential attributes and skills	<ul style="list-style-type: none">Theoretical & Practical knowledge/ skills/ aptitude related to mass communication and media development on development issues.Overall professional knowledge and skills required for carrying out media development activities on national level in development sector.Trainer Skills - delivery, communication, body language etc.Planning and Organising skillsCordial acceptable behaviourSelf Managing leadership qualitiesIndependence & confidenceIntegrity, honesty and loyal traits
Pay Band	15600-39100
Grade Pay	6600
Remarks	N/A
	Apply Update Profile and Apply Cancel

Above screen shows full details of selected job and at bottom of page has button to apply or candidate has option to apply for after updating his/her profile. **If user clicks on 'Update profile and apply button' then he will be redirected to update profile page, here he can update his personal detail then apply for job.**