



THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.

Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati -37

JOB INFORMATION:

Position	Assistant-I (P&I) for “Milk Procurement Field Supervision”
Qualification:	Any Graduate from a recognized institute/University.
Experience:	Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Number of Position	08 (on contract initially for 2 years)
Location	All across Assam
Computer Skills	Must have basic knowledge of using Internet based applications.
Language:	Working knowledge in Assamese, Bengali and Hindi .
Age:	Age of the candidate should not be more than 28 years as on 1 st January, 2022. However, Age relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

Scope of Position of Assistant-I (P&I) for “Milk Procurement Field Supervision”

An initiative has been taken under Assam Dairy Development Plan (ADDP) to promote and expand cooperative dairying across Assam through the Cluster Milk Unions. As a part of the said plan West Assam Milk Producers Cooperative Union Ltd. (WAMUL) intends to hire few potential Manpower to carry out the activities related to DCS organization, milk procurement/ Input services to procure members as per plan, and any such activities as directed from time to time in Upper Assam areas. He/she will be reporting to Executive (P&I) of his/her zone.

Main Responsibilities:

- a) Opening of DCS/PDCS & to increase the producer members for his allotted area
- b) Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances
- c) Monitoring of milk transport vehicles on regular basis.
- d) Monitoring in providing input services to farmers at doorstep.
- e) Ensuring timely milk bill payment to producer members and submission of receipts to accounts.
- f) Ensuring continuous governance and accounting system at DCS/PDCS level.
- g) Ensuring the follow ups as per the directions given by Manager (P&I)/Dy. Manager(P&I)/MPO (P&I).

Job Specification

- a) Should have the ability to work effectively in rural areas.
- b) Should be self -motivated and with a passion to serve the people.
- c) Should be able to comprehend and communicate the organizations policies and program.
- d) Ability to work independently as well as in teams.

Remuneration, payment terms and leave:

- a) The remuneration of the Assistant-I (P&I) for “Milk Procurement Field Supervision” will be around **Rs.3.30 lakhs** per year, depending upon experience, qualification and pay package of last assignment.
- b) He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- c) Provide conveyance reimbursement for field movement within the operational area as per the eligibility.