



**WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.**  
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

**JOB INFORMATION:**

<b>Position</b>	Manager (Dairy Plant Operations)
<b>Qualification</b>	Full time M. Tech/ B.Tech in Dairy Technology from a recognized Institute/ University.
<b>Experience</b>	Minimum 10 years in Dairy Industry out of which at least 3 years as Head of Dairy Plant.
<b>Number of Positions</b>	01 (on contract initially for 2 years).
<b>Job Location</b>	WAMUL Head Office, Guwahati

**Age:** Not above **43 years as on 1<sup>st</sup> January, 2023**. However, relaxation up to 2 years may be given in case of extraordinary/ outstanding candidates.

**Salary:** CTC Rs. 10.49 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

**MAIN PURPOSE: (captures essence of the job in brief)**

The Dairy Plant Manager oversees and directs the plant in multi-functional areas of responsibilities such as plant functioning, sourcing, quality controls, production and sales. The role requires inter-department engagement. He is responsible for the product safety, quality and regulatory compliance. This includes but is not limited to developing sanitation procedures, production goals, safety procedures, SOP creation and implementation.

**MAIN RESPONSIBILITIES:**

- Monitor processing, quality maintenance and dispatch parameters are met at all levels and timely corrective actions during deviations and ultimately ensure quality output at minimum cost and at the same time give due weightage to food safety through SOP.
- Processing of milk and milk products by monitoring of input and output of FAT and SNF to minimize solid loss during operations.
- Review the working of the Plant on continuous basis and suggest measures for achieving improved productivity.
- Ensure strict maintenance of the quality of milk and milk products to avoid any complaint from the market.
- Ensure good manufacturing practices (GMP) and good hygiene practices (GHP) are followed to ensure hygiene and cleanliness in the Plant.
- Maintain industrial relation in the Plant to avoid any disturbance in the smooth functioning of the Plant activities.
- Ensure strict adherence to preventive maintenance system and make efforts towards minimizing break down of the Plant.
- Experience in production of Ghee, Butter, Flavored Milk, Lassi/Butter Milk, Paneer, Sweets, Frozen items and various other milk products etc.
- Work with QA to release product according to specifications. Oversee critical functions such as production, QC and maintenance of the Plant. Therefore, candidate should be well versed in plant management, production, packaging, licenses and quality control.
- Drive Production planning and coordinate in order to best meet order requirements. Manage inventory of all raw materials, packing material, and finished goods.
- To facilitate the requirements for ISO audit and ensure the audit is carried out smoothly.

- Monitoring overall costs against budget on monthly basis.
- Ensure all statutory requirements of the Plant timely as per Rule.
- Plan, supervise and monitor the work of the subordinate staff.
- Monitor all civil/mechanical/ electrical project works of the Plant in coordination with Project Section of Corporate office.
- Plan and ensure the introduction of cost effective and modern techniques/technology in processing and maintenance.
- Identify and recommend the damaged items for disposal.
- Ensure optimum utilization of the manpower working under him.
- Appraise performance of the staff reporting to him.
- Provide technical assistance to all dairy infrastructure including BMC centres and other dairy plants.
- Arrange to provide necessary training to the employee of the Plant.
- Any other duties assigned from time to time.

**JOB SPECIFICATIONS:**

<p><b>Skills/Attributes: Technical</b></p>	<ul style="list-style-type: none"> <li>• Extensive product knowledge about the dairy products sold.</li> <li>• Responsible for the product safety, quality and regulatory compliance.</li> <li>• Prior experience in a Dairy Processing environment required.</li> <li>• Thorough knowledge of milk and milk products, the relevant Indian standards and their production processes, quality norms &amp; standards, FSSAI regulations and testing procedures.</li> </ul>
<p><b>Skills/Attributes: Social and Managerial</b></p>	<ul style="list-style-type: none"> <li>• Should be a good motivator with exceptional communication skills/ Analytical Skills &amp; Team work and People Management Skills.</li> <li>• Proficiency (read, write, speak) in Assamese, Hindi &amp; English (any of two) is must.</li> <li>• Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.</li> </ul>

**Reporting, Performance Review and Leave Terms:**

- a) The Manager (Dairy Plant Operations) will report to the Managing Director, WAMUL.
- b) Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based.
- c) The Manager (Dairy Plant Operations) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- d) For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.



West Assam Milk Producers' Cooperative Union Ltd.(WAMUL)

Panjabari, Guwahati

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**APPLICATION FOR EMPLOYMENT**

(To be filled in by the candidate in Block Letters)

<b>Position applied for:</b>				
<b>Name (full name with surname):</b>				
<b>Date of Birth:</b>		<b>Age in Years &amp; Months :</b>		
<b>Home town, State &amp; Nearest railway station:</b>				
<b>Nationality:</b>				
<b>Marital Status</b>				
<b>Single</b>	<b>Married (no. of children)</b>			
	<b>Male</b>	<b>Female</b>		
<b>Do you belong to (please tick in appropriate column)(*)</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>None</b>
<b>Are you physically handicapped</b>	<b>Yes (provide information)</b>		<b>No</b>	
<b>Present Address(for correspondence)</b>				
<b>Permanent Address</b>				

<b>Telephone number</b>	(M)
	(R)
<b>Email address</b>	
<b>Permanent Account Number (PAN) *copy of PAN Card to be attached</b>	

**Family information (to include complete details about family, including address, telephone number etc.)**

Name	Relationship with self	Age	Correspondence address

**Qualifications in Chronological order (Please attach self- attested copies of the certificates)**

Academic/Technical/ Professional Exams passed with specialization/subject	Grade/ Division	% of marks obtained	Year of Passing	Name of Institute/ University/College Board

Language proficiency (please tick(\/) in appropriate columns)	Speak	Read	Write

**Experience in Chronological order (Certificates to be attached)**

<b>From DD/MM/YR</b>	<b>To DD/MM/YR</b>	<b>Organization Name &amp; Address</b>	<b>Total Duration In Year &amp; Month</b>	<b>Designation</b>	<b>Cost to Company(C TC) Per Month</b>

**Total Experience in Years & Months :**

**Details of Training course/workshops/seminars attended:**

**Any medical disability? Please specify:**

**Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:**

**Present Yearly Salary (Please furnish proof in respect of salary details.)**

**Fixed Component :**

**Variable Component:**

**Others(please specify) :**

**Total CTC:**

<b>If you have any liability with your present employer, please specify.</b>	
<b>If selected, joining time required/Notice Period to be served with previous Employer</b>	
<b>Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.</b>	
<b>Personal</b>	<b>Professional</b>
<b>Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders</b>	

**DECLARATION**

**I hereby declare that all the information and particulars given by me in this form are true and correct. I fully understand that if any of the information given above is found to be incorrect or deliberately distorted, WAMUL shall have the right to terminate my services without giving any notice.**

**Place:**

**Date:**

**Signature of Candidate**