



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

**JOB INFORMATION:**

<b>Position</b>	Manager (Quality Assurance)
<b>Qualification</b>	B.Tech (Dairy)/ B.Sc (Dairy Technology) with M.Tech/ M.Sc in Dairy Technology/ Dairy Chemistry/Dairy Microbiology in first class from reputed education institute.
<b>Experience</b>	Minimum 10 years of experience in processing/milk product manufacturing section of a running milk processing unit, out of which 5 years should be in QA/QC section. Exposure to management of Food Safety and Quality Management System and laboratory testing shall have added advantage.
<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)**

Manage/monitor activities related to improvement in quality and food safety aspects of milk and milk products in WAMUL. The Quality Manager should ensure that policies and procedures established by QA are carried out effectively in the plant. Manage the quality control laboratory activities and staff as well as product development and analysis of statistical data and specifications to determine present standards and establish proposed quality and reliability expectancy.

**MAIN RESPONSIBILITIES:**

- Monitoring of raw milk quality of DCS/MPI's & Bulk Milk Coolers.
- Monitoring of quality and plant activities for Dairy Plant(s)
- Handling statutory requirements such as FSSAI, BIS, Legal Meteorology, Pollution Control, AGMARK issues etc.
- Coordinate ISO audit and arrange CAPA after root causing for the NCS.
- Formulation/revision of various SOPs/Manuals required for plant operations.
- Formulation of new products.
- Investigating and setting standards from quality, health and safety aspects.
- Performance monitoring of QA staff.
- Capture Market Response (Complaints) related to quality and suggest solutions to the production departments.

**JOB SPECIFICATIONS:**

<b>Skills/Attributes: Technical</b>	<ul style="list-style-type: none"><li>• Knowledge of milk quality attributes, factors affecting milk quality at production and at processing unit, manufacture of different milk products.</li><li>• Knowledge of Quality Standards, food regulations in the country and testing operations</li><li>• Quality and Food Safety Management Systems.</li><li>• Knowledge of milk testing and cold chain at the procurement level in the field and plant level.</li><li>• Ability to use IT tools and analysis analytical data's</li></ul>
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<b>Skills/Attributes: Social and Managerial</b>	<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>
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**Reporting, Performance Review and Leave Terms:**

- a) The Manager (Quality Assurance) 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 (Quality Assurance) 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

Paste Recent  
Photograph

**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.)**

<b>Fixed Component :</b>	<b>Variable Component:</b>
<b>Others(please specify) :</b>	<b>Total CTC:</b>

<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**