



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Executive Dairy (Production)
Qualification	B. Tech in Dairy Technology
Experience	Preferably 3 years' experience at any dairy plant.
Number of Position	03 (on contract, initially for a period of 2 years)
Job Location	WAMUL Office, Guwahati, Assam

Age: Not above **33 years as on 1st January, 2023**. However, relaxation up to **2 years** may be given in case of candidate with and candidate with relevant experience.

SALARY: CTC Rs. 7.10 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

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

Overall planning and monitoring of day to day processing and production activities of milk and milk products and to ensure delivery of quality milk & milk products to customers.

MAIN RESPONSIBILITIES:

- To lead the team for smooth operation of machines as well as maintaining and improving quality of milk and milk products.
- To monitor sanitary and hygienic condition of Plant Preparation, verification of daily reports.
- Monitoring and control of milk solids losses on daily basis and preparation of material balancing reports.
- Achieving efficiency in terms of energy consumption as well as lower milk solid losses.
- Monitoring of Plant consumables and assets and ensure timely indenting of materials.
- Coordination with procurement group for timely arrival of milk vehicles, quality of milk received from the milk producers on daily basis.
- Coordination with marketing Group for timely dispatch, indenting and quality monitoring of market milk.
- Coordinate with maintenance team for preventive maintenance to ensure smooth operation of all dairy equipment and at times attend immediate maintenance of machine(s).

ADDITIONAL/ OCCASIONAL RESPONSIBILITIES: (listed in order of priority)

- Arrange for installation and commissioning of new equipment.
- Quality system implementation.

JOB SPECIFICATIONS:

Skills/ Attributes: Technical	Thorough knowledge on milk and milk products, the relevant Indian standards and their production processes, quality norms & standards, FSSAI regulations and testing procedures. Hands on knowledge on all dairy equipment (Pasteurizer, homogenizer, packing/filling machines, pumps, pneumatic & manual valves etc.). Exposure to digital and analog instrumentation.
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Skills/Attributes: Social and Managerial	Knowledge on Food Safety Management System and Manpower Management
Training	Desirable - Practical training on GMP & GHP

Reporting, Performance Review and Leave Terms:

- The Executive Dairy (Production) will report to the Group Head (LMP) WAMUL.
- 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.
- The Executive Dairy (Production) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- 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)

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

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

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)

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

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:

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

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