



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

JOB INFORMATION:

Position	Assistant-II (Admin) Transport Management
Qualification	Graduate from a recognized institute/University
Experience	Minimum of 3 years in Transport/ Fleet Management and handling a team size of minimum 30 people.
Job Location	Guwahati, Head Office.

Age: Not above **29 years as on 1st January, 2023**. However, relaxation may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.

Salary CTC Rs. 4.00 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Responsibilities:

- Will be able to handle manpower independently of the entire vehicle fleet.
- Will be the primary contact person concerning the vehicle fleet and its operations.
- Fleet risk management
- Day-to-day inspection of vehicles including their breakdown.
- Will be responsible for periodic servicing and preventive maintenance of vehicles including replacement of spare parts from time to time.
- Maintaining Vehicle records (service operations, repairs, etc)
- Looking after all the statutory compliances related to Vehicles.
- Liaisoning with relevant Government Service Departments i.e. Police, District Transport Office, etc. in the event of any mishap or in other issues from time to time.
- Managing drivers & helpers as per vehicle routes including their attendances & leaves and also ensure all fleet drivers are complied with regulations at all times as per District Transport Authority.
- Any other works related to Administration which may assign by the competent authority from time to time.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">• Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Good communication & written skills• Detail oriented and comfortable working in a fast-paced office environment.

Reporting, Performance Review, and Leave Terms:

- The Assistant -II (Admin) will report to the Group Head (Admin), 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 Assistant -II (Admin) 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