



**WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.**  
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

### Job Information

<b>Position</b>	Assistant IV (Dairy)
<b>Qualification</b>	03 years Diploma in Mechanical Engineering/Electrical Engineering.
<b>Experience</b>	Minimum 3 years' operation and maintenance experience in manufacturing industry (Preferably in Dairy/Food Industry).
<b>Location</b>	WAMUL Office, Guwahati

**Age:** Not above **31 years** as on 1st January 2023. However, relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience.

**Salary:** CTC Rs.5.31 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification & experience)

### MAIN PURPOSE: (Captures essence of the job in brief)

Ensure operations and maintenance of various utilities of the dairy plant and maintenance of dairy equipment to maximize efficiency of operations.

### Main Responsibility:

1. Operation and maintenance of utilities. Electrical sub-station with HT/ LT panels, DG Sets, Water supply and distribution including softening plant, Effluent Treatment Plant.
2. Work in close coordination with production team to provide support for maintenance of all dairy equipment and supervision and documentation of product volume
3. Develop and implement preventive maintenance schedules.
4. Ensure industrial safety norms
5. To monitor sanitary and hygienic condition of all plant areas
6. Preparation, verification of daily reports for Utilities and Production.
7. Monitor and control of energy consumption (fuel, electrical power)
8. Suggest and implement ways to improve energy efficiency
9. Inventory level maintenance for spare parts and consumables and ensure timely indenting of materials.
10. To monitor production activities including Milk Packing/ Milk Products.

### Additional/ Occasional Responsibilities (listed in order of priority)

1. Liaising with Statutory Authorities including Factory Inspector, Boiler Inspector, Electrical Inspector and Pollution Control Board.
2. Installation, testing and commissioning of new equipment.
3. Quality system implementation

**Job Specification:**

<b>Skills/ Attributes: Technical</b>	IT Knowledge: Candidate should have basic knowledge of MS Excel, MS Word, PPT, ERP/SAP, Internet Applications etc.
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**Reporting, Performance Review and Leave Terms:**

- The Assistant IV (Dairy) will report to the Executive (Dairy), 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 IV (Dairy) 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.