NORTH EAST DAIRY AND FOODS LIMITED.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant Manager/Deputy Manager-Dairy Plant
Minimum Qualification	Full time B. Tech/M. Tech in Dairy Technology with first class from AICTE recognized institute.
Experience	Must have 6 years full time experience for Deputy Manager/4 years full time experience for Assistant Manager in processing and manufacturing of milk and milk products in a Dairy Plant out of which 3 years working in the Plant Operations.
Job Location	Silchar, Assam

Age: Candidates should not be less than **28 years of age** and more than **38 years of age** as on **1st November, 2026**. However, relaxation may be given in case of appropriate or outstanding candidates.

Salary: CTC Rs.7.90 lakhs- Rs. 8.98 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 Plant Incharge 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.
- Processing and packaging of pouch milk and production of Lassi/Butter Milk, Dahi/curd, Paneer, Sweets and various other milk products etc. The Plant Incharge 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.
- 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 centers 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

Skills/Attributes: Technical	• Extensive product knowledge about the dairy products sold. • Responsible for the product safety, quality and regulatory compliance. • Prior experience in a Dairy Processing environment required. • Thorough knowledge of milk and milk products, the relevant Indian standards and their production processes, quality norms & standards, FSSAI regulations and testing procedures.
Skills/Attributes: Social and Managerial	• Should be a good motivator with exceptional communication skills/ Analytical Skills & Team work and People Management Skills. • Proficiency (read, write, speak) in Assamese, Bengali, Hindi & English (any of two) is must. • Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.

Reporting, Performance Review and Leave Terms:

- The Deputy Manager/Assistant Manager-Dairy Plant will report to the Managing Director NEDFL.
- 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.
- Will be eligible for paid leaves/Holidays as per the applicable norms/policy of NEDFL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of NEDFL.

NEDFL reserves the right to post the selected candidates in any other location in business interest of the company.