



**WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.  
ON BEHALF OF NORTH EAST DAIRY AND FOODS LIMITED**  
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati –781037



**JOB INFORMATION:**

<b>Company</b>	North East Dairy & Foods Limited (NEDFL)
<b>Position</b>	Assistant (Finance & Accounts)
<b>Qualification</b>	Full time B. Com from a recognized Institute/University. Preference will be given to candidates having additional qualifications like M. Com or MBA in Finance along with B.Com.
<b>Experience</b>	Fresher or preferably with 2 years of full time experience in Finance and Accounts in a reputed organization, preferably in Dairy / FMCG Sector
<b>Age</b>	Not above <b>30 years as on 1<sup>st</sup> January, 2025</b> . However, relaxation may be given in case of appropriate or outstanding candidates.
<b>Salary</b>	CTC Rs. 4.55 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Location</b>	Guwahati, Assam.

**MAIN RESPONSIBILITIES:**

- Maintenance of accounting records and documents.
- Booking of Purchases, Expenses & Provisions.
- Preparation of Vouchers and entries in ERP software (ERP – Next).
- Sales Invoice generation, e invoicing and Debtor reconciliation.
- Party Ledger Maintenance & Reconciliations.
- Preparation of Bank Reconciliation Statement.
- Physical Stock Verification.
- Assistance in filing various statutory Returns.
- Any other work assigned from time to time.

**JOB SPECIFICATIONS:**

<b>Skills/Attributes:</b>	<ol style="list-style-type: none"><li>1. Thorough knowledge of Accounts &amp; Finance.</li><li>2. Working knowledge in ERP.</li><li>3. Delivering results under crisis by maintaining calm and tactfulness.</li><li>4. Good Interpersonal skills.</li><li>5. Must have knowledge on GST and TDS.</li><li>6. Working Knowledge of latest MS Office package that includes MS-Excel, Word and Power-point.</li></ol>
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**Reporting, Performance Review and Leave Terms:**

- Will report to Manager - Finance & Accounts
- 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.**



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**APPLICATION FOR EMPLOYMENT**  
**(To be filled in by the candidate in Block Letters)**

Paste Recent  
Photograph

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(forcorrespondence)				
Permanent Address				

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

<b>Family information (to include complete details about family, including address, telephonenumber etc.)</b>				
<b>Name</b>	<b>Relationship with self</b>	<b>Age</b>	<b>Correspondence address</b>	
<b>Qualifications in Chronological order (Please attach self- attested copies of the certificates)</b>				
<b>Academic/Technical/ Professional Exams passedwith specialization/subject</b>	<b>Grade/ Division</b>	<b>% of marks obtained</b>	<b>Year of Passing</b>	<b>Name of Institute/ University/College Board</b>
<b>Language proficiency (please tick(\/) in appropriate columns)</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>	

Experience in Chronological order (Please attach self- attested copies of the certificates)					
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:		

<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 NEDFL? If selected, how will you contribute to the growth of NEDFL?</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, NEDFL shall have the right to terminate my services without giving any notice.**

**Place:**

**Date:**

**Signature of Candidate**