



**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 (Sales & Distribution)
<b>Qualification</b>	Full time graduation in any discipline from a recognized Institute/University.
<b>Experience</b>	Minimum one year of full time working experience in Sales & Distribution in Dairy/ FMCG sector.
<b>Age</b>	Not above <b>30 years as on 1st 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/ Bongaigaon/Jorhat/ Tinsukia/Dibrugarh/ Tezpur/ North Lakhimpur

#### **MAIN RESPONSIBILITIES:**

- Achievement of Sales Target-Primary/ Secondary.
- Carry out daily scheduled tasks for market visit. Submission of daily market visit report (DSR)
- Achieve targeted distribution parameters and escalate as per instruction.
- Responsible for growth of business volumes by visiting assigned market as per norms.
- Identify and register the outlet for regular service to fulfill the demand as per desired time.
- Competitor's Activity Report to be submitted on weekly basis as per given format.
- Execute marketing activities, promotions.
- Any other responsibilities/functions deemed necessary by the Supervisor/ Executive/ Senior Executive/Marketing Manager in order to meet the level of the services in the organization.
- To monitor / follow up to maintain smooth stock flow and cash flow from the assigned routes / distributors.
- Active participation in any organizational interest. Respond to questions and requests for information.

#### **JOB SPECIFICATIONS:**

<b>Skills/Attributes: Technical</b>	<ul style="list-style-type: none"><li>• Good communication skills (pleasant and convincing).</li><li>• Must have two-wheeler and Android Mobile Handset.</li><li>• Computer knowledge (Reports on MS-Excel, MS Word).</li><li>• Result oriented and comfortable working in a fast-paced office environment.</li></ul>
<b>Skills/Attributes: Social and Managerial</b>	<ul style="list-style-type: none"><li>• Analytical Skills &amp; Team work and People Management Skills.</li><li>• Proficiency (read, write, speak) in Assamese, Hindi &amp; English (any of two) is must.</li><li>• Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.</li></ul>

**Reporting, Performance Review and Leave Terms:**

- Will report to Assistant Manager/ Manager -Marketing (Sales & Distribution)
- 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:		

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.	
<b>Personal</b>	<b>Professional</b>
Please describe briefly your interest in seeking employment with NEDFL? If selected, how will you contribute to the growth of NEDFL?	

#### 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**