



EAST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Nilomoni Bhawan, Na-Ali, Jorhat, Assam. Pin-785001

JOB INFORMATION:

Position	Assistant-I (Technical- Information & Communication Technology)
Qualification	ITI in Computer Operating & Programming Assistant (COPA)/Information Technology & Electronic System Maintenance (IT & ESM)/Electronics/IT/Electrical after 10th Standard from a recognized institute.
Experience	Minimum 2 years relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Computer Knowledge	Must have experience of using Internet based applications, computer hardware & software, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
Job Location	EAMUL area of Operation district

Age: Not above 28 years as on 1st January, 2025. Relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience as decided by the Competent Authority.

Salary: CTC Rs. 3.82 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Responsibilities:

- Primarily responsible for planning of equipment required for the area of operation of EAMUL.
- Maintenance & Monitoring of milk procurement-based equipment /hardware/software/ AMCU/DPMCU/BMC's/ Solar Panel etc. present on various milk routes.
- Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centers of EAMUL through Automatic Milk Collection Systems (AMCS). Accuracy & efficiency of the milk collection & cooling equipment present on all milk routes.
- Ensuring quality of the collected and supplied milk from the procurement area of EAMUL.
- Monitoring the collection and testing activities at all the BMC centers & societies from routes time to time.
- Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.

Desirables:

- Should have in depth technical knowledge in computer & IT based hardware & software application
- Should have experience of working in rural environment.
- Ability to travel extensively.
- Experience of providing IT technical Support & Development, Implementation and overall Facility Management of IT Infrastructure.
- Ability to work effectively in Commissioning, installing new applications and customizing existing applications in order to make them fit for purpose.
- Define and improve all System and Network operations processes.
- Should be efficient in troubleshooting Network Problems.
- Should be comfortable in working in Village Based Area of Assam for installation and support of IT Enabled Services.
- Should be fluent in Speaking and Writing of English, Hindi and Assamese language.
- Should be efficient in Data Entry of various reports.

Additional Skills:

Skills/Attributes:	<ul style="list-style-type: none">• Ability to work effectively in teams as well as independently.• Focusing on result• Thinking strategically• Resolving conflicts and other problems• Being adaptable
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Remuneration, payment terms and leave:

- The remuneration of the Assistant-I (Technical- Information & Communications Technology) will be Rs.3.82 lakhs per year, depending upon experience, qualification and pay package of last assignment.
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of EAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of EAMUL.

Reporting and Performance Review:

- The Assistant-I (Technical- Information & Communications Technology) will report to the MPO (P&I), depending on the place of posting.
- 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.