



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

JOB INFORMATION:

Position	Assistant – I (Procurement and Input)
Qualification	Full time Graduate from a recognized Institute/University
Experience	Minimum 1 year of full time relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Job Location	EAMUL area of Operation district
Computer Skills	Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
Language	Fluency in Assamese, English and Hindi

Age: Not above 30 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:

- Opening of DCS/PDCS & to increase the producer members for his allotted area
- Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances
- Monitoring of milk transport vehicles on regular basis.
- Monitoring in providing input services to farmers at doorstep.
- Ensuring timely milk bill payment to producer members and submission of receipts to accounts.
- Monitoring of BMC dispatch and receiving of Milk at Dairy Plant (Quantity and Quality).
- Ensuring continuous governance and accounting system at DCS/PDCS level.

Additional Skills:

Skills/Attributes:	<ul style="list-style-type: none">• Should have the ability to work effectively in rural areas.• Should be self-motivated and with a passion to serve the people.• Should be able to comprehend and communicate the organizations policies and program.• Ability to work independently as well as in teams.• Leading, inspiring and building trust• Creative thinking and innovation• Focusing on result• Thinking strategically• Building relationship and teamwork• Influencing and persuading• Resolving conflicts and other problems• Being adaptable
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Reporting, Performance Review and Leave Terms:

- The Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will report to the Executive (Procurement & Input), EAMUL.
- 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
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of EAMUL.
- Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.