



**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 Manager/Deputy Manager – Plant/QA
<b>Qualification</b>	Full time B. Tech in Dairy Technology/Full time B. Tech in Food Technology from a reputed education institute.
<b>Experience Required</b>	Minimum 3 years of relevant experience in processing and manufacturing of milk and milk products in a Dairy Plant.
<b>Age</b>	Not above <b>35 years as on 1<sup>st</sup> January, 2026</b> . However, relaxation may be given in case of appropriate or outstanding candidates.
<b>Salary</b>	CTC Rs. 7.90 lakhs to Rs. 8.98 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Job Location</b>	Silchar, Assam

**MAIN PURPOSE: (captures essence of the job in brief):**

Overall planning and monitoring of day to day processing and production activities of milk and milk products and to ensure delivery of quality milk & milk products to customers.

**MAIN RESPONSIBILITIES:**

- To lead the team for smooth operation of machines as well as maintaining and improving quality of milk and milk products.
- To monitor sanitary and hygienic condition of Plant Preparation, verification of daily reports.
- Monitoring and control of milk solids losses on daily basis and preparation of material balancing reports.
- Achieving efficiency in terms of energy consumption as well as lower milk solid losses.
- Monitoring of Plant consumables and assets and ensure timely indenting of materials.
- Coordination with procurement group for timely arrival of milk vehicles, quality of milk received from the milk producers on daily basis.
- Coordination with marketing Group for timely dispatch, indenting and quality monitoring of market milk.
- Coordinate with maintenance team for preventive maintenance to ensure smooth operation of all dairy equipment and at times attend immediate maintenance of machine(s).

**ADDITIONAL/ OCCASIONAL RESPONSIBILITIES: (listed in order of priority)**

- Arrange for installation and commissioning of new equipment.
- Quality system implementation.

**JOB SPECIFICATIONS:**

<b>Skills/ Attributes: Technical</b>	Thorough knowledge on milk and milk products, the relevant Indian standards and their production processes, quality norms & standards, FSSAI regulations and testing procedures. Hands on knowledge on all dairy equipment (Pasteurizer, homogenizer, packing/filling machines, pumps, pneumatic & manual valves etc.). Exposure to digital and analog instrumentation.
<b>Skills/Attributes: Social and Managerial</b>	<ul style="list-style-type: none"><li>• Knowledge on Food Safety Management System and Manpower Management</li><li>• Analytical Skills &amp; Team work and People Management Skills.</li><li>• Proficiency (read, write, speak) in Assamese, Bengali, 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>
<b>Training</b>	Desirable - Practical training on GMP & GHP

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

- Will report to the Plant Manager (Dairy).
- 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.**