NORTH EAST DAIRY AND FOODS LIMITED.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

JOB INFORMATION:

Position	Assistant (Operator)-Dairy Plant
Minimum Qualification	Full time ITI pass in Electrical trade/Fitter trade/Electronics/ Mechanic trade/Instrumentation from NCVT/SCVT approved institute
Experience	Minimum 2 years of full-time operation and maintenance experience in manufacturing industry (Preferably in Dairy/Food Industry).
Job Location	Silchar, Assam

Age: Not above **30 years as on 1st November, 2026**. However, relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience.

Salary: Salary: CTC Rs. 4.22 lakhs to 4.55 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN PURPOSE (Captures essence of the job in brief)

Ensure operations and maintenance of various utilities of the dairy plant and maintenance of dairy equipment to maximize efficiency of operations.

MAIN RESPONSIBILITIES:

- Operation and maintenance of utilities. Electrical sub-station with HT/ LT panels, DG Sets, Water supply and distribution including softening plant, Effluent Treatment Plant.
- Work in close coordination with production team to provide support for maintenance of all dairy equipment and supervision and documentation of product volume
- Develop and implement preventive maintenance schedules.
- Ensure industrial safety norms
- To monitor sanitary and hygienic condition of all plant areas
- Preparation, verification of daily reports for Utilities and Production.
- Monitor and control of energy consumption (fuel, electrical power)
- Suggest and implement ways to improve energy efficiency.
- Inventory level maintenance for spare parts and consumables and ensure timely indenting of materials.
- To monitor production activities including Milk Packing/ Milk Products.

Additional/ Occasional Responsibilities (listed in order of priority)

- Liaising with Statutory Authorities including Factory Inspector, Boiler Inspector, Electrical Inspector and Pollution Control Board.
- Installation, testing and commissioning of new equipment.
- Quality system implementation

JOB SPECIFICATIONS

Skills/Attributes: Technical	• IT Knowledge: Candidate should have basic knowledge of MS Excel, MS Word, PPT, ERP/SAP, Internet Applications etc.

Reporting, Performance Review and Leave Terms:

• The Assistant (Operator)-Dairy Plant will report to Plant In-charge, NEDFL.
• 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.