



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

Terms of Reference

For position of Assistant-I (Procurement & Input) to be posted at WAMUL areas of operations

Qualification	Full time B.A/ B.Com/ B.Sc from a recognized institute/University.
Experience	Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Language	Working knowledge in Assamese, Bengali and Hindi (Any two).
Computer Skills	Must have basic knowledge of using Internet based applications.
Age	Not above 30 years as on 1st January, 2024 . However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.
Salary	CTC Rs. 3.73 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Main Responsibilities	<ul style="list-style-type: none"> • 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. • Ensuring continuous governance and accounting system at DCS/PDCS level. • Ensuring the follow ups as per the directions given by Group Head (P&I), EAMUL/ Group Head (P&I), WAMUL /MPO (P&I).
Additional Skills/Desirables	<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
Reporting, Performance Review, Payment terms and leave	<ul style="list-style-type: none"> • The Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will report to the Executive (Procurement & Input), WAMUL. • 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 WAMUL. • Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.



Terms of Reference

For position of Assistant-I (Procurement & Input) to be posted at Project areas of National Milk Recording Programme (NMRP) under Rashtriya Gokul Mission to be positioned at WAMUL

Project background:

- A nationwide programme “National Milk Recording Project (NMRP)” is launched by Department of Animal Husbandry and Dairying, Govt. of India under Rashtriya Gokul Mission scheme through implementing agency WAMUL

Objectives of this project:

- The objective is to establish a systematic performance recording infrastructure for various breeds of cattle and buffalo under this project for Nagaon, Morigaon and Barpeta Zones.

WAMUL's Role:

West Assam Milk Producers' Cooperative Limited (WAMUL), Guwahati is working since 1981 in the field of milk procurement and dairy development. The organization at present have 450 AI centres and have implemented various projects related to productivity enhancement in the area. Union has successful implementation of setting up of AI network under APART project, adoption of AMCS at DCS level, extension and education programmes like Balanced feeding, CMT and Mastitis prevention programme and popularization of Ethno-Veterinary Medicine, etc. Under **National Milk Recording Programme (NMRP)**, milk production and its composition around 4.5 lakhs animals would be recorded by end of 2025-26. NDDDB is assigned the role of Implementing Agency (IA) for this project. The project would be implemented with the help of WAMUL, as participating agency (PA) by establishing milk recording units having 45 milk recording centres in an identified area.

Scope/ Responsibilities of Position of Assistant-I (Procurement & Input):

- Will have to identify the potential animals and collect the milk and report it to the veterinary officer
- Total 45 milk recording centers will be established in Nagaon, Morigaon and Barpeta zones. Each Assistant will be allocated with 15 such centers
- Required to collect milk production records of the selected animals to arrive at production potential of various breeds in WAMUL area and compare them with other breeds producing in the same environment.
- The milk recording will be done following all the Standard Operating Procedures laid down by National Dairy Development Board (NDDDB).

Qualification	Full time B.A/ B.Com/ B.Sc from a recognized institute/University.
Experience	Minimum 1 year of relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage.
Language	Working knowledge in Assamese, Bengali and Hindi (Any two).
Computer Skills	Must have basic knowledge of using Internet based applications.
Age	Not above 30 years as on 1st January, 2024 . However, relaxation upto 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.
Salary	As per project standard



West Assam Milk Producers' Cooperative Union Ltd. (WAMUL)

Panjabari, Guwahati

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APPLICATION FOR EMPLOYMENT

(To be filled in by the candidate in Block Letters)

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(for correspondence)				
Permanent Address				

Telephone number	(M)
	(R)
Email address	

Permanent Account Number (PAN) *copy of PAN Card to be attached	
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Family information (to include complete details about family, including address, telephone number etc.)

Name	Relationship with self	Age	Correspondence address

Qualifications in Chronological order (Please attach self- attested copies of the certificates)

Academic/Technical/ Professional Exams passed with specialization/subject	Grade/ Division	% of marks obtained	Year of Passing	Name of Institute/ University/College Board

Language proficiency (please tick(\/) in appropriate columns)	Speak	Read	Write

Experience in Chronological order (Certificates to be attached)

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.	
Personal	Professional
Please describe briefly your interest in seeking employment with WAMUL? If selected, how will you contribute to the growth of WAMUL and the stakeholders	

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, WAMUL shall have the right to terminate my services without giving any notice.

Place:

Date:

Signature of Candidate