



**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 across Assam.**

<b>Qualification</b>	Full time Graduation from a recognized Institute/University.
<b>Experience</b>	Minimum 1 year of full time working experience in rural development sector or similar. <i>Experience in village-based extension activities will be an added advantage.</i>
<b>Language</b>	Fluency in Assamese, Bengali and Hindi (Any two).
<b>Computer Skills</b>	Must have basic knowledge of using Internet based applications.
<b>Age</b>	Not above <b>30 years as on 1st January, 2025</b> . However, relaxation may be given in case of appropriate/ outstanding candidates with relevant experience.
<b>Salary</b>	CTC Rs. 3.88 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Main Responsibilities</b>	<ul style="list-style-type: none"><li>• Opening of DCS/PDCS &amp; to increase the producer members for his allotted area</li><li>• Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances</li><li>• Monitoring of milk transport vehicles on regular basis.</li><li>• Monitoring in providing input services to farmers at doorstep.</li><li>• Ensuring timely milk bill payment to producer members and submission of receipts to accounts.</li><li>• Monitoring of BMC dispatch and receiving of Milk at Dairy Plant (Quantity and Quality).</li><li>• Ensuring continuous governance and accounting system at DCS/PDCS level.</li><li>• Ensuring the follow ups as per the directions given by Group Head (P&amp;I), WAMUL /Executive (P&amp;I), WAMUL.</li></ul>
<b>Additional Skills/Desirables</b>	<ul style="list-style-type: none"><li>• Should have the ability to work effectively in rural areas.</li><li>• Should be self -motivated and with a passion to serve the people.</li><li>• Should be able to comprehend and communicate the organizations policies and program.</li><li>• Ability to work independently as well as in teams.</li><li>• Leading, inspiring and building trust</li><li>• Creative thinking and innovation</li><li>• Focusing on result</li><li>• Thinking strategically</li><li>• Building relationship and teamwork</li><li>• Influencing and persuading</li><li>• Resolving conflicts and other problems</li><li>• Being adaptable</li></ul>
<b>Reporting, Performance Review, Payment terms and leave</b>	<ul style="list-style-type: none"><li>• The Assistant-I (Procurement &amp; Input) for Milk Procurement Field Supervision will report to the Executive (Procurement &amp; Input), WAMUL.</li><li>• 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</li><li>• He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.</li><li>• Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.</li></ul>

**WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.**