



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:

Company	North East Dairy & Foods Limited (NEDFL)
Position	Assistant/Jr. Executive – Plant Maintenance
Qualification	Minimum ITI pass in Electrical trade/ Fitter trade / Electronics Mechanic trade.
Experience	Fresher or preferably 01-02 years of working experience in Milk/Food industry.
Age	Not above 30 years as on 1st January, 2025 . However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs. 4.55 – 5.40 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
Job Location	Silchar, Assam

MAIN RESPONSIBILITIES:

- Ensure operation of machinery and mechanical equipment by completing maintenance requirements (both planned and unplanned) on production, packaging, processing equipment, and utility systems (to provide a continuous supply of heat, steam, cooling, electrical, power, gas, or air required for operations).
- Complete work orders in a timely manner maintaining high quality standards, maintain a clean, sanitary and safe work area.
- Assemble fittings, valves, bowls, plates, disks, impeller shaft, and other parts to equipment with tools etc. to prepare for operation in relevant section.
- Perform work duties in accordance with NEDFL's standard policies and procedures.
- Follow/maintain safety norms.
- Assist in maintaining parts and supplies inventory by reporting low supply levels to reporting officer.
- Utilizing continuous improvement mindset, assist in identifying opportunities to improve processes.
- Readily available for emergency repairs in breakdown situations
- Perform other duties as assigned by Supervisor/Group Manager.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">• Experience in a maintenance role within a manufacturing facility, preferably food and dairy industry.• Technical Experience: Electrical, hydraulic, pneumatic, electronic, computer-controlled equipment, PLC and HVAC/ Refrigeration System.• Must be able to work in a wet environment with moderate to high noise volume.• Knowledge in ISO, 5S, GMP, Kaizen etc.• Must be willing to work flexible hours including overtime, weekends and holidays.• Be able to effectively work in a team environment.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Analytical Skills & Team work and People Management Skills.• Delivering results under crisis by maintaining calm and tactfulness.• Proficiency (read, write, speak) in Assamese, Bengali, Hindi & English (any of two) is must.• Devoted to a task or purpose with loyalty or integrity Inspires teammates to follow them.

Reporting, Performance Review and Leave Terms:

- Will report to Plant Shift In-charge.
- 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.