



**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 Process Operations
Qualification	03 years Full time Diploma in Mechanical Engineering/Electrical Engineering/Electronics Engineering/ 2 Years Indian Dairy Diploma (IDD)/ 03 years Diploma in Dairy Engineering from a recognized Institute/University.
Experience	Fresher or preferably 01-02 years of production operation experience in manufacturing industry (Preferably in Dairy/Food Industry)
Age	Not above 30 years as on 1st January, 2025 . Relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience as decided by the Competent Authority.
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:

1. Operation and maintenance of utilities. Electrical sub-station with HT/ LT panels, DG Sets, Water supply and distribution including softening plant, Effluent Treatment Plant.
2. Work in close coordination with production team to provide support for maintenance of all dairy equipment and supervision and documentation of product volume
3. Develop and implement preventive maintenance schedules.
4. Ensure industrial safety norms
5. To monitor sanitary and hygienic condition of all plant areas
6. Preparation, verification of daily reports for Utilities and Production.
7. Monitor and control of energy consumption (fuel, electrical power)
8. Suggest and implement ways to improve energy efficiency
9. Inventory level maintenance for spare parts and consumables and ensure timely indenting of materials.
10. To monitor production activities including Milk Packing/ Milk Products.
11. Knowledge in ISO,5S, GMP,Kaizen etc.

Additional/ Occasional Responsibilities (listed in order of priority):

1. Installation, testing and commissioning of new equipment.
2. Quality system implementation

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">• IT Knowledge: Candidate should have basic knowledge of MS Excel, MS Word, PPT, ERP/SAP, Internet Applications etc.
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">• Analytical Skills & Team work and People Management Skills.• 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.