



**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 (Quality Assurance)
Qualification	Indian Dairy Diploma (Dairy technology) / B.Sc (PCM) from a reputed educational institute.
Experience	Fresher or preferably 01-02 years of working experience in Milk/Food industry. Laboratory testing shall have an added advantage.
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)
Location	Silchar, Assam.

MAIN RESPONSIBILITIES:

- Monitoring of raw milk quality of DCS/MPI's & Bulk Milk Coolers.
- Monitoring of quality and plant activities for Dairy Plant(s)
- Handling statutory requirements such as FSSAI, BIS, Legal Meteorology, Pollution Control, AGMARK issues etc.
- Coordinate ISO audit and arrange CAPA after root causing for the NCS.
- Formulation/revision of various SOPs/Manuals required for plant operations.
- Formulation of new products.
- Investigating and setting standards from quality, health and safety aspects.
- Performance monitoring of QA staff.
- Capture Market Response (Complaints) related to quality and suggest solutions to the production departments.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	<ul style="list-style-type: none">i. Knowledge of milk quality attributes, factors affecting milk quality at production and at processing unit, manufacture of different milk products.ii. Knowledge of Quality Standards, food regulations in the country and testing operations.iii. Knowledge of raw materials, milk and milk products testing and should know the importance of cold chain at the procurement level in the field and plant level.iv. Ability to use IT tools and analysis analytical data'sv. Having knowledge of GHP and GLP
Skills/Attributes: Social and Managerial	<ul style="list-style-type: none">i. Analytical Skills & Team work and People Management Skills.ii. Proficiency (read, write, speak) in Assamese, Bengali, Hindi & English (any of two) is must.iii. 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.