



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

Terms of Reference

JOB INFORMATION:

Position	Supervisor (Admin)
Qualification	Full time Graduate in any discipline from a reputed Institute/ University.
Experience	Minimum 5 years in a Security Supervisory role preferably in FMCG/Manufacturing Industry. Ex-servicemen, Ex- state police and Ex-paramilitary personnel, who has served preferably as Havilder/JCO in Army, Navy, Air Force and Sub-Inspector in State Police & Paramilitary Forces, whether as combatant or a non-combatant shall be given preference.
Job Location	Guwahati

Age: Not above **38 years as on 1st January, 2025**. However, relaxation may be given in case of candidates with relevant experience.

Salary: CTC Rs. 7.17 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN PURPOSE: (captures essence of the job in brief):

Supervising and monitoring the overall safety and security of the organization

MAIN RESPONSIBILITIES:

- **Security and Access Control:** They should be responsible for overseeing security measures during different shifts, such as monitoring of CCTV cameras, ensuring only authorized personnel enter the premises, and ensure that security persons frisk each and every person entering the premises. They should strictly monitor and ensure that no person should consume tobacco / Gutka /Alcohol inside the premises. Guard, patrol and monitor of the campus to prevent safety hazards, theft, violence or infractions of rules. Challenge/investigate persons acting suspiciously/appearing to be lost/trespassing on site and provide response to reports generated.
- **Communication and Coordination:** Will serve as a point of contact person for any admin related emergencies or issues that may arise during working shifts within the premises. This includes coordinating with other departments or external agencies as necessary.
- **Ensure all Records are maintained:** Ensure all the necessary entries /record in registers are made correctly by the security personal. Checks that all attendance records of outsourced manpower and WAMUL employees are adhered by the respective employees inside the WAMUL premises. Ensure that no employees including outsourced employees leave the campus during working shifts without valid gate pass from competent authority.
- **Administrative Support:** Providing or handling any administrative support to other departments or personnel working across shifts.
- **Safety and Compliance:** Ensuring that safety protocols and regulations are followed throughout different working shifts, including conducting safety checks, addressing any safety concerns that arise, and ensuring compliance with relevant regulations.
- **Emergency Response:** Being prepared to respond to any emergencies that may occur during shifts, such as fires, accidents, or medical emergencies. This may involve coordinating with emergency services and implementing emergency procedures.
- **Documentation and Reporting:** Documenting any incidents, activities, or notable events that occur during different working shifts and preparing reports for management or other relevant parties.
- Management of Employee Movement, Material / Vehicle Movement, Scrap Yard, CCTV Monitoring (for the respective department) in line with the departmental goals / requirements

ADDITIONAL/ OCCASIONAL RESPONSIBILITIES:

- Administrative work as directed from time to time by Group Head (Admin), WAMUL.

JOB SPECIFICATIONS:

Desirable	• The candidate should be willing to work in shifts (including night shift)
Skills/ Attributes: Technical	• In-depth knowledge of security best practices, risk management principles, and emergency response procedures, understanding of relevant security laws and regulations.
Skills/Attributes: Social and Managerial	• Vigilant • Strong verbal and written communication skills • Ability to work independently and with a team

Reporting, Performance Review and Leave Terms:

- The Supervisor (Admin) shall report to the Group Head (Admin), 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.
- The Supervisor (Admin) will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.

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.



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

Panjabari, Guwahati

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Photograph

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	

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 (Please attach self- attested copies of the certificates)					
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

