



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

JOB INFORMATION:

Position	Assistant-I (Technical- Information & Communications Technology)
Qualification	ITI from a NCVT/ SCVT approved institute.
Experience	Preferably 02 (Two) plus years of full time work experience IT Repair and Maintenance, Electronic Repairing Division, Electronic Items Field Support, IT/Electronics/Electrical Development Sector. Besides, work experience in service delivery in rural areas/villages will be an added advantage. <i>However, candidates having less than 01 year of the requisite work experience will not be considered for the Selection Process.</i>
Job Location	Across Assam (WAMUL area of operations)

Age: Not above **30 years as on 1st January, 2025**. However, relaxation in age may be given upto 02 years in case of appropriate/ outstanding candidates with relevant work experience.

Salary: CTC Rs. 3.88 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Purpose: (captures essence of the job in brief)

Maintenance & Monitoring of Milk procurement-based equipment/hardware/software/AMCU/DPMCU/BMC etc. present on various milk routes under WAMUL operational area.

Main Responsibilities:

1. Maintenance & Monitoring of Milk procurement-based equipment / hardware/ software/AMCU/DPMCU/BMC's etc. present on various milk routes under WAMUL.
2. Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centers of WAMUL through Automatic Milk Collection Systems (AMCS). Accuracy & efficiency of the milk collection & cooling equipment present on all milk routes.
3. Responsible for planning of daily movement for equipment's spare parts, maintaining stock required for the area of operation of WAMUL.
4. Ensuring quality of the collected and supplied milk from the procurement area of WAMUL.
5. Monitoring the collection and testing activities at all the BMC centres & societies from routes time to time.
6. Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.
7. Candidate should have hands on working experience on repairing of various IT based electronic devices such as but not limited to CPU, Monitor, UPS/ Inverter.
8. Experience on repairing of Electronic devices in chip level or repairing of Monitor displays will be an added advantage.

Desirables:

1. Should have in depth technical knowledge in computer & IT based hardware & software application
2. Should have experience of working in rural environment.
3. Ability to travel extensively.
4. Experience of providing IT technical Support & Development, Implementation and overall Facility Management of IT Infrastructure.
5. Ability to work effectively in Commissioning, installing new applications and customizing existing applications in order to make them fit for purpose.
6. Define and improve all System and Network operations processes.
7. Should be efficient in troubleshooting Network Problems.
8. Should be comfortable in working in Village Based Area of Assam for installation and support of IT Enabled Services.
9. Should be fluent in Speaking and Writing of English, Hindi and Assamese language.
10. Should be efficient in Data Entry of various reports.
11. Fluency in Assamese, Hindi and English

Additional Skills:

Skills/Attributes: Technical	Must have experience of using Internet based applications, computer hardware & software, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Computer System Hardware Troubleshooting. Co-ordination with OEM/Vendors for technical support
Skills/Attributes: Managerial	Ability to work effectively in teams as well as independently.

Reporting, Performance Review, Payment terms and Leave:

- The Assistant-I (Technical- Information & Communications Technology) will report to the Executive (ICT), WAMUL & MPO (P&I), depending on the place of posting.
- 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.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of WAMUL.
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.

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