



**EAST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.**  
**Nilomoni Bhawan, Na-Ali, Jorhat, Assam. Pin-785001**

**JOB INFORMATION:**

<b>Position</b>	Assistant – I (Procurement and Input)
<b>Educational Qualification</b>	Minimum full time Graduation from a recognized Institute/University.
<b>Experience</b>	Minimum 1 year of full time relevant working experience, preferably in development sector. <b>Experience in village-based extension activities will be an added advantage.</b>
<b>Job Location</b>	EAMUL area of operations.
<b>Computer Skills</b>	Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
<b>Language</b>	Fluency in Assamese, English and Hindi

**Age:** Not above 30 years as on 1st January, 2025. Relaxation may be given upto 3 years in case of extraordinary/ outstanding candidates with relevant experience as decided by the Competent Authority.

**Salary:** CTC Rs. 3.82 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

**Main Responsibilities:**

- Opening of DCS/PDCS & to increase the producer members for his allotted area
- Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances
- Monitoring of milk transport vehicles on regular basis.
- Monitoring in providing input services to farmers at doorstep.
- Ensuring timely milk bill payment to producer members and submission of receipts to accounts.
- Monitoring of BMC dispatch and receiving of Milk at Dairy Plant (Quantity and Quality).
- Ensuring continuous governance and accounting system at DCS/PDCS level.

**Additional Skills:**

<b>Skills/Attributes:</b>	<ul style="list-style-type: none"> <li>• Should have the ability to work effectively in rural areas.</li> <li>• Should be self-motivated and with a passion to serve the people.</li> <li>• Should be able to comprehend and communicate the organizations policies and program.</li> <li>• Ability to work independently as well as in teams.</li> <li>• Leading, inspiring and building trust</li> <li>• Creative thinking and innovation</li> <li>• Focusing on result</li> <li>• Thinking strategically</li> <li>• Building relationship and teamwork</li> <li>• Influencing and persuading</li> <li>• Resolving conflicts and other problems</li> <li>• Being adaptable</li> </ul>
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**Reporting, Performance Review and Leave Terms:**

- The Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will report to the Executive (Procurement & Input), EAMUL.
- 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
- He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of EAMUL.
- Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.



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Photograph

**APPLICATION FOR EMPLOYMENT**

**(To be filled in by the candidate in Block Letters)**

<b>Position applied for:</b>				
<b>Name (full name with surname):</b>				
<b>Date of Birth:</b>		<b>Age in Years &amp; Months :</b>		
<b>Home town, State &amp; Nearest railway station:</b>				
<b>Nationality:</b>				
<b>Marital Status</b>				
<b>Single</b>	<b>Married (no. of children)</b>			
	<b>Male</b>		<b>Female</b>	
<b>Do you belong to (please tick in appropriate column)(*)</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>None</b>
<b>Are you physically handicapped</b>	<b>Yes (provide information)</b>			<b>No</b>
<b>Present Address(for correspondence)</b>				
<b>Permanent Address</b>				

<b>Telephone number</b>	<b>(M)</b>
	<b>(R)</b>
<b>Email address</b>	
<b>Permanent Account Number (PAN) *copy of PAN Card to be attached</b>	

<b>Family information (to include complete details about family, including address, telephone number etc.)</b>				
<b>Name</b>	<b>Relationship with self</b>	<b>Age</b>	<b>Correspondence address</b>	
<b>Qualifications in Chronological order (Please attach self- attested copies of the certificates)</b>				
<b>Academic/Technical/ Professional Exams passed with specialization/subject</b>	<b>Grade/ Division</b>	<b>% of marks obtained</b>	<b>Year of Passing</b>	<b>Name of Institute/ University/College Board</b>
<b>Language proficiency (please tick(\/) in appropriate columns)</b>		<b>Speak</b>	<b>Read</b>	<b>Write</b>

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
<b>Total Experience in Years &amp; Months :</b>					
<b>Details of Training course/workshops/seminars attended:</b>					
<b>Any medical disability? Please specify:</b>					
<b>Have you ever been convicted or any criminal proceedings contemplated against you? If yes, give details:</b>					
<b>Present Yearly Salary (Please furnish proof in respect of salary details.)</b>					
<b>Fixed Component :</b>			<b>Variable Component:</b>		
<b>Others(please specify) :</b>			<b>Total CTC:</b>		

<b>If you have any liability with your present employer, please specify.</b>	
<b>If selected, joining time required/Notice Period to be served with previous Employer</b>	
<b>Please mandatorily provide the reference details with full mailing address (with Pin Code), Email address, Telephone (Mobile, Office, Residential) numbers.</b>	
<b>Personal</b>	<b>Professional</b>
<b>Please describe briefly your interest in seeking employment with EAMUL? If selected, how will you contribute to the growth of EAMUL and the stakeholders</b>	

#### **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, EAMUL shall have the right to terminate my services without giving any notice.**

**Place:**

**Date:**

**Signature of Candidate**