



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD. ON BEHALF OF NORTH EAST
DAIRY AND FOODS LIMITED

JURIPAR, PANJABARI, GUWAHATI-781037 (ASSAM)



REOI No. WAMUL/2026-27/11

Date: 23.07.2026

West Assam Milk Producers' Co-operative Union Ltd,(WAMUL) Purabi Dairy, Panjabari, Guwahati-781037 on behalf of North East Dairy & Foods Limited (NEDFL) - A Joint Venture between National Dairy Development Board & Government of Assam, invites online applications for the following position on contract basis for an initial period of 2 (two) years. Selected candidate will be placed on rolls of North East Dairy & Foods Limited and posted in any of its operational areas under NEDFL.

Sl. No	Position Name	No. of Position	Job specifications
1	Assistant – Warehouse & Logistics	01	Qualification: Full time Graduation from a recognized Institute/University. Experience: Minimum 2 years of experience in Warehousing / Logistics.

Online applications will be accepted starting from **23rd July, 2026 till 11th August, 2026** at <https://recruitment.purabi.coop/jobs>. Candidates are advised to review the Terms of Reference (TOR) and General Terms and Conditions available on the website. Internal Candidates (related to Purabi Dairy) who are interested in applying must submit a No Objection Certificate (NOC) from the concerned authority. Candidates eligible as per TOR shall have to undergo a Document Verification round followed by a Written Test and Personal Interview.

Any further modifications/ updates in the recruitment process shall be posted in the website of WAMUL.

Head-HR, (WAMUL), on behalf of NEDFL R.K Jyoti Prasad Agarwala Road, Juripar, Panjabari, Guwahati-781037



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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 – Warehouse & Logistics.
Qualification	Full time Graduation from a recognized Institute/University.
Experience Required	Minimum 2 years of experience in Warehousing / Logistics
Age	Not above 28 years as on 1st January, 2026 . However, relaxation may be given in case of appropriate or outstanding candidates.
Salary	CTC Rs. 4.55 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

MAIN RESPONSIBILITIES:

- Report to Logistics Head for managing dispatch operations.
- Distribution vehicle management.
- Crate Management (Recon & Hygiene).
- Liaison with Dairy Plant, Security Personal, Manpower supplier etc.
- Co-ordinate with the Production & Sales Teams for replacement of damaged products.
- Sales / Delivery Order execution.
- Fuel allocation to in-house vehicles.
- Co-ordinate with vendors for timely arrival and dispatch of Army & Civil supplies.
- Billing.
- Wastage / Pilferage control.
- Shift wise outsource manpower handling.
- Coordination with production team for stock handover as per schedule time.
- Crate in and out entry in ERP and follow up with drivers during on duty hours.
- Stock handling as per ERP.

JOB SPECIFICATIONS:

Skills/Attributes: Technical	Stock flow management, handling refer vans, handling logistics manpower, Technical understanding, Troubleshooting, problem solving, Business ethics.
Skills/Attributes: Social and Managerial	Forward Thinking, Strong Numerical and Analytical Skills, Extensive Industry Knowledge, Team player, Keen attention to detail, Sound Decision-making, Adaptability and Accountability.
Computer Skills	MS Office (Excel, Word) & ERP operations

Reporting, Performance Review and Leave Terms:

- The Assistant - Warehouse & Logistics will report to the Group Head (Marketing & Sales), NEDFL.
- 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 Assistant - Warehouse & Logistics 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.



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JURIPAR, PANJABARI, GUWAHATI-781037 (ASSAM)



General Terms and Conditions

1. Candidature will be liable for cancellation if at any stage it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false.
2. Candidates not meeting the requisite qualification and experience need not apply.
3. Internal Candidates (related to Purabi Dairy), who are interested in applying must submit a No Objection Certificate (NOC) from the concerned Group Head.
4. Candidates relieved from the services of WAMUL/EAMUL/NEDFL within six months prior to the date of publication of this advertisement are not eligible to apply for the positions.
5. Candidates who have applied earlier for the same post within the last six months shall not be considered.
6. Shortlisted candidates shall be called for a document verification round and only eligible candidates will undergo a Written Test followed by a Personal Interview. NEDFL may conduct a Preliminary Online Interview as a part of the shortlisting process.
7. Candidates shall be mandatorily required to bring an Application Form to be provided over mail to shortlisted candidates along with all the Original certificates/documents relating to qualification, experience, age, identify proof, latest salary etc. and a set of self-attested copies of the same and one passport size photograph, on the day of document verification. The originals will be returned after corroboration with the copies. Candidates are advised to go through the Terms of Reference (ToR) provided in the above cited website. ***Application received through email will not be entertained.***
8. Any further modification/ updates in the recruitment process shall be posted at <https://recruitment.purabi.coop/jobs>.
9. Managing Director, NEDFL reserves the right to modify/postpone/cancel the recruitment without assigning any reason to the candidates.
10. Canvassing in any form will culminate into direct disqualification and rejection.

Head-HR, WAMUL

R.K Jyoti Prasad Agarwala Road, Juripar, Panjabari, Guwahati-781037