



**WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION LTD.  
JURIPAR, PANJABARI, GUWAHATI-781037 (ASSAM)**

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**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. Shortlisted candidates shall be called for a document verification round and only eligible candidates will undergo a Written Test followed by a Personal Interview. WAMUL may conduct a Preliminary Online Interview as a part of the shortlisting process.
6. Candidates shall be mandatorily required to bring an Application Form to be provided over mail to shortlisted candidates as per the prescribed 'Application Format' 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.***
7. Any further modification/ updates in the recruitment process shall be posted at <https://recruitment.purabi.coop/jobs>.
8. Managing Director, WAMUL reserves the right to modify/postpone/cancel the recruitment without assigning any reason to the candidates.
9. Canvassing in any form will culminate into direct disqualification and rejection.

**Head-HR, WAMUL**

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



**Terms of Reference**

<b>Position Name</b>	Sr. Assistant/ Assistant-Procurement & Input
<b>Qualification</b>	Full time B.Com from a recognized Institute/ University. Candidates with other or higher qualifications need not apply.
<b>Experience</b>	Must have 3 years' of full time experience for Sr. Assistant/ 1 year of full time experience for Assistant, in billing, accounts, finance, data management or related administrative functions such as preparation of billing, financial reporting, MIS reports, DPR preparation, ERP/Tally operations, and data reconciliation etc. Experience in the dairy, cooperative or rural development sector will be an added advantage.
<b>Language</b>	Working knowledge in English, Assamese, Hindi (any two). Other indigenous languages known, of Assam shall be an added advantage.
<b>Computer Skills</b>	Must have computer knowledge in Accounting Software (Tally), MS Office, Excel, ERP etc. Computer proficiency certificate must be produced.
<b>Age</b>	Not above <b>32 years as on 1<sup>st</sup> January, 2026</b> . However, relaxation up to 3 years may be given in case of extraordinary/ outstanding candidates or candidates with relevant experience.
<b>CTC</b>	Rs.3.92 lakhs to 6.53 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>• Preparation and processing of farmer milk billing accurately and within stipulated timelines.</li> <li>• Verification of milk procurement data, rates, deductions, incentives, and other billing-related records before bill generation.</li> <li>• Preparation and submission of Daily Progress Reports (DPR), Monthly Reports, Quarterly Reports, and other MIS reports as required by management.</li> <li>• Ensuring timely disbursement of milk payments to producer members and maintaining related records.</li> <li>• Maintaining billing data and records in ERP, Tally, and other computerized accounting systems.</li> <li>• Reconciliation of milk procurement, payment, and accounting data with concerned departments and field units.</li> <li>• Monitoring and ensuring accuracy of data received from DCS/BMCs for billing purposes.</li> <li>• Coordinating with Milk Procurement Officers, Related Field Staffs, Accounts, and ICT team for resolution of billing discrepancies and data-related issues.</li> <li>• Maintaining proper documentation, filing, and record management of all billing and reporting activities.</li> <li>• Generating reports and analytical statements required by management from time to time.</li> <li>• Ensuring compliance with organizational policies, financial procedures, and statutory requirements related to billing operations.</li> <li>• Performing any other duties assigned by the Reporting Officer, or Management from time to time.</li> </ul>
<b>Additional Skills/Desirables</b>	<ul style="list-style-type: none"> <li>• Should have the ability to work effectively under flexible shifts.</li> <li>• Proficiency in Accounting Software such as Tally, ERP systems, MS Excel, and other computer applications.</li> <li>• Good analytical and numerical skills with attention to detail and accuracy.</li> <li>• Ability to prepare, analyze, and present billing, MIS, DPR, monthly, and quarterly reports.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound knowledge of accounting principles, billing procedures, and data reconciliation.</li> <li>• Ability to maintain confidentiality of financial and operational data.</li> <li>• Strong communication and interpersonal skills for effective coordination with various departments and field units.</li> <li>• Ability to comprehend and implement organizational policies, procedures, and reporting requirements.</li> <li>• Ability to work independently as well as collaboratively in a team environment.</li> <li>• Strong organizational and time-management skills with the ability to meet deadlines.</li> <li>• Problem-solving ability and aptitude for identifying and resolving billing discrepancies.</li> <li>• Commitment to accuracy, accountability, and result-oriented performance.</li> <li>• Creative thinking and continuous improvement mindset.</li> <li>• Adaptability to changing work requirements and technological systems.</li> <li>• Experience in the dairy cooperative, rural development, agriculture sector shall be an added advantage.</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> </ul>
<p><b>Reporting, Performance Review, Payment terms and leave</b></p>	<ul style="list-style-type: none"> <li>• The Sr. Assistant/ Assistant (Procurement &amp; Input) shall report to the Group Head (Procurement &amp; Input), WAMUL.</li> <li>• Performance shall 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</li> <li>• He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL.</li> <li>• Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided.</li> </ul>

**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.**

REOI No. WAMUL/2026-27/09

Date-02.07.2026

West Assam Milk Producers' Co-operative Union Ltd, Purabi Dairy Juripar, Panjabari, Guwahati-781037, Assam, invites applications for the following position, on contract basis, for an initial period of 2 years.

Sl. No.	Position Name	Job specifications
1.	<b>Sr. Assistant/ Assistant (Procurement &amp; Input)</b> <b>Location: Guwahati</b>	<b>Educational Qualification:</b> Full time B.Com from a recognized Institute/ University. Candidates with other or higher qualifications need not apply. <b>Experience:</b> Must have 3 years' of full-time experience for Sr. Assistant/1 years of full-time experience Assistant in billing, accounts, finance, data management, or related administrative functions. Experience in the dairy, cooperative or rural development sector will be an added advantage.

Online Applications will be accepted starting from **3<sup>rd</sup> July 2026 till 17<sup>th</sup> July 2026** at <https://recruitment.purabi.coop/jobs>. Candidates are advised to review the advertisement details and other 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

West Assam Milk Producers' Cooperative Union Ltd., Juripar, Panjabari, Guwahati-781037, Assam