

Job Description for Post Under Staff Regulation

1. Assistant Engineer (Mechanical)

The Assistant Engineer (Mechanical) supervises the operation, maintenance, and upkeep of all dairy process equipment and utilities, including boilers, refrigeration, air, and water systems. He/She oversees process machinery such as pasteurizers, homogenizers, separators, silos, pumps, and valves, monitors operational parameters, and to ensure that preventive and breakdown maintenance is performed safely and efficiently. Responsibilities include supervising fabrication, installation, and modification of equipments, pipelines and tanks, maintaining rotating equipment, preparing spares and consumable indents, coordinating with electrical and instrumentation teams, and planning overhauls or shutdowns. To ensure statutory compliance, safety adherence, and FSSAI/ISO standards, maintain records of energy, power, water, and utility parameters. He/She supervises operation and maintenance of utilities and equipments, to participate in process improvement and energy conservation, report deviations if any to higher officers, to perform emergency or shift duties as and when required, and to support cross-functional teams to ensure uninterrupted operations. He/She shall learn operations and maintenance practices of other engineering disciplines and supervise such works as and when required.

2. Assistant Engineer - Electrical

The Assistant Engineer-Electrical supervises the operation, maintenance, and control room operation of the fully automatic milk powder plant and all associated dairy equipment and utilities. Responsibilities include maintaining HT/LT distribution systems, transformers, switchgear, DG sets, MCCs, panels, motors, drives, and associated cabling, performing preventive and breakdown maintenance, monitoring load, voltage, and power factor, and coordinating with mechanical and instrumentation teams. He/She ensures statutory and safety compliance, supervises operation and maintenance of electrical utilities, prepares spares and consumables records, participates in energy efficiency initiatives, assists in power and control wiring and basic instrumentation repairs, and supports project modifications or installations. The AE maintains logs of operational parameters, ensures uninterrupted power supply, reports deviations to higher officers, performs emergency or shift duties, and undertakes cross-functional supervision. He/She must learn operations and maintenance practices of other engineering disciplines and supervise such works as and when required. Shall attend to 8 hour shift duty round the clock on rotation basis. Shall have to design and prepare project reports. Shall have to supervise and monitor projects.

3. Assistant Marketing Officer

Job demands extensive field travel. Duties will be related to overall activities in the Marketing section which includes Market Development activities, Implement sales strategies and promotional activities to boost product visibility and sales, Coordinate with distributors and retailers to ensure efficient product distribution and address logistical challenges.

Planning, Devising & Execution of yearly plan of operations. Monitor market trends, competitor activities and customer preferences to develop marketing strategies. Prepare regular reports on sales performance, market feedback, and promotional activities for management review. Market Intelligence activities, Distribution route Inspection to ensure timely delivery. Customer complaint redressal. Modern trade & E-Commerce. Social media campaign, Managing various tenders including E-tender. Documentation works of the

Marketing section. Shall have to work in field level both in rural and urban areas. Shall have to attend duty at night hours as and when required.

4. Assistant Dairy Officer

Duties will be related to supervising activities in the Production section which includes planning and executing the production activities like, processing, storage, packing, dispatch with effective utilization of manpower. Ensure optimum stock of products. Monitoring of processes & Implementation of Technology and continual improvement through FSMS and documentation in Dairies. Will be responsible for supervision of manufacturing of milk products. Arrangement of manual cleaning activities and its monitoring. Monitoring of CIP and its effectiveness, Minimizing total solid losses. Shall have to work in eight hours shift duty round the clock on rotation basis. Should work in close co-ordination with Quality Assurance, Engineering, Marketing and Purchase department of the dairies.

5. Assistant HRD Officer

Duties will be related to overall activities in the HRD & Administration section which includes Recruitment to temporary vacancies in the workmen cadre, Training & Development activities, Preparation of Pay and Allowance bill of employees, maintenance of Employee Relations, Performance Management, Management Policy Implementation, Record Maintenance, Attending to matters related to Labour and Industrial relations, Coordination of administrative functions, legal compliance related to outsourced labour contracts, Undertake Employee welfare activities. Documentation works of the HRD & ADM section in manual as well as in digital formats.

6. Assistant Quality Assurance Officer

Duties will be related to overall activities in the Quality Assurance section starting from the testing of raw material till the final product, for its physical, chemical and bacteriological/microbiological analysis. Implementation of proper testing procedures and continual improvement through FSMS in Dairies, monitoring of the day to day processing activities in the production wing by implementing GMP, GLP, GHP, housekeeping and allied works with eight hours shift duty round the clock on rotation basis. Documentation works of the Quality Assurance Section in manual as well as in digital formats. Ensuring the accuracy of the tests performed. Conduct of Repeat tests. Ensuring the stock and quality of the testing materials. Compliance with legal testing requirements. Apportioning of the milk received from BMCs. Calibration of equipment's.

7. Assistant Veterinary Officer

Conducting animal health camps at field level, Conducting awareness classes to dairy farmers, Preparation of extension materials related to milk quality improvement, cost effective dairy farming, clean milk production, etc. Coordinating the activities to reduce the cost of milk production, Coordinate the supply of Feed and fodder, Field level implementation of various programmes for increasing milk production, improving chemical & microbial quality of milk, clean milk production, etc. envisaged in the Yearly Plan of Operations of Procurement & Input Department, Impart knowledge of dairy animal ration balancing among farmers, Organizing Training Programmes at DCS Level, Implementation of FSMS in DCS, Carry out the activities for scientific breeding and health management of dairy animals, within the scope of the Union, Monitoring the functioning of Bulk Milk Cooling units (BMCs) installed at DCS, Monitoring of the milk procurement tanker & cluster routes Coordinate Piece Rate Contractors with respect to testing and BMC maintenance, Coordinate the activities of De-Centralized Veterinary Units (DVUs), Documentation works of the Procurement & Input section in manual as well as in digital formats.

8. Junior Systems Officer

The Junior System Officer ensures the organization's IT infrastructure, systems, and software applications run efficiently and remain secure. The role involves managing computers, servers, and networks, performing regular system updates, maintenance and backups to ensure reliability and data protection. The officer assists in software development, testing and deployment, supports database management and cloud-based applications, implements software security, cyber security measures to safeguard organizational data and systems. They also oversee asset and inventory management, keeping accurate records of IT hardware and software resources. In addition, the Junior System Officer provides/ resolves IT-related issues, maintains comprehensive documentation and provide technical support. The role includes conducting training and capacity-building programs to enhance technical proficiency and cyber security awareness of staff, while collaborating with teams to improve system performance, support innovation, and ensure compliance with IT policies and best practices.

Job Description for Post Under Standing Order

1. System Supervisor

The System Supervisor is responsible for the smooth and efficient operation of the Units IT infrastructure, including hardware, networking, software, and cloud-based systems. This includes managing computers, servers, UPS, and network devices, maintaining LAN, WAN, and internet connectivity, and overseeing software development, database administration, and cloud systems with regular updates and backups. The role also involves ensuring network and data security through firewalls and policies, coordinating with vendors and service providers for maintenance and repairs, maintaining IT asset and inventory records, providing technical

support to all departments, generating reports, and conducting staff training to optimise the use of technology and ensure uninterrupted operations across the Unit.

2.Junior Assistant

Maintain files, accurate records, and databases.- Prepare file, and retrieve documents efficiently.- Manage phone calls, emails, and correspondence.-Maintain healthy relationship and to provide support to other departments.-Perform data entry tasks across various software packages related to all departments - Draft letters in English and Malayalam.- Prepare various reports and presentations.- Conduct calculations and create graphs using spreadsheets.- Facilitate internal communications.- Handle documentation and filing, including e-files and ERP software. Finance and accounting works. Duties shall be mainly of clerical in nature.

3. Technician Grade - II (MRAC)

The MRAC Technician operates, maintains, and troubleshoots ammonia and Freon refrigeration systems, including compressors, condensers, evaporators, expansion valves, AHUs, cold stores, walk-in freezers, chest freezers, ice bank tanks, pumping systems, air conditioning system and clean rooms. He/She ensures safe and reliable operation, supervises timely cleaning of condensers, monitors system parameters, and executes preventive and corrective maintenance. Responsibilities include handling refrigerants and lubricants, maintaining tools and spares, implementing emergency SOPs, ensures refrigeration delivery at user points, and coordinating with electrical/electronics teams for interlinked systems. He/She maintains performance logs, starts/stops DG sets during power failures, ensures statutory and safety compliance. The technician has to perform cross-functional duties incl. operation and maintenance of Dairy equipments and other utilities, ensures uninterrupted chilled water/refrigeration output, and may work beyond scheduled hours as per labor laws. Shall have to attend 8 hours shift duty round the clock on rotation basis. Shall have to attend emergency duties in various Engineering department related works.

4.Technician Grade - II (Electrician)

The Electrical Technician maintains, operates, and troubleshoots all electrical systems, including HT/LT networks, transformers, switchgear, DG sets, motors, drives, panels, and cabling. Responsibilities include preventive and breakdown maintenance, tap changes for voltage correction, power factor management, joint DG upkeep with the mechanical team, monitoring electrical parameters, maintaining spares, performing power cabling, control wiring and earthing, supporting basic instrumentation repairs, ensuring statutory and safety compliance, maintaining logs, operation and upkeep of electrical utilities, and coordinating with electronics/mechanical teams. The technician undertakes cross-functional tasks incl. operation and maintenance of Dairy equipments and other utilities, shall have to attend emergency and shift duties and may have to work beyond scheduled hours as per labor laws. The technician have to ensure uninterrupted power supply, and maintains records of energy, load, and voltage parameters, ensuring continuous operation of all electrical systems supporting Dairy equipments and utilities. Shall attend to 8 hours shift duty round the clock on rotation basis.

5. Technician Grade - II (Electronics)

The Electronics Technician maintains, calibrates, and troubleshoots electronic and instrumentation systems, including PLCs, SCADA, HMIs, sensors, transmitters, meters, controllers, recorders, circuit boards, and control cabling. Responsibilities include preventive and corrective maintenance, calibration, repair of digital electronic devices, operation and maintenance of instruments, maintaining spare readiness and logs, coordinating with electrical/mechanical teams, ensuring functionality of safety interlocks and alarms, supporting installations and project modifications, participating in energy monitoring and process optimization, maintaining statutory and safety compliance and performing cross-functional tasks incl. operation and maintenance of Dairy equipments and other utilities, to attend emergency and shift duties as and when required and may have to work beyond scheduled hours as per labor laws. The technician ensures uninterrupted operation of all electronic and control systems, maintains calibration and inspection records, and supports integrated plant operations in compliance with safety, statutory, and FSSAI/ISO standards. Shall have to attend 8 hours shift duty round the clock on rotation basis.

6. Technician Grade II (Boiler- Fitter)

The Boiler Operator ensures safe, continuous, and efficient operation of steam boilers, hot-water generators, feed-water systems, and associated piping and accessories. He/She supervises cleaning of boilers, chimneys, fans, heat recovery units, and other boiler components, ensures availability of fuel, chemicals, and spares, operates water-softening plants to maintain feed-water quality, and monitors steam and condensate systems. Responsibilities include preventive and corrective maintenance, inspection of pressure vessels, maintaining operational logs and performance parameters, executing emergency SOPs, coordinating with electrical/electronics technicians, and ensuring compliance with IBR and statutory safety requirements. He/She have to perform cross-functional duties incl. operation and maintenance of Dairy equipments and other utilities, assist other technical sections, will have to work beyond scheduled hours as per labor laws. The operator shall have to ensure uninterrupted steam and hot-water supply for all Dairy equipments and utilities, ensures proper operation of steam and condensate line accessories, and maintains records and logs as per regulatory norms. Shall have to attend 8 hours shift duty round the clock on rotation basis.

7. Lab Assistant

Duties will be related to sampling of milk and milk products from road milk tanker, silos, from finished products store etc. for conducting basic chemical test, COB, Acidity, MBRT, FAT, SNF, monitoring of process parameter like temperature, operational irregularities, chances of chemical contaminations, storage tanks | road milk tankers' cleaning sampling including visual examination of all tanks, assist microbiologist/chemist to conduct microbiological assessment tests, Routine tests like MBRT, Line test, Tanker rinse test, heat stability of milk, Detection of Adulterants, standardization of Electronic Milk Testing Equipment's etc. Shall have to attend eight hours shift duty round the clock on rotation basis.

Monitoring of the cleaning activities. In-house calibration of equipments. Preparation of testing chemicals & cleaning of equipments. Documentation works of the Quality Assurance section in manual as well as in digital formats.

8. Marketing Assistant

Primary responsibility includes achieving sales targets for Milk and Milk Products in the assigned territory. **Accompanying with distribution vehicles as well as redistribution vehicles regularly even during Night Hours.** Duties will be related to market development activities namely appointing new dealers, starting distribution routes etc., monitoring of the market area and coordinate the activities of distribution vehicles, conducting market survey to Identify market share, market trends & competitors' performance, handling customer complaints and settlement, monitoring daily sales of dealers and identify the changes, improvements, loss etc. Modern Trade Management. Cold chain maintenance. Identify weak areas of the market and find ways and means to increase sales. Suggesting timely promotional scheme for Milk & Milk products. Shall have to work in rural and urban areas. Shall have to attend night hour's duty for monitoring the logistic arrangements in defined intervals in different market zones. Documentation works of the Marketing section in manual as well as in digital formats.

9. Junior Supervisor (P&I)

Supervision of Dairy Co-operative Societies, Inspection of all records associated with Milk Collection, Local Sales, Milk Testing and Milk dispatch of Dairy Cooperative Societies, Inspection of all records of societies like Cash book and General ledger, records related to cattle feed purchase, Milk purchase & sales, Frozen Semen Purchase, stock of Semen doses and Artificial insemination records, Monitoring of the milk quality (Fat, SNF & MBRT) of the milk collected and dispatched by Dairy Co-operative Societies under the supervision area, Ensure the effective use of equipments installed at Dairy Cooperative Societies for Milk procurement and Milk testing, Conduct farmer awareness programme on Milk Quality & Milk Production enhancement, Field level implementation of various programmes envisaged in the Yearly Plan of Operations of Procurement & Input Department for increasing milk production, improving chemical & microbial quality of milk, clean milk production, Supporting Primary Dairy Co-operative Societies and ensuring farmers' welfare, Monitoring the functioning of Bulk Milk Cooling units (BMCs) installed at the societies, Strengthen the rapport with Dairy Farmers and Anand Pattern Primary Dairy Cooperative Societies, Monitoring of the Milk Procurement cluster & tanker routes and arrange cost-effective transportation of milk from cluster Societies to BMCs and BMCs to Dairies, Coordinate the activities for increasing the product sales in the rural areas through Primary Societies, Inspection of milk value payment, additional milk value payment, cash balance, Bank transaction of APCOS etc. Documentation works of the Procurement & Input department in manual as well as in digital formats.

The above said roles and responsibilities shall be limited to Union's (TRCMPU Ltd) business and its role.

10. Secretarial Assistant

Administrative and Clerical Functions- Maintain and manage official correspondence, including drafting, typing, filing, and dispatching letters, circulars, and notices. Prepare and maintain confidential files, reports, and registers. Process incoming and outgoing communications - physical and electronic. Assist in maintaining office records, minutes, and documentation as per organizational standards. Support in data entry, record keeping, and report generation. Handle mail (incoming/outgoing mail) and ensure proper indexing and tracking.

Secretarial Assistance-Assist the Managing Director or Department Head in scheduling meetings, appointments, and official engagements. Prepare agenda, notes, and minutes of meetings (Board, Committee, or internal review meetings). Drafting of correspondence to other Regional Unions. Ensure timely submission of reports and returns to higher authorities such as KCMMF, Dairy Development Department, and Registrar of Co-operative Societies and other Govt. agencies. Handle confidential correspondence and communications. Draft office orders, proceedings, and memoranda under supervision.

Co-ordination and Communication-Liaise between departments and officials to ensure smooth information flow. Communicate with member societies, unions, and external agencies as directed. Follow up on pending files, approvals, and responses.

Support to HR / Establishment / Finance (as assigned)- Assist in maintaining attendance, leave, and personnel records. Support administrative processing of bills, vouchers, or pay-related documents.

11. Driver cum Office attendant Grade II

Responsible for driving official vehicles safely and efficiently for transportation of staff, materials, and other official purposes.

Ensure timely pickup and delivery of official correspondence, parcels, and milk samples to designated destinations. Maintain cleanliness, upkeep, and regular maintenance of the vehicle; check oil level, water, air pressure, battery, and fuel before operation. Maintain logbook of daily trips, mileage, fuel consumption, and maintenance records as per prescribed format.

Report any mechanical faults, damage or required servicing of vehicles promptly to the supervising authority. Assist in day-to-day office duties such as filing, photocopying, dispatching letters, and other clerical assistance as directed.

Support administrative and operational tasks including shifting of materials, documents, and office supplies within the unit. Assist in hospitality duties like serving tea, refreshments, and attending to visitors whenever required. Carry out any other related work assigned by the administrative officer or departmental head.

12.Plant Assistant Grade-III

ഭക്ഷ്യസുരക്ഷാ മാനദണ്ഡം പാലിച്ച് പാൽ സംസ്കരണം, പാൽ ഉൽപ്പന്നങ്ങളുടെ നിർമ്മാണം, പാൽ പായ്ക്കറ്റുകൾ ട്രേകളിൽ നിശ്ചിത എണ്ണം ലീക്ക് ഇല്ലെന്ന് ഉറപ്പാക്കി നിറയ്ക്കുകയും, പായ്ക്കറ്റുകൾ നിറച്ച ട്രേകൾ ശീതീകരണികളിൽ അട്ടിയിടുകയും നിർദ്ദേശാനുസരണം വിതരണ വാഹനങ്ങളിൽ കയറ്റി നൽകുകയും, ഇ.റ്റി.പി. പ്ലാന്റുകളിൽ നിർദ്ദേശാനുസരണം ജോലി ഏറ്റെടുത്ത് നിർവ്വഹിക്കുകയും, ഓഫീസ്, സ്റ്റോർ, ലാബ് മറ്റ് സെക്ഷനുകളിൽ ആവശ്യമായ ജോലി ഏറ്റെടുത്ത് നിർവ്വഹിക്കുകയും, പാൽ സംഭരണ ടാങ്കുകളിൽ/ടാങ്കുകളിൽ ഇറങ്ങി വൃത്തിയാക്കുകയും, പാൽ ടാങ്കുകളുടെ വൃത്തിയാക്കൽ, പാൽ പമ്പ് ചെയ്യുന്ന പൈപ്പുകൾ വൃത്തിയാക്കുകയും, പാൽ സംസ്കരണം, പാൽ ഉൽപ്പന്നങ്ങളുടെയും നിർമ്മാണം, എന്നിവയുമായി ബന്ധപ്പെട്ട്, അധികാരികളുടെ നിർദ്ദേശങ്ങൾ പാലിക്കുകയും, തണുപ്പുള്ളതും, ചൂടുള്ളതും, നനഞ്ഞതുമായ സ്ഥലങ്ങളിൽ ജോലി ചെയ്യാൻ സന്നദ്ധനായിരിക്കുകയും വേണം. ഡ്യൂട്ടി സമയം 24 മണിക്കൂറിൽ 8 മണിക്കൂർ വീതം ഉള്ള ഷിഫ്റ്റ് അടിസ്ഥാനത്തിൽ ആയിരിക്കും.