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NEHDC

पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड
(भारत सरकार का उद्यम)

North Eastern Handicrafts and Handlooms Development Corporation Limited
(A Government of India Enterprise)



No.NEHHDC/CO/P&A/2023-24/16 / 3035

Dated the Guwahati 3rd May'2024

RECRUITMENT NOTICE

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), a CPSE devoted to fostering the growth of artisans and weavers, in the North Eastern Region under the Ministry of Development of North Eastern Region (DoNER), is seeking applications from enthusiastic and dedicated professionals for the following positions on a contractual basis at our Corporate Office in Guwahati:

1. **Name of Post:** DGM (Accounts and Finance)

No. of Post: 01 (One)

Educational Qualifications: MBA (Finance) or CA/ICWA or M.COM (Accounts and Finance)

Job Requirements:

1. Preparation of Annual Accounts of the Corporation, Compilation of all Branches accounts of the Corporation and Preparation of Balance Sheet.
2. He/she should have the ability to analyze financial/accounting data.
3. Support the management in setting up Corporation's strategic plan for overall growth and business objective.
4. He/she should have proper knowledge of Financial Rules.
5. Responsible for overall financial operations including accounting, reporting and compliance.
6. Developing and implementing of financial strategies aligned with organizational goal.
7. Providing strategic guidance to ensure financial stability and uphold the reputation of the Corporation.
8. Preparation of budget, project cost analysis, cost control measures etc.
9. Maintain adequate records of Corporation's financial transaction and make strategy for maximize of revenue.
10. Preparing report and information required and submitting to all the concerned Ministries.
11. Profit and Loss A/c of the Corporation, Meeting Statutory audit and C&AG observation.
12. Looking after overall accounts related works in the accounts department.
13. Guiding in all financial matters of NEHHDC.



CIN: U361010ML1997GOI001696 | website: www.nehhdc.com | email: md.nehhdc1@gmail.com

शिल्प संवर्धन एवं अनुभव केंद्र, गरचुक, पमोही रोड, गुवाहाटी- ७८१०३५

Crafts Promotion & Experience Center, Garchuk, Pamohi Road, Guwahati- 781035

Minium Experience: 15 Years

Age: 42-55 Years

Consolidated Pay: Rs. 75,000

2. **Name of Post:** Procurement Specialist

No. of Post: 01 (One)

Educational Qualifications: University Degree preferably in Commerce/Engineering or in Business Management (Postgraduate — preferred).

Job Requirements:

1. Minimum 5 years procurement experience with a Government/Public enterprise or Multilateral Financial Institution.
2. Knowledge and experience with procurement policies, procedures and guidelines as per GFR, Goods and Services Procurement Manual and CVC guidelines.
3. He/she should have past experience of implementation of minimum 5 successful bid/tender in GEM/CPPP. (could annexed detail)
4. Expertise in the procurement procedure involved in externally aided projects.
5. Knowledge of administrative and tender procedures in Government departments.
6. Knowledge of GEM and CPP portal.
7. Familiarity and experience in working with implementing agencies at state level.

Minimum Experience: 5 Years

Age: 30-45 Years

Consolidated Pay: Rs 35,000 (Negotiable)

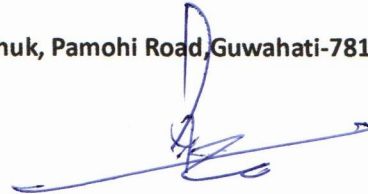
Eligible candidates will apply in the Standard Application Form with copies of educational qualification and experience detail etc. A detailed Resume also can be annexed with the Standard Application Form. The application should reach the following address on or before 17th May'2024:

Manager (HR and Administration)

North Eastern Handicrafts and Handlooms Development Corporation Limited.

(A Government of India Enterprise)

NEHDC, Craft Promotion and Experience Center, Garchuk, Pamohi Road, Guwahati-781035

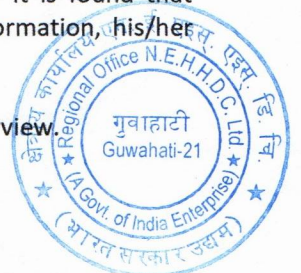


Managing Director

Note: For any query please contact 91-8116359478

GENERAL TERMS & CONDITIONS:

- 1) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement.
- 2) Applications received after due date will not be considered.
- 3) All qualifications must be from UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions (where ever applicable).
- 4) The applicant must be citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01 Jan, 2024.
- 6) The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.
- 7) All the applicants should preferably have good computer knowledge and communication skills.
- 8) No. of post may vary as per the requirement of the Corporation.
- 9) The engagement will be initially for a period of 1(One) year. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended.
- 10) The engaged person will be entitled to draw a consolidated monthly remuneration and he will be eligible for PF, ESIC/Medical Insurance, Group Insurance as per the rules of the Corporation. He/she will be entitled to Leaves as per the rules of the Corporation.
- 11) The engaged persons are liable to be transferred to any other location/ branch as and when required by the Corporation.
- 12) During the validity of the contract of engagement, while on duty, engaged person shall observe the punctuality and discipline.
- 13) This contract of engagement is terminable by the Corporation at any point of time without prior notice if the performance of the engaged person is not found satisfactory.
- 14) The engaged person also reserves his/her right of terminating this contract of engagement by giving the Corporation one month's prior notice in writing.
- 15) The engaged person will have no right to claim any additional benefit/compensation/ absorption/regularization of services in the Corporation during or after the period of engagement under any provision.
- 16) Persons working under Central/State Govt./Public Sector Undertaking/ Autonomous, bodies should submit "NO OBJECTION CERTIFICATE" at the time of interview, from their present Employer.
- 17) The candidates are advised to give specific, correct, full information. In case it is detected at any stage that a candidate does not fulfill the eligibility criteria, his / her candidature shall be rejected / cancelled without assigning any reason, thereof. Similarly, even after joining, if it is found that he/she has furnished any incorrect information or suppressed any material information, his/her services shall be summarily terminated.
- 18) The Management reserves the right to call suitable/short-listed candidates for interview.



- 19) In case no suitable candidate is found, management may consider for appointment of the candidate by relaxing age / qualification / experience. In such cases Management may also consider appointment at the next lower level or at any suitable position as deemed fit at a suitable remuneration to meet the immediate requirement.
- 20) NEHHDC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 21) Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be called for test/interview. Management reserves the right to raise standard of specifications i.e. qualification /percentage of marks / experience higher than that of the minimum prescribed in the advertisement to restrict the number of candidates to be called for test/interview.
- 22) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto shall be subject to jurisdictions of Court at Guwahati only.
- 23) No TA/ DA will be paid to any candidate for appearing in the interview.
- 24) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 25) Any modifications / amendments in the advertisement will be given on the NEHHDC website only i.e. www.nehhdc.com and no separate advertisement will be issued.
- 26) Eligible candidates will apply in the **Standard Application Form** with copies of educational qualification and experience detail etc . A detailed Resume also can be annexed with the Standard Application Form. The application should reach the following address on or before **17th May'2024**:

Manager (HR and Administration)
North Eastern Handicrafts and Handlooms Development Corporation Limited.
(A Government of India Enterprise)
NEHHDC, Craft Promotion Center, Garchuk, Pamohi Road,Guwahati-781035

All important information regarding this recruitment will be available on the NEHHDC website www.nehhdc.com and as such, candidates are advised in their own interest to visit the website periodically to get update.



Annexure for Standard Job Application Form

Affix Your Recent
Passport Size
Photograph

A. Post Applied For: _____

B. Personal Information:

Full Name:		
Date of Birth:		
Gender:		
Nationality:		
Contact Number:		Alternate Contact Number:
Email Address:		
Address:		

C. Education Details:

PG/Degree/Diploma:	
University/Institution:	
Year of Graduation:	
Additional Qualifications:	
Professional Experience:	Years: _____, Months _____



D. Employment Details:

Current Employer (If Any): _____

Position: _____

Duration: _____

Previous Employer(s) (if applicable):

Employer: _____

Position: _____

Duration: _____

E. Skills and Competencies:

Financial Management Skills: _____

Procurement Expertise: _____

Leadership Abilities: _____

Communication Skills: _____

Analytical Skills: _____

References (If Any):

F. Please provide details of two professional references.

1. Name: _____

Position (Organization): _____

Contact Number: _____

Email Address: _____

2. Name: _____

Position (Organization): _____

Contact Number: _____

Email Address: _____



Declaration:

I hereby declare that the information provided in this application form is true to the best of my knowledge. I understand that any false statement may result in the rejection of my application or termination of employment if hired.

Signature: _____

Date: _____

[Attach your Latest Resume/CV and self-attached Supporting Documents (Qualifications, Address Proof, Marksheets, Degree, ID Proof, etc.) along with this application form.]

*Note: This application form is subject to review and verification by the hiring committee of NEHHDC.

