

पूर्वोत्तरहस्तशिल्पएवंहस्तकरघाविकासनिगमलिमिटेड (एनईएचडीसी)
North Eastern Handicrafts and Handlooms Development Corporation
(A Govt. of India Enterprise)
NEHHDC, Craft Promotion Center,
Garchuk, Pamhoi Road, Guwahati-781035



No. NEHHDC/CO/P&A/2023-24/16 / 2762

Date: 16.12.23

NOTICE FOR WALK IN INTERVIEW

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), a CPSE working for the development of Artisans and Weavers of the North Eastern Region under Ministry of DoNER is going to conduct a "WALK IN INTERVIEW" for the following positions on Purely Contract basis (Without any statutory benefits) initially for 1 (one) year for its office at Guwahati:

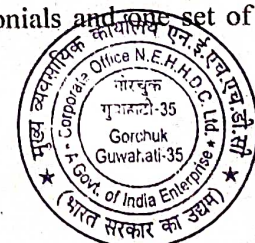
1. Name of the Post: Development Professional
No. of post: 1 (One).
Educational Qualification: Post Graduate having adequate knowledge in Project related works, Concept Development, Project Proposal Development, Project report, Project Management.
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience: Minimum experience 7-8 years (handloom or handicrafts sector experience preferred)
Age: Maximum 40years
Consolidated Fixed Pay: Rs. 45,000/- without any statutory benefits
- 2) Name of the Post: Manager (Skill Development)
No. of post: 1 (One).
Educational Qualification: Graduate having adequate knowledge in Project related works, Operations, Business development & Strategic Development, CRM, experience in Tendering Process
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience: Minimum 5-7 years in relevant field
Age: Max. 40 years
Consolidated Fixed Pay: Rs. 40000/- without any statutory benefits
- 3) Name of the Post: Project Manager
No. of post: 1 (One).
Educational Qualification: Post Graduate degree in project management, business administration or related field. Graduate in Engineering background also eligible
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience: Minimum 3-5 years in relevant field/ expertise in traditional in traditional industry sector. Profound understanding of intricacies within the traditional domain.
Substantial experience in managing tender processes



- Age: Max. 35years
Consolidated Fixed Pay: Rs. 35,000/- without any statutory benefits
- 4) Name of the Post: Deputy Manager (Production) Spinning Plant
No. of post: 1 (One).
Educational Qualification: Graduate & Diploma in Textile, knowledge in yarn, quality control in yarn, fabric, fibre, dyeing, hand-woven fabric
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience:.. Minimum 10 years in relevant field
Age: Max. 58 years
Consolidated Fixed Pay: Rs. 36,000/- without any statutory benefits
- 5) Name of the Post: Executive (Deptt. of Advocacy, Consultancy & projects)
No. of post: 1 (One).
Educational Qualification: Graduate having adequate knowledge in Project related works, drafting of notes, bill processing related to projects, mobilising, project co-ordination & surveys
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience:.. Minimum 2 years in relevant field
Age: Max. 25 years
Consolidated Fixed Pay: Rs. 16,000/- without any statutory benefits
- 6) Name of the Post: Executive (Skill)
No. of post: 1 (One).
Educational Qualification: HS/ Any Graduate having knowledge in skill development. Handling of TP/TC portal, assessment support, centre inspection, bill claiming, mobilization.
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience:.. Minimum 6-10 years experience in skill and relevant field
Age: Max. 38 years
Consolidated Fixed Pay: Rs. 24,000/- without any statutory benefits
- 7) Name of the Post: Asstt. Executive (Project & Scheme)
No. of post: 1 (One).
Educational Qualification: Post Graduate having knowledge business strategy, mobilization, business sales, drafting of notes, project proposal
Knowledge of Microsoft – Word, Outlook, PowerPoint, Excel
Experience: Minimum 2-4 years in relevant field
Age: Max. 30 years
Consolidated Fixed Pay: Rs. 21,000/- without any statutory benefits

The Walk in Interview is scheduled to be held on **27.12.23, from 11:00 am onwards** at North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), Corporate Office, Garchuk Pamohi Road, Guwahati 781035. The registration process of Walk in Interview will be held on **27.12.23 from 10:00 am to 11:00 am.**

Interested and eligible candidates may register and appear the Walk in Interview as per the schedule as mentioned above and also bring original copies of testimonials and one set of



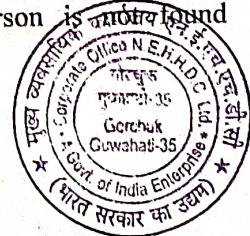
self-attached copies of educational qualification and experience detail etc. A detailed Resume also can be annexed with the application.

Sd/-
Managing Director
NEHHDC Ltd
CPEC, Garchuk-35

Note: Please check the website www.nehhdc.com for any update.

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) The registration process of Walk in Interview will be held on **27.12.23** from **10:00 am to 11:00 am**. Applications received after scheduled time 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 November, 2023.
- 6) The candidates having minimum experience of Public Sector Undertaking/ 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 or terminated without any notice.
- 10) The engaged person will be entitled to draw a fixed consolidated monthly remuneration only without any statutory dues. During the validity of this contract no other allowance, remuneration, shall be payable to him/her. However, he/she will be entitled to Leaves as per the Corporation rules for contract employees.
- 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 addition benefit/compensation/absorption/regularization of services in the Corporation during or after the period of engagement under any provision.
- 16) This engagement neither confers any right to you for future absorption / claiming of permanent in the Corporation in any capacity nor any forms of relaxation / concession to you for applying for any post in the Corporation in future.
- 17) 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.
- 18) 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.
- 19) The Management reserves the right to call suitable/short-listed candidates for interview.
- 20) 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.
- 21) NEHHDC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 22) 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.
- 23) 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.
- 24) No TA/ DA will be paid to any candidate for appearing in the interview.
- 25) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.



- 26) 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.

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.

