



No. HHDC/CO/P&A/2022-23/15 / 1754

Dated the Guwahati 25th November'2022

NOTICE FOR WALK IN INTERVIEW

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), 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 establishments at Guwahati:

1) Name of the Post: Executive (Business Development).

No. of post: 1 (One).

Educational Qualification: B.Com/Any Graduate with accounting software knowledge.

Experience: Minimum 2-5 years experience in relevant field with computer proficiency.

Age: Max 30 years.

Consolidated Fixed Pay: Rs.20,000/- per month. (Without any statutory benefits)

2) Name of the Post: Executive(Livelihood & Entrepreneurship)

No. of post: 1 (One).

Educational Qualification: Any Graduate/Post Graduate.

Experience: Minimum 6-8 years experience in relevant field. Age: Max 32 years.

Consolidated Fixed Pay: Rs.30,000/- per month. (Without any statutory benefits)

3) Name of the Post: Accounts Assistant

No. of post: 1 (One).

Educational Qualification: HS pass/Any Graduate.

Experience: Minimum 2-5 years experience in relevant field. Age: Max years.

Consolidated Fixed Pay: Rs.15,000/- per month. (Without any statutory benefits)

4) Name of the Post: Project Manager (Livelihood & Entrepreneurship)

No. of post: 1 (One).

Educational Qualification: Any Graduate/Post Graduate.

Experience: Minimum 10 years experience in relevant field. Age: Max 40-45 years.

Consolidated Fixed Pay: Rs.40,000/- per month. (Without any statutory benefits)

5) Name of the Post: Project Manager (Project & Scheme)

No. of post: 1 (One).

Educational Qualification: Any Graduate/Post Graduate.

Experience: A total of Minimum 8 years of post-qualification experience in project coordination, socio economic development, skill development and entrepreneurship, Documentation, govt. Projects - (SFURTI, ASPIRE, NHDP etc.), CSR projects. Age: Max 40-45 years.

Consolidated Fixed Pay: Rs.35,000/- per month. (Without any statutory benefits)



CIN: U36101ML1977GOI001696

Website: <https://nehhdc.com/>; Email: md.nehhdcl@gmail.com

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

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

6) Name of the Post: Production & Quality Control Officer.

No. of post: 1 (One).

Educational Qualification: B. Tech (Textile) with knowledge in Handloom Sector.

Experience: Minimum 2-5 years experience in relevant field with computer proficiency.

Age: Max 30 years.

Consolidated Fixed Pay: Rs.26,000/- per month. (Without any statutory benefits)

7) Name of the Post: Master Weaver.

No. of post: 1 (One).

Educational Qualification: H.S./Graduate with knowledge in Handloom Sector & Weaving.

Experience: Minimum 2-5 years experience in relevant field with weaving knowledge.

Age: Max 40 years.

Consolidated Fixed Pay: Rs.20,000/- per month. (Without any statutory benefits)

The Walk in Interview schedule to be held on **6th December'2022(Tuesday)**, from **11:00 am onwards**. The registration process of Walk in Interview will be held on 6th December'2022(Tuesday), from **9:30 am to 10:30 am**.

Note: No TA/DA will be paid for attending the interview.

Interested & eligible candidates may register & appear the Walk in Interview as per schedule mentioned above & also bring the 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, Grachuk-35



Note: For any query please contact 03612910002.

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 6th December'2022, from **9:30 am to 10:30 am** applications received after scheduled time will not be considered.
- 3) All qualifications must be full time from 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 Dec, 2022,
- 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 or terminated without any notice.
- 10) The engaged person will be entitled to draw a consolidated monthly remuneration only. 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) 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 candidates are advised in their own interest to visit the website periodically to get update.

