



पूर्वोत्तर हस्तशिल्प एवं हथकरघा विकास निगम लिमिटेड  
(भारत सरकार का उद्यम)  
**North Eastern Handicrafts and Handlooms Development Corporation Ltd.**  
(A Govt. of India Enterprise)

इष्ट पॉइंट टावर, बामुनीमैदान, गुवाहाटी-७८१०२१  
East Point Tower, Bamunimaidan, Guwahati-781 021

दूरभाष / Tele : 2654830, 2654780-81, 2650030-31  
Website : www.nehhdc.com

फैक्स / Fax : 0361-2655834/2659909  
e-mail : nehhdco@yahoo.co.in

No. NEHDC/RP/01/2013

October 03, 2013

**APPLICATIONS FOR THE POST OF CONSULTANT (FINANCE & ADMINISTRATION) AND  
CONSULTANT (MARKETING) (ON CONTRACT TERMS)**

North Eastern Handicrafts and Handlooms Development Corporation (NEHDC) is a CPSU established under the Indian Companies Act 1956 under the Ministry of Development of North Eastern Region, Govt of India. The Corporation is mandated to the development and promotion of handicrafts and handlooms of the North Eastern Region of the Country. NEHDC invites applications from Indian citizens for 02(two) positions of Consultant on contract terms in areas of Finance and Administration and Marketing. Eligible persons with qualifications of M.Com(Accountancy/Finance), MBA(Finance, HR, Marketing) etc with sound health, drive and initiative up to age of 60 years may apply. Compensation package is negotiable for the right candidate.

The applications with detailed CV should reach the Managing Director, NEHDC, East Point Tower, Guwahati-21 latest by 12<sup>th</sup> November, 2013. Applications should be sent by superscribing the envelope "**Application for the post of Consultant**". NEHDC reserves the right to accept and or reject one or all applications without assigning any reason thereof.

**Additional Points on the Advertisement for the positions of Consultants (On Contract Terms)**

1. NEHDC is looking for Consultants with requisite qualifications and experience for the positions (02 Nos) of Consultants in areas of Finance & Administration and Marketing. Preference will be given to candidates who have working experiences in PSU/CPSU. Candidates having experiences in Govt. departments and reputed Private Sectors may also apply.
2. The candidates should be conversant with various rules and guidelines of the Government of India and that of Corporations. Candidates should also be conversant with Computers and software applications and be capable of working independently to achieve the set targets with the allotted resources and by observing all the prescribed rules and regulations.
3. The Consultants shall report directly to the Managing Director or to Officials in the General Management cadre of the Corporation as per the decisions of the Management.
4. Compensation package in the form of honorarium/consultancy fees etc shall be based on the experience/qualifications and other factors of the candidates. The compensation package is negotiable.
5. Only Indian citizen need to apply.
6. NEHDC is looking for candidates having qualifications of M.Com( Accountancy/Finance) and MBA( Marketing, HR, Finance ) etc. for filling up the positions of Consultants.
7. The consultancy is initially for a period of one year extendable to 2 to 3 years depending on the requirements and performance of the incumbents.
8. The place of posting will be at the NEHDC's Regional Office, Guwahati. In the interest of the works Consultants so appointed may be attached to other branches of the Corporation for such duration and time as may be decided by the Competent Authority.
9. The brief Job Description of the Candidates are as under:

Regd. Office : C/o Purbashree Emponum, Police Bazar, Shillong-793 001  
Fax : 0364-2223513, Ph. : 0364-2224477  
Dy General Manager  
North Eastern Handicrafts &  
Handlooms Development Corporation Ltd.



पूर्वोत्तर हस्तशिल्प एवं हथकरघा विकास निगम लिमिटेड  
(भारत सरकार का उद्यम)  
North Eastern Handicrafts and Handlooms Development Corporation Ltd.  
(A Govt. of India Enterprise)

इष्ट पॉइंट टावर, बामुनीमैदान, गुवाहाटी-७८१०२१  
East Point Tower, Bamunimaidan, Guwahati-781 021

दूरभाष / Tele : 2654830, 2654780-81, 2650030-31  
Website : www.nehhdco.com

फैक्स / Fax : 0361-2655934/2659909  
e-mail : nehhdco@yahoo.co.in

1). **Consultant( Finance & Administration etc):**

**(A).Finance & Accounts Function:**

1. To prepare the Annual Accounts of the Corporation as per guidelines and Annual Calendar.
2. To introduce accounting software and computerisation of the accounts and Finance department.
3. To formulate and implement all formats/procedures in the Finance and Accounts Departments of the Corporation.
4. Liaise and correspond with various Statutory Departments viz., C&AG, Statutory Auditors, DPE and Ministry etc.
5. To Draft the MoU of the Corporation and other related issues.
6. To attend various meetings/audit issues etc of the Corporation.
7. To train up the Accounts/Administrative staff.
8. Any other works/assignments as may be allotted from time to time by the Competent Authority.

**(B): Administrative Function:**

1. All issues and works concerning HR/Administration/Establishment functions of the Corporation.
2. Attend various meetings/discussions/seminars & workshops etc.
3. Issues concerning implementation of Official Language etc.
4. Any other works as may be allotted by the Competent Authority from time to time.

2. **Consultant(Marketing):**

1. Issues concerning sourcing and procurement of handicrafts & handlooms from the artisan/weavers etc from the N.E.Region.
  2. Supervision and conduct of various Expos/Exhibitions/Crafts Bazaars etc as per guidelines.
  3. Institutional Sales/Marketing and development of linkages with various Departments/PSU/CPSU/Corporate sector etc.
  4. Preparation of Reports>Returns /Accounts etc. as may be required.
  5. Any other works as may be allotted from time to time by the Competent Authority.
10. The selected candidates should be prepared to join within 30-45 days time from the date of issue of offer by the NEHDC.
  11. Candidates with minimum 3 years of experience and up to 60 years of age on the date of application may apply for the posts of consultants.
  12. Candidates so appointed may be terminated with 30 days notice from either side.

  
(P.K.Gogoi)  
Dy.General Manager

Dy General Manager  
North Eastern Handicrafts &  
Handlooms Development Corporation Ltd.

Regd. Office : C/o Purbashree Emporium, Police Bazar, Shillong-793 001  
Fax : 0364-2223513, Ph. : 0364-2224477