



पूर्वोत्तर हस्तशिल्प एवं हथकरधा 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- ७८१ ०२१  
East Point Tower, Bamunimaidan, Guwahati - 781 021

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

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

### RECRUITMENT NOTICE

The North Eastern Handicrafts and Handlooms Development Corporation Ltd (NEHHDC), a Central Public Sector Enterprise under the Ministry of Development of North Eastern Region is looking for a young and dynamic **Executive** to work in the Finance & Accounts and Marketing department on contractual terms. NEHHDC is looking for a person who possesses at least 2-5 years of working experience in Finance & Accounts department of CPSU/PSU/Corporate House and is fully conversant with the Software applications (Tally etc). Compensation package will depend on the person's qualification and experiences and other attributes.

Interested candidates possessing the requisite qualifications and experiences may apply in the prescribed Application Form to Manager, Sr. Grade (P&A), M/s NEHHDC Ltd, East Point Tower, 5th & 6th floor Bamunimaidan, Guwahati – 781 021 within 21 days of publication of this advertisement. The applicants may enclosed self attested documents of credentials and certificates etc. with a copy of passport size photograph.

NEHHDC reserves the right to accept or reject one or all the applications at its discretions and also reserves the right to shortlist the applications to call or not to call for interview.

Please apply in the Standard Form of Application provided in the website.

(T.K. Sarma)  
Manager Sr. Garde (P&A)

## STANDARD FORM OF APPLICATION



To,  
The Manager (P&A)

M/s.....

Name of post applied for:.....

1. Name in full (Block Letter) :.....

2. Present Address:

Vill..... & P.O:.....

Dist:..... Sate:..... & PIN:.....

3. Phone/Mobile Number :.....

4. Father's Name/Husband's Name :.....

Vill..... & P.O:.....

Dist:..... Sate:..... & PIN:.....

5. Place of birth including Police Station:

Vill..... & P.O:.....

Dist:..... Sate:..... & PIN:.....

6. Are you a citizen of India if so how?(Copy of citizenship Certificate should be enclosed)

.....

7. Educational Qualification (Copies of certificate should be enclosed)

Sl. No	Examination	Board/University	Division/Class	Percentage of Marks
1	HSLC			
2	HSSLC/Equivalent			
3	B.Com/Equivalent			
4	M. Com/Other			
5	Other (if any)			

8. Community:.....

(A) State your religion :.....

(B) Cast:.....

9. Age as on 31<sup>st</sup> Aug'2015(According to the H.S.L.C. certificate copy):.....

10. Present Occupation if any:.....

(A) From...../...../..... to ...../...../..... (B) Remuneration Drawn.....

11. Previous appointment held, if any:.....

(A) From...../...../..... to ...../...../..... (B) Remuneration Drawn.....

12. Are you a temporary of retrenched personal of temporary Department of the Govt. (Answer 'Yes' or 'No'):.....

13. Employment Registration No. if any :.....

I am a candidate for the post.....and the stated above are true to the best of any knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

SIGNATURE OF THE APPLICANT