



उ.पू.ह.ह.वि.नि.
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)

GSTIN: 18AABCN3014D1Z1



NO: NEHHDC/CO/P&A/2024-25/90/4184

Dated the Guwahati 10th JAN'2025

RECRUITMENT NOTICE

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), 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 the Eri Silk Spinning Plant, Industrial Textile Park - Baksa, Mushalpur, BTC:

1. Name of Post: Sr. Manager (Level E-4)/COO of the Eri Silk Spinning Plant, Baksa

No. of Post: 01 (One)

Place of Work: Eri Silk Spinning Plant, Integrated Textile Park, Kharuajan, Mushalpur, Baksa, BTC, Assam - 781346

2. Educational Qualifications:

I. **Essential:** A first-class degree in any of the following fields:

a) Textile Engineering

b) Production Engineering

c) Mechanical Engineering or a related field is essential, from a UGC-recognized university or institute of national repute.

II. **Desirable:** A Master's degree in Business Administration (MBA) with a focus on Operations Management, Supply Chain Management, or Industrial Management.

3. Practical Experience:

I. **Work Experience:**

- 15-20 years of experience in textile manufacturing or a related field. Experience in a yarn-spinning plant will be highly beneficial.
- Prior experience in a supervisory or managerial role will be essential.

II. **Industry Knowledge:**

- Should be familiar with the yarn production process, machinery, and quality control protocols.

4. Skills:

I. **Leadership and Management Skills:**

- Strong leadership skills to manage teams effectively.
- Ability to handle conflicts and motivate employees.



CIN: U361010ML1977GOI001696 | website: www.nehhdc.com | email: md.nehhdc@gmail.com

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

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

- II. **Operational Knowledge:**
 - Understanding of production processes, supply chain management, and quality assurance.
 - III. **Problem-Solving Skills:**
 - Ability to identify operational inefficiencies and implement corrective measures.
 - IV. **Analytical Skills:**
 - Proficient in data analysis to inform decision-making and improve process efficiencies.
 - V. **Communication Skills:**
 - Excellent verbal and written communication skills for effective interaction with employees, suppliers, and stakeholders.
 - VI. **Technical Skills:**
 - Familiarity with production planning and inventory management software/ERP.
 - Basic understanding of machinery used in yarn production
5. **Other Qualifications:**
- I. **Certifications (At least one will be essential):**
 - Certification in Lean Manufacturing, Six Sigma, ISO, Fair Trade, or Quality Management will be beneficial.
 - Knowledge of health and safety regulations in manufacturing environments.
 - II. **Knowledge of Regulatory Standards:**
 - Understanding of environmental regulations and sustainability practices in textile production.
6. **Additional Attributes:**
- Strong organizational skills.
 - Ability to work under pressure and meet deadlines.
 - Flexibility to adapt to changing demands in a fast-paced environment

Minimum Experience: 15 - 20 years.

Age: Upper Age 48 years at the time of selection

Consolidated Pay Scale: Level E4 (Rs. 1,00,000 to Rs. 1,25,000) Fixed.

Date of Publishing of Shortlisted Candidates List: 21st JAN 2025*





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Eligible candidates will apply in the **Standard Application Form** with copies of educational qualifications and experience details etc. A detailed Resume also be annexed with the Standard Application Form. **The Application Form with all enclosed documents should reach the following address on or before 20th JAN'2024 no later than 5:30 PM or the scanned application with all documents can also be emailed to the below-mentioned email address, provided the applicant must provide all original documents during the time of Interview.**

Email Id: hr@nehhdc.com with CC to: md.nehhdcl@gmail.com

SUBJECT: APPLICATION FOR THE POST OF Sr. Manager (Level E-4)/COO of the Eri Silk Spinning Plant, Baksa.

POSTAL ADDRESS:

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,

M No: 91-8116359478

Email: hr@nehhdc.com

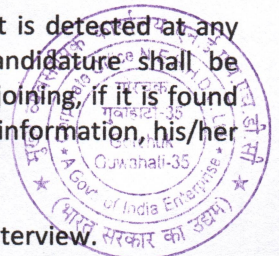
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शिल्प संवर्धन एवं अनुभव केंद्र, गर्चुक, पमोही रोड, गुवाहाटी- ७८१०३५

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

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 (wherever applicable).
- 4) The applicant must be a citizen of India.
- 5) The candidate should not have exceeded the age limit as of 01 Jan 2024.
- 6) Candidates having minimum experience in 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 1(One) year, with a probation period of 90 Days. 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, and Group Term Insurance as per the rules of the Corporation. He/she will be entitled to Leave 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, the engaged person shall observe punctuality and discipline.
- 13) This contract of engagement is terminable by the Corporation at any point in time without prior notice if the performance of the engaged person is not found satisfactory.
- 14) The engaged person also reserves his/her right to terminate 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 a "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 details etc. A detailed Resume also be annexed with the Standard Application Form. **The Application Form with all enclosed documents should reach the following address on or before 20th JAN'2024 no later than 5:30 PM or the scanned application with all documents can be emailed to the below-mentioned email address, provided the applicant must provide all original documents during the time of Interview.**

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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 updates.

Annexure-A
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:

Degree:	
PG Details (If Any):	
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:

Job Specific Skills 1: _____

Job Specific Skills 2: _____

Other Expertise: _____

Leadership Abilities: _____

Communication Skills: _____

Analytical Skills: _____

References (If Any):

F. Please provide details of two professional references of Current Employer/Past Employment.

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: _____

Place: _____

Date: _____

[Attach your Latest Resume/CV and self-attached Supporting Documents (**Qualifications, Work Experience Certificates, Certification Courses (if any), 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.

