



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



File No. NEHHDC/CO/P&A/2023-24/16/3985

Date 14.10.2024

RECRUITMENT NOTICE

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), a CPSE devoted to fostering the growth of artisans and weavers in the North Eastern Region under the Ministry of DoNER, is seeking applications from enthusiastic and dedicated professionals for the following positions on a contractual basis:

1. **Name of Post:** MIS Executive

No. of Post: 01 (One).

Educational Qualifications: Graduate in any discipline (Commerce Graduate preferred)

Responsibilities: Manage and maintain data integrity across various projects, Oversee the maintenance of dashboards for effective reporting and analysis, handle all transactions related to skill projects, ensuring accuracy and timely processing.

Minium Experience: 2-3 Years in skill-based projects.

Consolidated Pay: Rs. 20,000 per month.

Maximum Age: 40 Years

2. **Name of Post:** Project Executive

No. of Post: 01 (One).

Educational Qualifications: Graduate in any discipline

Responsibilities: Draft comprehensive project proposals, Prepare Detailed Projects Reports (DPR) that include project objectives, methodologies and budgets. Monitor and track the status of submitted proposals and provide follow up as necessary.

Minimum Experience: 2-3 Years in skill-based projects

Consolidated Pay: Rs. 20,000 per month.

Maximum Age: 40 Years

3. **Name of Post:** Executive (Field Operator)

No. of Post: 01 (One).

Educational Qualifications: Graduate in any discipline



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



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Responsibilities: Travel to designated locations for center verification and evaluation of training programs. Conduct regular inspections of work sites to ensure compliance with operational standards and safety regulations.

Maximum Age: 40 Years

Minimum Experience: 2-3 Years in skill-based projects.

Consolidated Pay: Rs 20,000 per month

Interested and eligible candidates may appear in the Walk in Interview on 18th October 2024 and also bring original copies of testimonials and one set of self-attested copies educational qualifications and experience details etc. A detailed resume also can be annexed with the application.

Managing Director
NEHDC Ltd
Garchuk-35



Note: For any queries, please contact hadmin@nehhdcl.com

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 18th October, 2024 from 10:00 am to 11:00 am. Applicants 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 of 40 as on 01 Jan, 2024.
- 6) The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.

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- 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 on a contractual basis. 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 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.



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- 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 NEHDC 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 NEHDC website www.nehhdc.com and as such, candidates are advised in their own interest to visit the website periodically to get update.

