



पूर्वोत्तर हस्तशिल्प एवं हस्तकरघा विकास निगम लिमिटेड
(भारत सरकार का उद्यम)

North Eastern Handicrafts and Handlooms Development Corporation Limited
(A Government of India Enterprise)



उ.पू.ह.ह.वि.नि.
NEHHDC

GSTIN: 18AABCN3014D1Z1

No.NEHHDC/CO/P&A/2023-24/16/6783

Dated the Guwahati 28th November 2025

RECRUITMENT NOTICE

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHHDC), a CPSE under the Ministry of Development of North Eastern Region (DoNER), engaged in fostering the growth of artisans and weavers of the North Eastern Region, invites applications from enthusiastic and dedicated professionals for the following position on contractual terms at the Corporate Office, Guwahati:

1. Name of Post: Deputy General Manager (Technical)

Level: E5

No. of Post: 01 (One)

Educational Qualifications: BE (Civil)

Preferred: M.Tech/MBA or relevant postgraduate qualification.

Age: Maximum 55 Years

Consolidated Pay: Rs. 1,25,000/- Per Month

Minimum Experience: 17 years of technical experience, out of which at least 10 years must be in senior managerial roles. Preference will be given to candidates with experience in Central/State Government, Public Sector Undertakings, or Autonomous Bodies.

Place of posting: Guwahati

Job Requirements:

1. Support the management in setting up Corporation's strategic plan for overall growth and business objective.
2. Developing and implementing of strategies aligned with organizational goal.
3. Plan, direct, and oversee all technical and engineering functions.
4. Supervise ongoing projects, from concept to commissioning, ensuring timelines and budgets are met.
5. Manage technical teams, including engineers, supervisors, and support staff.
6. Ensure compliance with applicable standards, codes, and statutory regulations.
7. Collaborate with other departments for integrated project and operations planning.
8. Drive innovation, adoption of new technologies, and process improvements.
9. Conduct technical evaluations for procurement and vendor selection.
10. Monitor maintenance schedules to ensure operational efficiency and reliability.
11. Prepare and present technical reports to senior management.
12. Ensure implementation of EHS (Environment, Health & Safety) standards.
13. Providing strategic guidance to ensure financial stability and uphold the reputation of the Corporation.



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

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

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

14. Preparation of budget, project cost analysis, cost control measures etc.
15. Make strategy for maximize of revenue.
16. Preparing report and information required and submitting to all the concerned Ministries.
17. Looking after overall functioning of the Corporation.

Key Skills & Competencies:

- Experience of Project Management.
- Proposal, DPR preparation.
- Data Analytics. Techno-commercial expertise.
- Procurement and Contract Management. SLA preparation.
- Strong leadership and project management skills.
- In-depth knowledge of industry-specific technical standards.
- Proficiency in technical evaluation, planning, and execution.
- Excellent communication and team-building skills.
- Familiarity with ERP systems, technical documentation, and reporting tools.

Eligible candidates will apply in the Standard Application Form annexed as Annexure-I with copies of educational qualification and experience detail etc. A detailed Resume/CV also can be annexed with the Standard Application Form. The application should reach the following email ID on or before 10th December'2025:

Email: mgrc@nehhdc.com (Manager, Human Resource) with a CC to md@nehhdc.com (Managing Director)



Managing Director
Managing Director,
North Eastern Handicrafts &
Handlooms Deve. Corpn. Ltd.

Note: For any query please contact 91-8473954630

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) **Candidates who have already applied for this post are not required to apply again.**
- 3) Applications received after due date will not be considered.

- 4) All qualifications must be from UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions (where ever applicable).
- 5) The applicant must be citizen of India.
- 6) The candidate should not have exceeded the age limit as on 01 June, 2025.
- 7) The candidates having minimum experience of working under Central/State Govt./Public Sector Undertaking/ Autonomous will be preferred.
- 8) All the applicants should preferably have good computer knowledge and communication skills.
- 9) No. of post may vary as per the requirement of the Corporation.
- 10) 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.
- 11) The engaged person will be entitled to draw a consolidated monthly remuneration and he will be eligible for PF, ESIC/Medical Insurance, Group Insurance as per the rules of the Corporation. He/she will be entitled to Leaves as per the rules of the Corporation.
- 12) The engaged persons are liable to be transferred to any other location/ branch as and when required by the Corporation.
- 13) During the validity of the contract of engagement, while on duty, engaged person shall observe the punctuality and discipline.
- 14) The engaged person shall maintain strict confidentiality regarding any information related to the Corporation's business, operations, financial matters, and any other sensitive information acquired during the period of engagement.
- 15) The obligation of confidentiality shall remain binding during the entire period of employment and shall continue for a period of two (2) years after the termination or cessation of employment with NEHHDC.
- 16) 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.
- 17) 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.
- 18) 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.



- 19) 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.
- 20) 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.
- 21) The Management reserves the right to call suitable/short-listed candidates for interview.
- 22) 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.
- 23) NEHHDC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 24) 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.
- 25) 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.
- 26) No TA/ DA will be paid to any candidate for appearing in the interview.
- 27) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 28) 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.

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 update.



STANDARD APPLICATION FORM

1. Position Applied For:

2. Applicant's Full Name:

3. Father's / Mother's Name:

4. Date of Birth (DD/MM/YYYY):

_____ Age: _____

5. Gender:

Other Female Male

6. Nationality:

7. Contact Details:

- **Mobile No.:** _____
- **Email ID:** _____
- **Current Address:**

- **Permanent Address:**

8. Educational Qualifications

Qualification	Institute / University	Year of Passing	Percentage / Grade	Specialization
10th				
12th				
Graduation				
Post Grad				
Others				

9. Work Experience (Starting from Latest)

Organization	Designation	Duration (From-To)	Key Responsibilities

10. Skills & Competencies:

11. Languages Known:

Regional Language: _____
 Hindi
 English

12. Remuneration

Current CTC (per annum): _____

Current Monthly Salary (fixed + variable, if any): _____

13. References

Reference 1:

Name: _____

Designation: _____
Contact No.: _____

Reference 2:

Name: _____
Designation: _____
Contact No.: _____

14. Documents Attached:

- Resume/CV
 - Photo ID Proof
 - Educational Certificates
 - Experience Certificates
 - Passport-size Photo
 - Others: _____
-

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge. I understand that any false information may result in rejection of my application or termination of employment.

Signature of Applicant: _____

Date: ____ / ____ / ____