

No.NEHHDC/L&E/JHIC-ASPIRE/2023-24/01

Dated the Guwahati 2nd July'2023

RECRUITMENT NOTICE

North Eastern Handicrafts and Handlooms Development Corporation Ltd. (NEHDC), a CPSE working for the development of Artisans and Weavers of the North Eastern Region under Ministry of DoNER invites applications from young, energetic, and committed professionals for the below given positions on Contract terms for its Jewellery and Handicrafts Livelihood and Business Incubation Centre situated at the 6th Floor, East Point Tower Building, Bamunimaidan, Guwahati -781021 under ASPIRE scheme:

- 1) Name of the Post: Livelihood and Business Incubation Manager

No. of post: 1 (One).

Educational Qualification: Post Graduate.

Experience: Minimum 7 years experience in skilling and entrepreneurship development or relevant field.

Age: Max 40 years.

Consolidated Fixed Pay: Rs.45,000/- per month.

- 2) Name of the Post: Master Trainer

No. of post : 1 (One).

Educational Qualification: Graduate/certificate/diploma holder preferably in craft, jewellery, design or relevant areas.

Experience: Minimum 7 years experience (Preferably having experience in working as a master trainer/designer in the jewellery sector).

Age: Max 40years.

Consolidated Fixed Pay: Rs.35,000/- per month.

- 3) Name of the Post: Administrative Staff.

No. of post : 1 (One).

Educational Qualification: Graduate.



Experience: Minimum 5 years experience in relevant field.

Age: Max 35 years.

Consolidated Fixed Pay: Rs.25,000/- per month.

Eligible candidates will apply in the **Standard Application Form** with copies of educational qualification and experience detail etc. A detailed Resume also can be annexed with the Standard Application Form. The application should reach the following address on or before **15th July'2023**:

The Manager (HR and Administration)
North Eastern Handicrafts and Handlooms Development
Corporation Ltd. (NEHHDC), Craft Promotion and
Experience Centre, Corporate Office, Garchuk
Pamohi Road, Guwahati-781035

Sd/-
Managing Director
NEHHDC Ltd., CPEC, Garchuk Pamohi
Road, Guwahati-781035

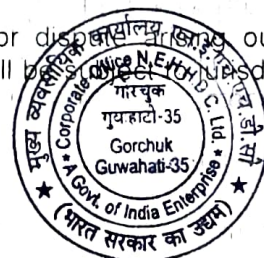
Note: Please check the website www.nehhdc.com for any update.

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 (where ever applicable).
- 4) The applicant must be citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01 July, 2023.
- 6) The candidates having minimum experience of Public Sector Undertaking/ 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 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 or terminated without any notice.
- 10) The engaged person will be entitled to draw a consolidated fixed 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 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 "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 within the 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 detail etc . A detailed **Resume** also can be annexed with the Standard Application Form. The application should reach the following address on or before **15th July' 2023**:

The Manager (HR and Administration)
North Eastern Handicrafts and Handlooms Development Corporation Limited.
Craft Promotion and Experience Centre, Corporate Office, Gorchuk, Pamohi Road,
Guwahati-781035.

- 27) 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.

