

**NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEVELOPMENT CORPORATION LTD**  
**CORPORATE OFFICE : : BAMUNIMAIDAN : :EAST POINT TOWER: : 5<sup>TH</sup> AND 6<sup>TH</sup> FLOOR: :**  
**BAMUNIMAIDAN: : GUWAHATI-781 021**  
**PHONE-0361-2654830, 2659909, 2654780-81,FAX: 0361-2655934, E-MAIL:**  
[NEHHCRO@YAHOO.CO.IN](mailto:NEHHCRO@YAHOO.CO.IN)

Sl. No	Name of the post	Qualification & Experience	Age	No of Vacancies	Scale of Pay
1	Dy. Manager (HR)	<p>Minimum 4-6 years post qualifications experience in any State/Central/Govt./PSU/Govt. Institutions/Public Sector Enterprise/Reputed Private Sector company etc. in the areas of HR/Administration, Personal/ Establishment matters etc.</p> <p>The applicant should be a Graduate in humanities, science, commerce, management, B.E, B.Tech etc. securing at least 50% and above marks and securing at least 55% marks in Post-Graduation course possessing MBA(HR), PGDBM(HR), PGDM(HR) and equivalent(Regular course UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 35 Years	02	Rs.8, 600.00 - 250-14,600.00
2	Deputy Manager (Marketing)	<p>Minimum 4-6 years post qualifications experience in any State/Central/Govt./PSU/Govt. Institutions/Public Sector Enterprise/Reputed Private Sector company etc in areas of Sales, Marketing /Publicity etc.(Experience of working in areas of handlooms and handicrafts is desirable)</p> <p>The applicant should be a Graduate in humanities, science, commerce, management, B.E, B.Tech etc. securing at least 50% and above marks and securing at least 55% marks in Post-Graduation course possessing MBA(Marketing),PGDBM(Marketing), PGDM(Marketing) and equivalent (Regular course UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 35 Years	01	Rs.8, 600,00 - 250-14,600.00
3	Dy. Manager (Emporium) For Kolkata, New Delhi, Chennai,	<p>Minimum 2-4 years post qualifications experience in any State/ Central/Govt./PSU/Govt. Institutions/ Public Sector Enterprise/Reputed Private Sector company etc. in areas of Sales,</p>			

**NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEVELOPMENT CORPORATION LTD**  
**CORPORATE OFFICE : : BAMUNIMAIDAN : :EAST POINT TOWER: : 5<sup>TH</sup> AND 6<sup>TH</sup> FLOOR: :**  
**BAMUNIMAIDAN: : GUWAHATI-781 021**  
**PHONE-0361-2654830, 2659909, 2654780-81,FAX: 0361-2655934, E-MAIL:**  
[NEHDCRO@YAHOO.CO.IN](mailto:NEHDCRO@YAHOO.CO.IN)

	Shillong, Bangalore& Guwahati	<p>Marketing /Publicity etc. Experience of working in Reputed Emporium/Showroom is desirable along with experience in organizing and participation in exhibitions/fairs/Expos etc.</p> <p>The applicant should be a Graduate in humanities, science, commerce, management, B.E, B.Tech etc. securing at least 50% and above marks and securing at least 55% marks in Post-Graduation course possessing MBA(Marketing), PGDBM(Marketing), PGDM(Marketing) and equivalent (Regular course from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 32 Years	06	Rs.6,550.00- 200-11350.00
4	Dy. Manager (Emporium and Craft Promotion Centre)	<p>Minimum 2-4 years post qualifications experience in any State/ Central/Govt. /PSU/Govt. Institutions/ Public Sector Enterprise/Reputed Private Sector company etc. in areas of Sales, Marketing /Publicity. Experience of working in handlooms and handicrafts sector is desirable along with experience in organizing Exhibitions/Expos/Fairs etc</p> <p>The applicant should be a Graduate in humanities, science, commerce, management, B.E, B.Tech etc. securing at least 50% and above marks and securing at least 55% marks in Post-Graduation course possessing MBA(Marketing), PGDBM(Marketing), PGDM(Marketing) and equivalent (Regular course from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 32 Years	01	Rs.6,550.00- 200-11350.00
5	Company Secretary	<p>Minimum 2-4 years post qualifications experience in any State/ Central/Govt./PSU/Govt. Institutions/ Public Sector Enterprise/Reputed Private Sector Company etc. in areas of Company Affairs.</p>	Up to 32 Years	01	Rs.6,550.00- 200-11350.00

**NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEVELOPMENT CORPORATION LTD**  
**CORPORATE OFFICE : : BAMUNIMAIDAN : :EAST POINT TOWER: : 5<sup>TH</sup> AND 6<sup>TH</sup> FLOOR: :**  
**BAMUNIMAIDAN: : GUWAHATI-781 O21**  
**PHONE-0361-2654830, 2659909, 2654780-81,FAX: 0361-2655934, E-MAIL:**  
[NEHHCRO@YAHOO.CO.IN](mailto:NEHHCRO@YAHOO.CO.IN)

		<p>The applicant should be a Graduate in humanities, science, commerce, management etc. securing at least 50% and above marks (Regular course from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p> <p>Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI) securing at least 50% marks and Associate /Fellow Member of ICSI, A degree in law securing 55% or above marks is desirable.</p>			
6	Accountant	<p>Minimum 2-4 years post qualifications experience in any State/ Central/Govt. /PSU/Govt. Institutions/ Public Sector Enterprise/Reputed Private Sector Company etc. in areas of Accounts and Finance related matters. Knowledge of Tally is desirable. The applicant should be a B.Com securing at least 45% marks and above marks (Regular course from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 32 Years	02	Rs.5,600.00-150-8,600.00
7	Asstt Marketing Officer	<p>Minimum 2-4 years post qualifications experience in any State/ Central/Govt. /PSU/Govt. Institutions/ Public Sector Enterprise/Reputed Private Sector company etc. in areas of Sales, Marketing /Publicity etc. Experience of working in reputed Handlooms and handlooms organisations, Emporium/Showroom is desirable.</p> <p>The applicant should be a Graduate in humanities, science, commerce, management etc. securing at least 45% and above marks (Regular course from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes etc.)</p>	Up to 32 years	01	Rs.5,600.00-150-8,600.00

NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEVELOPMENT CORPORATION LTD  
CORPORATE OFFICE : : BAMUNIMAIDAN : :EAST POINT TOWER: : 5<sup>TH</sup> AND 6<sup>TH</sup> FLOOR: :  
BAMUNIMAIDAN: : GUWAHATI-781 021  
PHONE-0361-2654830, 2659909, 2654780-81,FAX: 0361-2655934, E-MAIL:  
[NEHHDCRO@YAHOO.CO.IN](mailto:NEHHDCRO@YAHOO.CO.IN)

**GENERAL TERMS & CONDITIONS:**

1. Before applying for the posts as above the candidates should ensure that he/she fulfils the eligibility criteria and other criterion mentioned in the advertisement.
2. Incomplete applications or application received after due date will not be considered.
3. All qualifications must be from UGC recognized University/Institute/ UGC recognized deemed University or AICTE approved institutes.
4. The candidate should not have exceeded the prescribed age limit as on 01-04-2019.
5. Reservation for SC/ST/OBC/EWS/PWD etc. would be as per rule.
6. Candidates from Government/ Public Sector undertaking may forward their applications through proper channel.
7. All the applicants should preferably have good computer knowledge and communication skills.
8. NEHHDC Management reserves the right to cancel candidature of any candidate/all candidates or cancel recruitment process at its sole discretion without assigning reason thereof.
9. 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 jurisdiction of Civil Court at Guwahati only.
10. No TA/DA will be paid to any candidate for appearing in the interview.
11. Age relaxation will be as per the Rules.
12. Candidates should mention the NAME OF POST which he/she has applied for (in Bold Letter) on top of the sealed envelope.
13. Candidates should possess a valid email Id, Mobile Number (to be entered compulsorily). No change in the email Id, Mobile Number will be allowed once entered in the applications. A candidate may apply for more than pone post if he/she desires to do so. However, for application to more than one post the application fees of Rs.500.00 shall have to be paid in the form of DD (non-refundable) drawn in favour of **“North Eastern Handicrafts and Handlooms Development Corporation Ltd”, Guwahati payable at State Bank of India New Guwahati Branch(Branch Code-0221).**
14. Appointment to the post if selected will be subject to being found medically fit as per the Government norms.
15. NEHHDC shall not be responsible for any postal delay/ loss of application in transit. Applications received after due date will neither

**NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEVELOPMENT CORPORATION LTD**  
**CORPORATE OFFICE : : BAMUNIMAIDAN : :EAST POINT TOWER: : 5<sup>TH</sup> AND 6<sup>TH</sup> FLOOR: :**  
**BAMUNIMAIDAN: : GUWAHATI-781 021**  
**PHONE-0361-2654830, 2659909, 2654780-81,FAX: 0361-2655934, E-MAIL:**  
**[NEHHDCRO@YAHOO.CO.IN](mailto:NEHHDCRO@YAHOO.CO.IN)**

be entertained nor returned. Incomplete applications will be summarily rejected.

16. Any modification/ amendments in the advertisement will be given on the NEHHDC's website only i.e. [www.nehhdc.com](http://www.nehhdc.com) and as such candidates are advised in their own interest to visit the website of NEHHDC periodically to get updates.
17. The Applications should be accompanied by application fees of Rs.500.00 (Rupees five hundred) only (non-refundable), payable by Demand Draft drawn in Favour of "**North Eastern Handicrafts and Handlooms Development Corporation Ltd**", **Guwahati payable at State Bank of India New Guwahati Branch(Branch Code-0221)**. Application received without application fees will be summarily rejected. Internal/ Departmental Candidates are exempted from paying the application fees. Concession in Fee: The candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay any fees.
18. Any other terms and conditions shall be as per the Government Rules and guidelines.

#### **HOW TO APPLY:**

1. Application form in A4 Size to be downloaded from website [www.nehhdc.com](http://www.nehhdc.com) by the candidates who are interested in the above positions. The completed application form with two copies of passport sized photographs should be forwarded in hard copy by Ordinary post/ Registered post/ Speed Post/ Courier service etc. Applicants may also like to submit hard copy of the application in person at Corporate Office, East Point Tower, 5<sup>th</sup>& 6<sup>th</sup> Floor, MRD Road, Bamunimidan, Guwahati-781021. Applications should be addressed to-

The Managing Director  
North Eastern Handicrafts and Handlooms Development  
Corporation Ltd (NEHHDC), Corporate Office  
East Point Tower, 5<sup>th</sup>& 6<sup>th</sup> Floor, Bamunimaidan, Guwahati-781021

2. The last date of submission of application is **17<sup>th</sup> May' 2019 (up to 3.00 PM)**. Applications received after the prescribed closing date will not be entertained under any circumstances and all such applications will be summarily rejected.

**APPLICATION FORM**

To,  
The .....

Name of the Post applied for: .....



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

2. Father's Name: .....

3. Date of Birth: ..... (Day/Month/Year)

4. Sex: Male  Female

5. Marital Status: Married  Unmarried

6. Address:

Permanent Address with P.O and Pin Number	Address of Correspondence with P.O & Pin Number
	Mobile No: Email Id:

7. Religion:.....

8. Languages known: .....

9. Are you a citizen of India?.....  
(Kindly enclose copy of Citizenship certificate)

10. Please state your category (Gen/ SC/ST/OBC/EWS and if PWD/differently abled):  
.....  
(Please enclose necessary certificate in support)

11. Educational Qualification:

Name of Examination	Degree	Board/Council/University/Institute	Year of Passing	Percentage (%) of Marks Obtained
Graduation				
Post Graduation				
Other Qualification/ Professional Qualification				

12. Details of Present Occupation:

Name of the Organization: .....

Position held: .....

Salary drawn: .....

13. Total years of Experience: .....  
(Please enclose Experience certificates)

14. Details of Demand draft: DD Number :.....  
Date of Issue: .....  
Name of Issuing Bank:.....

I hereby declare that the above information are true to the best of my knowledge and in case of false or misleading information,I shall be liable to any action you may deem fit and proper.

Date:

Place:

**Signature**