



**NORTH EASTERN REGIONAL AGRICULTURAL MARKETING
CORPORATION LTD**

(A GOVT. OF INDIA ENTERPRISE)

UNDER

(MINISTRY OF DONER)

**INVITES APPLICATION FOR FILLING UP OF THE VARIOUS
POSITIONS**

FOR ITS PROJECT "ONE" (ORGANIC NORTH EAST)

ON "CONTRACT BASIS"

FOR

HEAD QUARTERS, ZONAL AND BRANCH OFFICES

Date of Submission of Application:

31.7.2017 up to 14:00 Hrs.

NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD.

North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC), a Govt. of India Enterprise under administrative control of Ministry of DONER, Govt. of India, invites applications from experienced professionals with outstanding competence for filling up of following positions for its flag ship Project “ONE” (ORGANIC NORTH EAST) On “Contract Basis” For **Head Quarters, various Zonal And Branch Offices at Arunachal Pradesh, Assam, Nagaland, Manipur, Mizoram, Meghalaya, Sikkim, Tripura, NCR etc.** Place of posting can be anywhere in NER, India or abroad.

Sl. No	Name of position & Post Code	Qualification & Experience	Age*	No. of Vacancies**	Total emoluments
1	GM/Adl.GM/ DGM(F&A) ONE-FA-01	C.A/ICWA/MBA (Finance) with Minimum 10 - 20 years of Post Qualification Experience in Govt. / Semi Govt. / Large Pvt. corporate /Public Co, out of which 2 years should be at Senior Level.	35-50	2	40,000 - 70,000/-
2	GM/AGM/ DGM (MARKETING) ONE-MKT-01	MBA(Marketing),Degree in Food Technology/Agriculture/Horticulture /Food processing/Agri Marketing/Agri Business/Engineering with Minimum 10 - 20 years of Post Qualification Experience in Govt. / Semi Govt./large Pvt. /Public Co, out of which 2 years should be at Senior Level.	35-50	2	40,000 - 70,000/-
3	GM/ ADL.GM/DGM (FOOD PROCESSING) ONE-FP-01	B.sc / M.sc in Food Processing technology, B.Tech/ M.Tech in food Process Engineering & Technology from a recognized institute with a Minimum 10 -20 yrs experience in Food processing sector.	35-50	1	40,000- 70,000/-
4	GM/ADL.GM/DGM (LOGISTICS AND INVENTORY MANAGEMENT) ONE-LOG-01	Bachelor's or master's degree in a business discipline, such as business economics, supply chain management, logistics, Inventory Management or transportation management, computer & information sciences or engineering with a Minimum 10 - 20 years work experience in related field.	35-50	1	40,000- 70,000/-

5	GM/ Adl. GM/DGM (Organics) ONE-ORG-01	Post Graduate in Agriculture, Bio technology, Environmental Science, Food Technology or a related area with a minimum 10-15 years of working experience in related field. Preference shall be given to candidates having exposure of organic farming, marketing, accreditation, Training, project preparation, liasioning with Govt. bodies, etc.	35-50	2	40,000-70,000/-
6	AGM/ MANAGER - HR ONE-HR-01	A bachelor's degree in business administration, management, finance, human resources, law or a related field, MBA in Human Resource Management/ Post Graduate Diploma in HRM. With a minimum 10 years work experience	35-50	1	30,000-50,000/-
7	Senior Manager /Manager- (Marketing) ONE-MKT-02	MBA (Marketing). Preference will be given to candidates having degree in Agriculture/ Horticulture /Food processing/Agri Marketing/Agri Business/ Engineering with Minimum 7 years Post Qualification Experience in Govt./ Semi Govt./ large Pvt./Public Co.	30-45	4	30,000-40,000/-
8	A.M/ DM (Marketing) ONE-MKT-03	MBA (Marketing). Preference will be given to candidates having degree in Agriculture / Horticulture / Food Processing / Agri Marketing / Agri Business / Engineering with Minimum 5 years Post Qualification Experience in Govt./ Semi Govt./ large Pvt./Public Co.	25-40	6	20,000-30,000/-
9	Civil Engineer NER-CE-01	Diploma/ B.E. (Civil Engineering) with Minimum 7 years of experience in executing large projects. Retd. Central/ State Govt. Employee are also eligible to apply.	30-65	1	30,000-50,000/-
10	Senior Manager /Manager- (Finance/	A bachelor's degree in Commerce and Post Graduate Degree/ Diploma from Reputed Institute in Finance /	28-45	1	30,000-50,000/-

	Accounts) ONE-FA-02	CA/ ICWA or related field. Minimum 7 years experience in Govt. / Semi govt. / Pvt. /Public Co, out of which 2 years should be at Managerial Level.			
11	AM/DM (Finance/ Accounts) ONE-FA-03	A bachelor's degree in Commerce and Post Graduate Degree/ Diploma from Reputed Institute in Finance / CA/ ICWA or related field. Minimum 3 years experience in Govt. / Semi govt. / Pvt. /Public Co, out of which 2 years should be at Managerial Level.	28-45	4	20,000- 30,000/-
12	Executive Secretary ONE-ES-01	Graduate in any discipline with proficiency in Diploma/ Degree in Secretarial/ Office Practice or related field with Minimum 3-5 years experience on Secretarial & office work in Govt. / Semi Govt. / Large Private/ Public sectors.	Below 40 years	2	10,000– 20,000/-

*Subject to Change as per the requirement of the Company.

Computer proficiency is mandatory for all the Posts. Candidates fulfilling the eligibility criteria may send their detailed resume including copies of their testimonials along with a cover letter and Processing fee. The detailed advertisement along with the terms & conditions are available in our website www.neramac.com .

1. NERAMAC is looking for suitable **candidates for various posts** as given above for for its flagship Project **“ONE” ORGANIC NORTH EAST**. Candidate will be hired on contractual basis for the project tenure on co-terminus basis.
2. Each Application should be accompanied by a Processing fee (non-refundable) in the following manner:

Post Sl. no. 1,2,3,4,5,6,7& 8	Rs.1000/-
Post Sl. no. 9,10,11&12	Rs. 500/-

Application not accompanying the Processing fee shall be rejected out rightly and shall not be processed. Candidate applying for more than one post has to submit application wise Processing fee. **Suitable application Processing fee to be submitted in the form of RTGS/ NEFT / DD or Banker’s cheque drawn in favour of North Eastern Regional Agricultural Marketing Corporation Ltd. payable at Guwahati, Assam.**

Bank name: State Bank of India.

Branch name – New Guwahati Branch, Bamunimaidan.

A/c No-10566982782.

IFSC code: SBIN0000221.

(In case of Online Line Transfer, a receipt is to be enclosed with Application)

3. Preference shall be given to candidates of North Eastern Region with desired Education qualifications and Experience.
4. Number of vacancies can be altered depending upon requirement of NERAMAC.
5. Selected candidate shall be engaged purely for the **“ONE” ORGANIC NORTH EAST** or other projects of NERAMAC either directly by NERAMAC or through authorized HR agencies.
6. Applicant shall have to sign an agreement with NERAMAC or with HR agency
7. NERAMAC reserves the right to accept or reject any one or all applications without assigning any reason thereof.
8. Any corrigendum including extension of date or change of date for submission of the application shall be published only on the website and that shall be deemed to have been seen by the applicant.
9. In case the date opening falls on a holiday, the offers shall be opened on next working day at the same time and it will be binding on the applicants for acceptance.
10. In case any clarification applicant can contact Mrs. NABANITA (9864058714) , HR Division, NERAMAC,

A. Last date for the submission of application : 31.07.2017 (14.00Hrs)

**B. Place of submission of application : INCHARGE P & A,
NERAMAC, 9 RAJBARI PATH,
G.S. ROAD, GANESHGURI,
GUWAHATI-781005**

Sd/-

INCHARGE P & A, NERAMAC
(+919706098132)

JOB SPECIFICATION, QUALIFICATION AND EXPERIENCE REQUIRED FOR VARIOUS POSTS AT NERAMAC

North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC), a Govt. of India Enterprise invites applications from experienced professionals with outstanding competence on contract basis for the post of:

1. POST CODE – ONE-FA-01 -GM/ AGM/ DGM - FINANCE & ACCOUNTS:

QUALIFICATION:

1. Degree from a recognized University/ CA/ ICWA/ MBA (Finance)
2. A Graduate belonging to subordinate Accounts Service (Commercial or Revenue Audit)

EXPERIENCE:

The candidate should have at least 10 - 20 years of post- qualification experience in a responsible post in Govt. Dept./ Public Sector Undertaking/ Large Commercial organization/ Banking/ organization of repute out of which at least 3 years should be in senior level.

JOB PROFILE:

- a) He/ She should arrange and allocate required funds for carrying out the activities as per approved plan of the Project and the Corporation
- b) Prepare and provide accurate, appropriate and timely reports & submit information to Management as required from time to time for taking decisions
- c) Liaison with bank & other financial institutions
- d) Arrange timely audit viz. internal audit, statutory & CAG audit etc.
- e) Timely submission of Annual accounts examine proposals and give financial concurrence, credit control & monitor
- f) Maintain records relating to assets, liabilities, income, expenditure, cash management, etc.
- g) Inventory control, preparation of yearly budget, exercise budgetary control and preparation of financial statement.
- h) Ensure maintenance of sales, purchase registers, cash books etc.
- i) Ensure correctness, validity, credibility and accountability of financial transaction.
- j) Receive and release funds following timely Standard procedures and payment of statutory dues.
- k) Advice MD/ Board on all important matters having financial bearing or implications on the affairs of the Company.
- l) Assign duties and responsibilities to the employees working under F & A Division.
- m) Report/review performance of employees working in the unit objectively, identify area of improvement & suggest measures for higher productivity of employees working in the division.
- n) Any other work that may be assigned from time to time by superior authority.

2. ONE-MKT-01 - GM/ ADL.GM/ DGM - Marketing:

QUALIFICATION:

MBA with specialization in Marketing/Agri Marketing/ Rural Marketing/ International Marketing from a reputed institute. Degree in Agriculture / Horticulture/ Agri marketing/ Agri Business and related field will be given preference.

EXPERIENCE:

Minimum 10-20 years experience in Govt. / Semi Govt./ Public Sectors / large Private Commercial Organization, Out of which 3 years should be at a senior level.

JOB PROFILE:

- a) Assist management in formulating marketing plan of the Project in particular and Company in General.
- b) Critically analyse the reports of operating units relating to procurement & marketing & suggest measures for improvement.
- c) Collect, organize & maintain data of buyers & sellers.
- d) Liaison with constituent State Governments in implementing various schemes of the company in the states if any.
- e) Study the current marketing methods, channels and devise suitable strategy & plan in the interest of the Company
- f) Collect, create & maintain data related to production, consumption marketable surplus of various agricultural commodities grown in different states location wise.
- g) Collect, organize & maintain data relating to import/ export of products from N.E Region.
- h) Liaise with farmers/ cooperatives & agents at terminal markets and transporters and develop close Relation.
- i) Advertisement, Publicity & Promotion of products.
- j) Logistic Management
- k) Report/ review performance of employees working in the division objectively, identify area of improvement & suggest measures for higher productivity of employees working in the division.
- l) Any other work that may be assigned by Superior from time to time.

3. ONE-FP-01 GM/ADDL.GM/DGM – FOOD PROCESSING

QUALIFICATION:

B.sc / M.sc in Food Processing technology, B.Tech/ M.Tech in food Process Engineering & Technology or related discipline from a recognized institute. Should have sound domain Knowledge

EXPERIENCE:

Minimum 10 - 20 yrs experience in a responsible post in Govt. Dept./ Public Sector Undertaking/ Commercial organization of repute out of which atleast 5 years should be in food processing sector.

JOB PROFILE:

- a) To assist in developing improved methods of processing & designing gadgets for highly perishable commodities such as fruits & vegetables for value addition & to meet the global standards & consumer demands.
- b) Should have good knowledge/ experience of preparing project reports and its execution.
- c) To maintain all relevant documentations related to food in company
- d) To explore the scope & possibilities of establishing cold chain & providing low cost pre-cooling facilities for farmers & entrepreneurs.
- e) To develop standards for food safety, quality & technology and promoting the same for supporting a competitive, modern & safe food market for the consumers.
- f) To impart training to the entrepreneurs & promoting agro-processing facilities especially for horticultural produces & spices.
- g) To promote research & development for product & process & assurance of high level of hygiene & safety of processed food.
- h) To assist in implementation of various Govt. Schemes & related schemes of other Agencies.
- i) Any other work that may be assigned by Superior from time to time.

4. ONE-LOG-01 – GM / ADL.GM / DGM-LOGISTICS & INVENTORY MANAGEMENT

QUALIFICATION:

A bachelor's or master's degree in a business discipline such as Business Economics, Supply Chain Management, Logistics & Transportation Management or related domain Area.

EXPERIENCE:

Minimum 10 – 20 years work experience in relevant field in Govt./ Semi Govt./ Public Sector Undertakings / Large Private company/ Logistic Company in Logistic and Supply Chain Management or Inventory Management area preferably in perishable commodities.

JOB PROFILE:

- a. To analyze information to identify and solve any logistics and supply chain operation problems.
- b. To facilitate supply of material through Air, Rail and Road Transportation
- c. To improve the company's supply chain performance through strategic planning, information technology advances, and re-engineering processes.
- d. To give advice on productivity, materials management, transportation of goods,

- packaging, order processing, manufacturing procedures, and quality control.
- e. To make arrangement providing common logistic support system in NER.
 - f. Any other work that may be assigned by Superior from time to time.

5. ONE-ORG-01 - GM/ ADL. GM/DGM-ORGANIC

QUALIFICATION :

Post Graduate in Agriculture / Horticulture or allied field, Bio technology, Environmental Science, Food Technology or related field. Should have sound domain Knowledge

EXPERIENCE:

Minimum 10- 20 years of working experience in Agriculture or allied particularly in Organic Farming and Adoption. Preference shall be given to candidates having exposure of organic farming, marketing, accreditation, project preparation, liaisoning with Govt. bodies, etc.

JOB PROFILE:

- a) To Prepare of economical viable Project Report inclusive of project in organics.
- b) Monitoring of agro and organic products exports.
- c) Co-ordination with the producers, exporters, processors and certification agencies for sourcing information related to certified production, quantity exported, domestic consumption and collation of data.
- d) To make marketing strategy for market of Organic Produce.
- e) Identifying farmers group for agriculture produce.
- f) Maintenance of the database of organic products certification pertaining to the area certified.
- g) Planning and organizing training programs relating to the standards of organic farming.
- h) Assistance in organizing seminars/ workshops.
- i) Organize buyer/ seller meet for promotion of organic products.
- j) Any other activity/ work related to exhibitions and organic fairs.
- k) Any other work that may be assigned by Superior from time to time.

6. ONE-HR-01-AGM/ Manager-HR/ADMINISTRATION

QUALIFICATION:

Master of Business Administration (MBA) in Human Resource Management or Post Graduate Diploma from reputed institute in Human Resource Management (PGDHRM). Bachelor Degree in Law shall be given preference.

EXPERIENCE:

Minimum 10 years work experience in HR/ Admin department. Preference shall be given to the candidates having sound knowledge of HR rules of Govt. of India in Govt./ Semi Govt./

Public sector undertakings.

JOB PROFILE:

- a) Advising management on the Administration & Human resources policies and procedures.
- b) Serving as internal consultants by analyzing a company's current HR programs and recommending solutions
- c) Developing, revising, and implementing HR policies and procedures related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit.
- d) Ensuring HR programs and services are in compliance with established policies and procedures and state/Central laws and regulations
- e) Preparing and maintaining reports related to specific HR projects
- f) Preparing Recruitment plans, job descriptions, job specifications.
- g) Assisting with the development and coordination of recommended changes regarding workflow
- h) Developing methods for compiling and analyzing data for reports and special projects
- i) Conducting audits of HR activities to ensure compliance
- j) Presenting training sessions related to specific HR programs. Knowledge about Govt. Systems, procedures and protocols for training.
- k) Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual

7. ONE-MKT-02 - AGM/ SENIOR MANAGER /MANAGER-(MARKETING/ EVENT MANAGEMENT)

QUALIFICATION:

MBA with specialization in Marketing from a reputed institute. Degree in Agriculture / Horticulture/ Agri- horti marketing/ Agri Business/ Food Processing will be given preference.

EXPERIENCE:

Minimum 7 years experience in Govt./ Semi Govt./ large Private/ Public sectors, out of which 2 years should be at a managerial level. Experience in agri-horti marketing, Food processing & Logistics will be given preference. Required proficiency with computer desktop applications including MS Word Microsoft PowerPoint, Excel etc.

JOB-PROFILE:

- a. Implement marketing and advertising campaigns by preparing marketing and advertising strategies, plans, and objectives; planning and organizing promotional presentations; Track sales and costs by analyzing and entering sales, expense, and new business data.
- b. Prepare marketing reports by collecting, analyzing, and summarizing data relating to

- production, consumption marketable surplus of various agricultural commodities grown in his/ her location
- c. Keep promotional materials ready by updating materials; inventorying stock; placing orders; verifying receipt. Liaise with farmers/ cooperatives & agents at terminal markets and transporters and develop close Relation.
 - d. Support office staff by providing sales data, market trends, forecasts, account analysis, new product information;
 - e. Able to benchmark and understand market best practices.
 - f. Represent the organization as a progressive leader in the industry in order to capitalize the company position, image and revenue potential.
 - g. Understand and manage dept budget/expense.
 - h. Communicate with suppliers in regards to new orders, forecast and marketing programs.
 - i. Report/ review performance of employees working in the division objectively, identify area of improvement & suggest measures for higher productivity of employees working in the division.
 - j. Any other work that may be assigned by Superior from time to time.

8. ONE-MKT-03 - DEPUTY MANAGER/ ASSISTANT MANAGER (MARKETING)

QUALIFICATION:

MBA with specialization in Marketing/ Degree in Food Technology/ Agriculture/ Horticulture/ Food Processing/ Agri marketing/ Agri Business/ Engineering will be given preference.

EXPERIENCE:

Minimum 5 years experience in Govt. / Semi Govt./ Large Private/ Large Public Sector Company/ NGOs. Experience in field level in Agriculture/ Horticulture/ food processing sector will be given preference. Required proficiency with computer desktop applications including MS Word, Microsoft PowerPoint, Excel etc.

JOB – PROFILE:

- a. Assisting the Marketing Manager and supporting the marketing team with marketing activities.
- b. Assisting with the production of marketing materials and literature.
- c. Coordinating the production of a wide range of marketing communications
- d. Providing support for marketing events and exhibitions as required.
- e. Assist with the collation of information for promotional literature.
- f. Updating and maintaining the marketing department's documentation and databases.
- g. Managing events, booking venue and ordering marketing materials.
- h. Field Level inspection of Material.
- i. Developing vender base and maintaining good Liaison with State and venders.
- j. Any other work that may be assigned by Superior from time to time.

9. NER-CE-01 - CIVIL ENGINEER

Qualification:

Bachelor/ Diploma in Civil Engineering with proficiency in CAD, AutoCAD, Design Skills, Site Development, Database Design, Planning, Conceptual Skills, Legal Compliance, Drafting, LISP, Problem Solving.

Experience:

Minimum 10 years experience in relevant field. Retired officers of Government of India/ State Government/ Public Sector Undertakings are also eligible to apply.

Job Profile:

- Design construction projects by studying project concept, architectural drawings & models.
- Prepare engineering design by collecting and studying reports, maps, drawings, blueprints, aerial photographs and tests on soil composition, terrain, hydrological characteristics, and related topographical and geologic data.
- Determine project costs by calculating labor, material, and related costs.
- Prepare feasibility study by analyzing engineering design; conducting environmental impact studies; assembling data.
- Prepare engineering documents by developing construction specifications, plans, and schedules.
- Confirm adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying calculations and placements.
- Fulfill project requirements by training and guiding operators.
- Maintain operations by enforcing project and operational policies and procedures.
- Provide engineering information by answering questions and requests.
- Comply with central, state, and local legal requirements by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintain project data base by writing computer programs; entering data; completing backups.
- Contribute to team effort by accomplishing related results as needed.

10. ONE-FA-02 - SENIOR MANAGER /MANAGER-(FINANCE/ ACCOUNTS)

Qualification:

MBA (Finance), CA, ICWA, ICFAI.

Experience:

Minimum 7 years experience in Govt. / Semi Govt. / Private/ Public sectors. Required proficiency with computer desktop applications including MS Word, Excel etc.

Job Profile:

- Assist GM/ AGM/ DGM (F & A) in carrying out his duties and responsibilities.
- Collect information relating to finance and accounts, compile, analyze & put up to GM/AGM/DGM(F&A).
- Liaison with banks & other financial institutions.
- Credit control.
- Preparation of financial statements.
- Reconcile records relating to sales and purchase of Zonal Offices/ Unit offices.
- Reconcile records relating to income, expenditure, receipts & payments.
- Analyse reports received from operating Units.
- Guide operating units in preparation of accounts and financial statements.
- Coordinate with operating units to prepare final accounts.
- Any other work that may be assigned from time to time by superior authority.

11. ONE-FA-03 - AM/DM(FINANCE/ ACCOUNTS)**Qualification:**

Bachelor in Business Administration (BBA)/ B. Com, MBA (Finance)/ ICFAI , Preference shall be given to LLB .

Experience:

Minimum 5 years experience in Govt. / Semi Govt. / Private/ Public sectors. Required proficiency with computer desktop applications including MS Word, Excel etc.

Job Profile:

- Assist Senior Manager/ Manager (F & A) in carrying out his duties and responsibilities.
- Collect information relating to finance and accounts, compile, analyze & put up to Senior Manager/ Manager(F&A).
- Liaison with banks.
- Credit control.
- Preparation of financial statements.
- Reconcile records relating to sales and purchase of Zonal Offices/ Unit offices.
- Reconcile records relating to income, expenditure, receipts & payments.
- Analyse reports received from operating Units.
- Guide operating units in preparation of accounts and financial statements.
- Coordinate with operating units to prepare final accounts.
- Any other work that may be assigned from time to time by superior authority.

12. ONE-ES-01 - Executive Secretary :

Qualification:

Graduate in any discipline with proficiency in Diploma/ Degree in Secretarial/ Office Practice or related field.

Experience:

Minimum 3-5 years experience on Secretarial & office work in Govt. / Semi Govt. / Large Private/ Public sectors.

Job Profile:

- a) Provide Secretarial assistance to the Managing Director/ other Senior officers.
- b) Manage MD's/ Senior officers' office taking dictation, typing, filing etc.
- c) Safe custody and maintenance of confidential files, records, reports, handling mail.
- d) Correspondence, liaison and co-ordination with Departmental Heads, Directors, Officials of Ministry.
- e) Preparation of itineraries, making travel arrangements.
- f) Attending telephone, fax, e-mail etc.
- g) Arrange and prepare minutes of various meetings.
- h) Attending visitors and also fixing appointments.
- i) Monitor attendance and control of personal staff, movements of staff car driver.
- j) Maintenance of vehicle, office equipment, furniture fixtures of MD's office/ Camp office.
- k) Report on the performance of staff attached to MD's office.
- l) Any other work that may be assigned by MD from time to time.

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) Incomplete applications or application without Processing fees or application 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 Jan, 2017.
- 6) No Age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.

- 7) The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organisations of repute will be preferred.
- 8) All the applicants should preferably have good computer knowledge and communication skills.
- 9) Number of Posts can vary.
- 10) The engagement will be 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 only. During the validity of this contract no other allowance, remuneration, shall be payable to him/her on account of working on holidays and/or outside office hours. However, he/she will be entitled to Leaves as per the Corporation rules for contract employees.
- 12) During the validity of the contract of engagement, while on duty, engaged person shall
 - a) Observe the punctuality and discipline.
 - b) Attend office on all working days, and if necessary on holidays. If required, he/she will have to work even beyond normal office hours.
- 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 or payment of his/ her consolidated remuneration for one month in lieu thereof.
- 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 interaction session.

- 19) The management reserves the right to consider candidates for lower posts / grade or not fill up any of the posts if no candidate is found suitable.
- 20) In case no suitable candidate is found, management may consider for appointment of the candidate by relaxing age / qualification / experience, at a suitable remuneration to meet immediate requirement.
- 21) NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 22) 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.
- 23) 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.
- 24) No TA/ DA will be paid to any candidate for appearing in the written interview.
- 25) Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC-NCL/PwD) for which required documentary proof need to be attached with the application. If later it is found that such a statement/ certificate is false, the candidate will be liable for suitable action including termination of services and prosecution.
- 26) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 27) As the project relates to Promotion and market linkages of Organic agriculture produce of North East Region, some preference shall be given to applicant belonging to NER knowing local culture, language which shall help them to source Organic produce from North East.
- 28) NERAMAC shall not be responsible for any postal delay / loss of application in transit. Applications received after due date will neither be entertained nor returned. Incomplete applications will summarily be rejected.
- 29) The Corporation reserves the right to prepare a panel for the posts advertised to fill up the future vacancies arising after the publication of this advertisement.
- 30) The candidates are liable to be transferred anywhere in India including initial posting.
- 31) Candidates who have applied against any of the above post in past need to apply afresh.

32) In case number of application received is higher, written exams can be held with the approval of MD.

33) Any modifications / amendments in the advertisement will be given on the NERAMAC website only i.e. www.neramac.com and no separate advertisement will be issued.

34) All important information regarding this recruitment will be available on the NERAMAC website www.neramac.com and as such, candidates are advised in their own interest to visit the website periodically to get update.

HOW TO APPLY:

1. Candidates must apply in the Common Application Format devised by NERAMAC.
2. Candidates should ensure that they have filled in the Application Format complete in all respects legibly.
3. Applications in the prescribed format must be submitted along with self attested copies of testimonials in support of Age, Caste, Educational Qualifications, Experience etc., and non refundable **Processing fee in the form of RTGS/ NEFT / DD or Banker's cheque drawn in favour of North Eastern Regional Agricultural Marketing Corporation Ltd. payable at Guwahati, Assam** (SC / ST/ PwD and departmental candidates are exempted from payment of Processing fee) and shall be submitted by Post or in person in closed envelop mentioning the Job Code very clearly on the Top of the envelope to the

**INCHARGE P & A,
NERAMAC, 9 RAJBARI PATH,
G.S. ROAD, GANESHGURI,
GUWAHATI-781005**

4. The 'Advt. No.' 'Category' and the 'Post Applied For' should be mentioned on the envelope so as to reach on or before the closing date i.e. 31st July 2017 (by 1400 hrs). Applications not in prescribed format or without supporting documents for Age, Qualification, Experience, Caste (if applicable) etc or sent through any modes viz email, fax shall be summarily rejected. Due to difficult terrain and Far flung area , a grace period of 5 days (upto 05.8.2017) may be given only in case NEFT/ RTGS and DD/ Pay order is made by 28.7.2017 (with proof)
5. Candidate should note that the NERAMAC will in no case be responsible for rejection of application on account of application being incomplete, non-receipt of application or any delay in receipt thereof on any account whatsoever. Application received after the prescribed closing date will not be entertained under any circumstances and all such applications will be summarily rejected. However due to difficult terrain and far flung area, a grace period of 5 days (upto 05.8.2017) may be given only in case NEFT/ RTGS and DD/ Pay order is made by 28.7.2017 (with proof)

