



**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 QUARTER & DELHI OFFICE**

**Last Date of Submission of Application: 15.11.2017 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 at Guwahati and Delhi Office.**

Sl. No	Name of post	Qualification & Experience	Age*	No. of Vacancies**	Total Consolidated emoluments
1	<b>ADMINISTRATIVE OFFICER (FOR H.O. GUWAHATI)</b>	<p>1. Master’s degree from a recognized University or MBA/ Post Graduate Diploma in Personnel Management &amp; Administration, or equivalent.</p> <p>2. Min. 15 years of relevant experience in administration, accounts, establishment matters, etc. of PSUs</p> <p>3. Mentally and Physically active Retired Govt. officers having relevant experience in managing the administrative matters, preferably from Central Civil services or, States Administrative services , Police services or Defense services or PSUs may also apply</p>	No Bar	1	50,000 (Max.)

2.	<b>GM/ ADL GM/ DGM - FINANCE &amp; ACCOUNTS (FOR H.O. GUWAHATI)</b>	<p>1. Degree from a recognized University/ CA/ ICWA/ MBA (Finance) or subordinate Accounts Service (Commercial or Revenue Audit).</p> <p>2. 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</p>	<p>55 yrs (Max.)</p> <p>65 Yrs (Max.) for retired Govt. Officers</p>	ONE	<p>70,000 (For GM)</p> <p>60,000 (For Adl GM)</p> <p>50,000 ( For DGM)</p> <p>Salary for this post is Negotiable for deserving candidates having relevant experience and qualifications</p>
3	<b>CIVIL ENGINEER (FOR H.O. GUWAHATI)</b>	<p>Four years regular/ Part time Bachelor Degree in Civil Engineering from college of repute.</p> <p>Minimum 7 years experience in relevant field in construction and supervision of office building</p> <p>Knowledge in CAD, AutoCAD, Site Development, Database Design, Planning, Conceptual Skills, Legal Compliance, Drafting, LISP, Problem Solving with.</p> <p>Retired officers of Government of India/ State Government/ Public Sector Undertakings are also eligible to apply.</p>	<p>55 yrs (Max.)</p> <p>65 Yrs (Max.) for retired Govt. Officers</p>	ONE	50,000 (MAX.)

4	<b>LEGAL OFFICER/ LEGAL ADVISOR (FOR H.O. GUWAHATI)</b>	<ol style="list-style-type: none"> <li>1. Min. LLB or LLM ( Regular) from any recognized University</li> <li>2. Min. 10 years Experience of legal practice in the area of Trade &amp; Commercial, Service, Administrative &amp; Criminal matters</li> <li>3. Should have conducted Departmental Enquiries and related rules so as discharge legal responsibilities efficiently</li> <li>4. The candidates who have handled law related subjects in the Govt. Service in the recent past and who are competent in handling Criminal, Service and legal matters and</li> </ol>	55 yrs (Max.)  65 Yrs (Max.) for retired Govt. Officers	ONE	50,000 (Max.)
5.	<b>GM/ADL.GM/D GM(FOOD PROCESSING) (For H.O. Guwahati)</b>	<p>M.sc in Food Processing technology, B.Tech/ M.Tech in food Process Engineering &amp; Technology from a recognized institute</p> <ol style="list-style-type: none"> <li>1. Min. 10 -20 yrs experience in Food processing sector/ training etc.</li> </ol>	55 Years (Max.)	ONE	<p>70,000 (For GM)</p> <p>60,000 (For Adl GM)</p> <p>50,000 ( For DGM)</p> <p>Salary for this post is Negotiable for deserving candidates having relevant experience and qualifications</p>

6.	<b>GM/ADL GM/DGM- Marketing/Liaison/ Coordination (For Delhi Office)</b>	1. MBA/PGDM-Any Specialization  2. Min 10 years (for Manager Post) and plus 3 years each for next post in Marketing/ Liaison or coordination consultancy experience, working with Govt. Department, PSUs or large organizations	55 yrs (Max.)  65 Yrs (Max.) for retired Govt. Officers	TWO	70,000 (For GM)  60,000 (For Adl GM)  50,000 ( For DGM)  40,000 (For AGM)  30,000 ( For Manager  Salary for this post is Negotiable for deserving candidates having relevant experience and qualifications
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\*Subject to Change as per the requirement of the Company.

**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 Oct, 2017.
- 6) The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organizations of repute will be preferred.

- 7) All the applicants should preferably have good computer knowledge and communication skills.
- 8) The engagement will be for a period of 1(one) year and on sine dine basis. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended.
- 9) 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.
- 10) 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.
- 11) 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.
- 12) 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 consolidate remuneration for one month in lieu thereof.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) The Management reserves the right to call suitable/short-listed candidates for interaction session.

- 17) 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.
- 18) NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 19) 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.
- 20) 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.
- 21) No TA/ DA will be paid to any candidate for appearing in the interview.
- 22) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 23) 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.
- 24) All the applicants should preferably have good computer knowledge and communication skills.
- 25) Candidates who have applied against any of the above post in past need not apply .
- 26) Any modifications / amendments in the advertisement will be given on the NERAMAC website only i.e. [www.neramac.com](http://www.neramac.com) and no separate advertisement will be issued.
- 27) All important information regarding this recruitment will be available on the NERAMAC website [www.neramac.com](http://www.neramac.com) and as such, candidates are advised in their own interest to visit the website periodically to get update.
- 28) For any queries please contact Nabanita, HR on 0361-2341427

## **HOW TO APPLY:**

1. Candidates must apply in the Common Application Format devised by NERAMAC.
2. Each Application should be accompanied by a Processing fee of Rs. 100/- (non-refundable). Application not accompanying the Processing fee shall be rejected outright and shall not be processed. **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. Candidates should ensure that they have filled in the Application Format complete in all respects legibly.
4. 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 candidates are exempted from payment of Processing fee) and shall be submitted by Post or in person in closed envelop mentioning the Post very clearly on the Top of the envelope to the

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

5. 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.15.11.2017 ( by 1400 hrs).
6. 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 20.11.2017) may be given only in case NEFT/ RTGS and DD/ Pay order is made by 12.11.2017 ( with proof)