



## **WALK IN INTERVIEW**

### **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, will conduct **WALK IN INTERVIEW ON 30.11.17** for filling up of following positions for its flag ship Project “ONE” (ORGANIC NORTH EAST) On “Contract Basis” For it Zonal Office at Sikkim.

<b>Sl. No</b>	<b>Name of post</b>	<b>Qualification &amp; Experience</b>	<b>Age*</b>	<b>No. of Vacancies**</b>
1.	Astt. Manager-Marketing	Graduate/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.	25-40	1
2.	Executive Secretary(ES)	Graduate in any discipline with proficiency in Computer (MS Office, internet) with minimum 3-5 years experience on Secretarial & office work.	Below 40 years	1

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

The walk-in-interview has been scheduled as follows:

**At Sikkim:            Date: 30.11.17,    Time: 10.00 A.M. onwards**

**Venue:NERAMAC Ltd., Tadong Bazar, Gantok-737102(E.Sikkim)  
Contact No. (03592)232825**

❖ **Job Responsibilities For the Post of AM-Marketing:**

- a. Assisting the Senior 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.

❖ **Job Responsibilities For the Post of Executive Secretary:**

- a) Provide Secretarial assistance to the Sr. Zonal Manager/ other Senior officers.
- b) Manage ZM'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 Zonal office.
- k) Any other work that may be assigned by ZM/ Senior Manager from time to time.

**GENERAL TERMS & CONDITIONS:**

- 1) Interested candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement.
- 2) Candidates should ensure that they bring with them their original certificates, marksheets and other testimonials along with their resume & self-attested photocopies of all certificates, relevant documents & recent passport size photograph on the above schedule.
- 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 Organisations 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) 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.
- 17) NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
- 18) 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.
- 19) No TA/ DA will be paid to any candidate for appearing in the interview.
- 20) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 21) 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.
- 22) 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.

**HOW TO APPLY:**

1. Candidates must apply in the Common Application Format devised by NERAMAC to be downloaded from NERAMAC's website [www.neramac.com](http://www.neramac.com).
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.

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