

North Eastern Regional Agricultural Marketing Corporation LTD
(A Govt. of India Enterprise)

Invites Application for Filling Up Of The Various Positions
on “Contract Basis”

For

Project of “NE-Organic Showroom cum Resturant”

at

Dilli Haat, INA, New Delhi

Under MOVCDNER Scheme of Ministry of Agriculture & Farmer’s welfare, GOI

Date of Submission of Application : 15.2.2017 up to 14:00 Hours



North Eastern Regional Agricultural Marketing Corporation LTD
(A Govt. of India Enterprise)

Recruitment Notice

North Eastern Regional Agriculture Marketing Corporation (NERAMAC) a Schedule "C" CPSE invites application for filling up of the following positions on "Contract Basis" for its Project of Running of NE-Organic Showroom cum Resturant at Dilli Haat, INA, New Delhi under MOVCDNER Scheme of Ministry of Agriculture & Farmer's welfare, GOI

:

Sno.	Post Code	Name of the Post	No. Of Post	Max. Age (Yrs)	Experience (MIN.)	Monthly Consolidate Salary (Min.-Max.) INR
1.	NE-DH-DEL-01	MANAGER (SHOWROOM CUM RESTURANT)	1	45	10 YRS	25,000-30,000
2.	NE-DH-DEL-02	AM /EXECUTIVES (MKT.)	1	40	5YRS	20,000-25,000
3.	NE-DH-DEL-03	AM /EXECUTIVES (PURCAHSE)	1	40	5YRS	20,000-25,000
4	NE-DH-DEL-04	LINE CHEF/COOK (ORGANIC)	1	50	5 YRS	25,000-30,000
5	NE-DH-DEL-05	ASST. EXECUTIVE/ MTS	3	Any Age	3 YRS	8,000-15,000

A. Last date for the submission of application : 15.02.2017 (14.00Hrs)

B. Place of submission of application

: MD, NERAMAC,
(TENDER BOX)

C/o NEHDC LTD.
A-1/108 SAFDARJUNG
ENCLAVE, NEW DELHI –
110029

1. NERAMAC is looking for suitable **candidates for various** posts as given above for operating of NE-Organic Showroom cum Resturant at Dilli Haat, INA, New Delhi and other Job. Candidate will be hired on contractual basis for the project tenure on co-terminus basis.

2. Processing fee should be submitted @ Rs 500/ application (Non-refundable). Application not accompanying the processing fee shall be rejected out rightly and shall not be processed.
3. Preference shall be given to candidates of North Eastern Region with desired Education qualifications and Experience.

4. **Selection Criteria** :

Qualification (20 Pts)		Experience (30 Pts)			NER Connection (10 Pts)	Interaction Session (40 Pts)	Total (100 Pts)
(A)		(B)			(C)	(D)	(A+B+C+D)
Basic (10)	Additional (10)	Basic (10)	Similar (10)	Spl (10)			

5. Based on the above Selection criteria given above short listing of candidates
6. Number of vacancies can be altered depending upon requirement of NERAMAC.
7. Selected candidate shall be engaged purely for the NE Organic Dilli Haat or other projects of NERAMAC either directly by NERAMAC or through authorised HR agencies.
8. Applicant shall have to sign an agreement with NERAMAC or with HR agency
9. NERAMAC reserves the right to accept or reject any one or all applications without assigning any reason thereof.
10. 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.
11. In case the date opening fall 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.
12. In case any clarification applicant can contact Mr. Satish Sharma, (9818625496), AM coordination, NERAMAC, Delhi, Sh. Debashis Endow (08258047496), (P&A)/C

Sd/-
Managing Director, NERAMAC

**JOB SPECIFICATION, QUALIFICATION AND EXPERIENCE REQUIRED FOR
VARIOUS POSTS**

1. NE-DH-DEL-01 - MANAGER (SHOWROOM CUM RESTURANT)

Job Description:

- a. Responsible of achieving Sales Targets of NE produce (especially of Organics) of the Branch office.
- b. Expand the Client base for Organic produce user
- c. Popularising Organic Kitchen Garden model and the inputs required.
- d. Achieves restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- e. Meets restaurant financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- f. Plans menus by consulting with chefs; estimates food costs and profits; adjusts menus.
- g. Controls costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation.
- h. Avoids legal challenges by conforming to the regulations of the various authorities
- i. Publicizes the restaurant by designing and placing advertisements; inviting food editors to review the restaurant; contacting local, regional, and national magazines with feature ideas; encouraging local businesses to hold social events at the restaurant.
- j. Maintains safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with legal regulations; securing revenues; developing and implementing disaster plans; maintaining
- k. Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement; monitoring food presentation and service.
- l. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- m. Any other job assign from time to time by NERAMAC Management

Qualifications, Experience and Skills:

Qualification:

A full time/ Part time MBA (Marketing) / PGDBM or Graduation in Hotel management or similar related educational Qualification from recognized university/ institute.

Experience:

A minimum 10 years post qualification experience in Marketing and running restaurant of decent size. Preference shall be given to the applicant who has experience in similar project

Skill :

People Management, Planning, Foster Teamwork, Giving Feedback, Customer Service, Developing Budgets, Self-Motivated, Energy Level, Multi-tasking, Resolving Conflict, Verbal Communication preferred. Knowledge of ERP is desirable.

2. NE-DH-DEL-02 – Assistant Manager (MKT.)/ Marketing Executive

Job Description :

- a. Assisting Manager (Showroom Cum Restaurant) in discharging his duties
- b. Analysing and investigating price, demand and competition
- c. Devising and presenting ideas and strategies
- d. Promotional activities.
- e. Compiling and distributing financial and statistical information
- f. Writing reports
- g. Focus in Exports
- h. Organising events and product exhibitions
- i. Monitoring performance
- j. Managing campaigns on social media.
- k. Any other job assign from time to time by NERAMAC Management

Qualification: An MBA degree/ PGDM with minimum 55% marks (Desirable 60%) from recognized university/ institute with major of either Marketing/ Exports .

Experience: A minimum 05 years post qualification experience in Govt. Department/ public sector/ industry / reputed private commercial organization. Experience in Agriculture marketing and logistics shall be preferred. Knowledge of marketing techniques & research, forecasting procedures & maintaining MIS is desirable. Working knowledge of Computer is essential. Experience in sales, marketing & supply chain management of product & services / institutional sales, event management will be preferred.

3. NE-DH-DEL-03 - AM (PURCHASE)/ PURCHASE EXECUTIVE

Job Description:

- a. Assisting Manager (Showroom Cum Restaurant) in discharging his duties
- b. Should be thorough in
 - i. Materials Management, Procurement Planning.
 - ii. Purchase Procedures, Rate Contracts
 - iii. Tax Matters, import / export procedures,
 - iv. Customs Formalities,
 - v. Vendor Development Techniques,
 - vi. Inventory Control
- c. Should have sound knowledge of GFR & CVC guidelines relating to procurement policies.
- d. Expertise in e-procurement, e-Tendering
- e. preparation of tender documents
- f. CSQ and placement of orders etc
- g. Any other job assign from time to time by NERAMAC Management

Qualification:

Full time/ Part time MBA/PGDBM in Marketing/ Material management etc. with minimum 55% marks from recognized university / institute.

Experience:

A minimum 5 years post qualification experience in Public Sector Undertaking or Reputed Private / Manufacturing Sector in materials / purchase department.., . Working knowledge and understanding of ERP systems. Sound communication skills are also desirable. Preference shall be given to the applicant who has experience in similar project.

4. NE-DH-DEL-04 – LINE CHEF/ COOK (ORGANIC):

Job Description:

- a. Prepare Organic meals for cooking and weigh and measure ingredients.
- b. Line cooks are responsible primarily for cooking the food.
- c. Assisting Manager (Showroom Cum Restaurant) in discharging his duties
- d. He or she not only has to be able to cook food and lead a team of kitchen workers but also has to figure out how much food will be needed for the week and order food and supplies.

- e. Assists to prepare the restaurant's menu and adjust it depending on the seasonality or availability of food - so being able to cook amazing dishes from scratch is a must.

Qualification

Graduation in any field, preference shall be given for technical training in cooking and maintenance of restaurant

Experience

At least 5 yrs experience in cooking in the similar restaurant like place, out of which work for at least 3 yrs experience as main cook or line chef. Should have pleasing personality and quality of team worker.

5. NE-DH-DEL-05 - ASST. EXECUTIVE/ MTS

Job description

1. Physical maintenance of records of the Showroom
2. General cleanliness & upkeep of the Showroom cum Restaurant.
3. Other non-clerical work.
4. Assisting in routine office work like diary, dispatch etc. including on computer.
5. Delivering of Dak (inside & outside the building)
6. Watch & ward duties.
7. Opening & closing of showroom.
8. Cleaning, Dusting of furniture and catering the clients etc.
9. Require to assist Cook for serving of food to guests in the restaurant.
10. Assist inventory management and look after logistics of NERAMAC
11. Any other work assigned by superior authority.

Qualification

Matriculation or equivalent, Preference shall be given to the candidate having sound computer knowledge.

Experience:

Min. 3 years, preference is to be given for candidate served with Govt./ PSU etc.

Age, Qualification and Experience are relaxed for the Candidate retired from Govt. Service / PSU/ State govt. and having sound similar experience.

Remuneration – Minimum wages prescribed from time to time + mandatory contributions of employer + Service tax.

GENERAL CONDITIONS:

1. The applicant must be citizen of India.
2. The candidate should not have exceeded the age limit as on 01 Jan, 2017.
3. No age & percentage of marks bar for Departmental candidates. Departmental candidates are those who are on the regular rolls of the Corporation.
4. The candidates having minimum experience of Public Sector Undertaking/Large Manufacturing Organisations of repute will be preferred.
5. All the applicants should preferably have good computer knowledge and communication skills.
6. Persons working under Central/State Govt./Public Sector Undertaking/Autonomous bodies should apply through proper channel. While forwarding the application it may be verified and certified by the controlling authority that the particulars furnished by the officer are correct and that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity certificate and a statement of major / minor penalty imposed if any in past five years may also be sent along with application. The candidate may, however, send advance copy of the application along with requisite enclosures to avoid delay but may produce NO OBJECTION CERTIFICATE at the time of interview, from their present Employer.
7. 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.
8. The Management reserves the right to call suitable/short-listed candidates for interaction session.
9. 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.
10. 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.
11. NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.

12. Mere fulfilment 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.

13. 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.

14. No TA/ DA will be paid to any candidate for appearing in the written interview.

15. Candidates should carefully fill up all details in the application form especially the Category (SC/ST/OBC-NCL/PH) 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.

16. Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.

17. 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.

18. 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.

19. 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.

20. Though places of initial posting is New Delhi, the candidates are liable to be transferred anywhere in India including initial posting.

21. Candidates who have applied against any of the above post in past need to apply afresh.

22. 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.

27. 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 Demand Draft of Rs. 1000/- (SC / ST/ PWD and departmental candidates are exempted from payment of application fee) drawn in favour of NERAMAC, payable at Guwahati, shall be submitted by Post or in person to the

**MD, NERAMAC (TENDER BOX)
C/o NEHDC LTD.
A-1/108 SAFDARJUNG
ENCLAVE, NEW DELHI – 110029**

. 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 Feb 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.

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.

