



**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 OF CONSULTANTS**

**FOR ITS PROJECT "ONE" (ORGANIC NORTH EAST)**

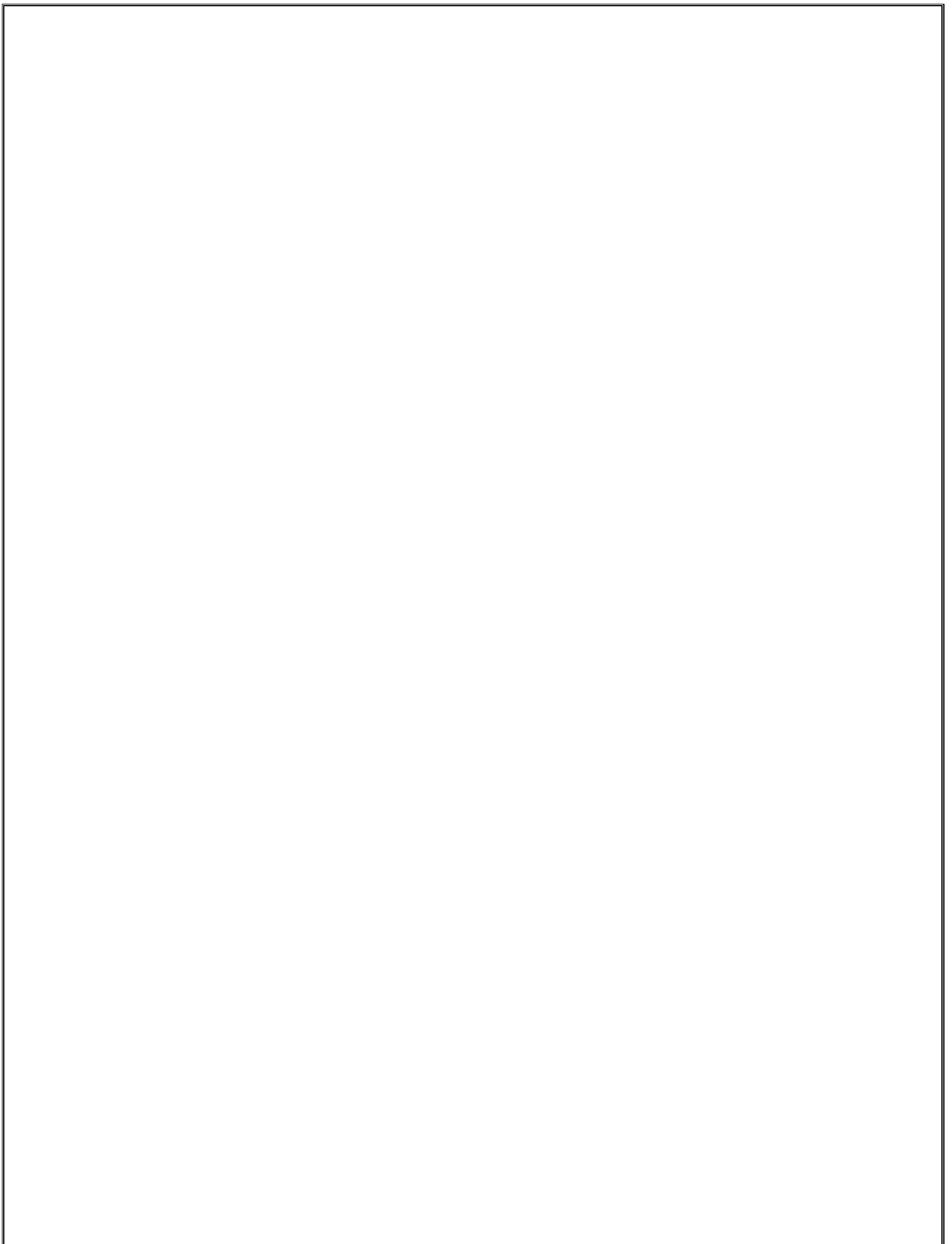
**ON "CONTRACT BASIS"**

**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 shall be in can be anywhere in NER, India or abroad.

SL.N O.	NAME OF POSITION & POST CODE	QUALIFICATION & EXPERIENCE	AGE*	NO. OF VACANCIES**	TOTAL EMOLUMENTS
1	CONSULTANT (FOOD PROCESSING)  POST CODE – <b>ONE-CONS-FP-01</b>	B.sc / M.sc in Food Processing technology, B.Tech/ M.Tech in food Process Engineering & Technology or related field from a recognized institute with a Minimum 15 yrs experience in Food processing sector.	NO AGE BAR	1	Maximum 50,000/-
2.	CONSULTANT (LOGISTICS AND INVENTORY MANAGEMENT)  POST CODE – <b>ONE-CONS-LOG-01</b>	A 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 15 years work experience in related field.	NO AGE BAR	1	Maximum 50,000/-
3.	CONSULTANT – BUSINESS DEVELOPMENT  POST CODE – <b>ONE-CONS-BD-01</b>	A bachelor’s degree in business administration, management, finance, Engineering or a related field, MBA in Marketing or Business Development with a minimum of at least 15 years post qualification experience in Business Development	NO AGE BAR	1	Maximum 50,000/
4.	CONSULTANT- HR  POST CODE – <b>ONE-CONS-HR-01</b>	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 15 years work experience	NO AGE BAR	1	Maximum 50,000/

\*As per the Guidelines and procedure for engagement of Consultant.

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

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,
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Rs.1000/-
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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 CONSULTANTS 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-CONS-FP-01 CONSULTANT (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 15 yrs experience in a responsible post in Govt. Dept./ Public Sector Undertaking/ Commercial organization of repute out of which at least 10 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.

### **2. POST CODE – ONE-CONS-LOG-01– CONSULTANT (LOGISTICS AND 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 15 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.

**3. POST CODE – ONE- CONS-BD-01- CONSULTANT – BUSINESS DEVELOPMENT**

**QUALIFICATION:**

A bachelor's degree in business administration, management, finance, Engineering or a related field, MBA in Marketing or Business Development.

**EXPERIENCE:**

Minimum 15 years post qualification experience in Business Development/ Marketing in Govt. / Semi Govt./ Public Sectors / large Private Commercial Organization, Out of which 10 years should be at a senior level. Should have good Liaison with Central / State and other Corporate.

**JOB PROFILE:**

- a) Monitor and analyze current market conditions for the Company.
- b) Evaluate & analyze company's business practices, competition and its competitors
- c) Develop new business models for the company
- d) Prepare recommendations based on research already carried out.
- e) Review and monitor strategies of the company as it regards sales, advertising, marketing, and other related fields of business
- f) Prepare presentations for Company.
- g) Follow up regular meetings – whether active or prospective one.
- h) Create opportunities for new product/ service by networking
- i) Negotiate contracts and licenses as necessary
- j) Conduct research on market trends of company's products/services
- k) Initiate strategies and plans for the company to minimize its losses and maximize its profits
- l) Manage time management and team building.
- m) Conducts audits on a yearly basis
- n) Create strategies for existing accounts to generate business
- o) Serves as company's liaison with its personnel as it has to do with business potentials; opportunities, and problem resolution
- p) Prepare reports as often as requested
- q) Assist in establishing company's agency plan as it regards certain territories and

- regions
- r) Generate leads through effective management of sales process of the company.
  - s) Any other work that may be assigned from time to time by superior authority.

**4. POST CODE – ONE-CONS- HR-01 CONSULTANT- HUMAN RESOURCES / 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 15 years post qualification experience in working in HR/ Personnel/ admin department of Government of India/ State Governments/ Public Sector Undertakings and having sound knowledge of HR rules of Govt. of India/ PSU.

**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.

**Other Terms & Conditions:**

1. The candidates should be conversant with the various guidelines & rules of the Govt. of India & that of Corporation. Candidates should be conversant with the computer & software applications and be capable of working independently to achieve the set target with the allotted resources and by observing all the prescribed rules & regulations.

2. The Consultants shall report directly to the Managing Director or to officials in the General Management cadre of the corporation as per the decision of the Management.
3. Compensation package in the form of honorarium/ consultancy fees etc shall be based on the experience/ qualification & other factors of the candidates. The Compensation package is negotiable.
4. The Consultant will not be entitled to any benefits like PF, Pension, Gratuity and Medical Allowances, House Rent Allowance, CCA, Dearness Allowance, or any other allowance.
5. They will not be entitled to any T.A. for joining the assignment.
6. Only Indian citizen need to apply.
7. Age Limit is normally 65Yrs, however engagement beyond 65yrs and upto 70 yrs can be with the approval of MD, NERAMAC, keeping in view his keeping good health appropriate for the work and high degree of expertise
8. The consultancy is initially for a period of one year extendable to 2 or 3 years depending on the requirement & performance of the incumbents.
9. Consultants Engagement shall be on –
  - a. **Full time basis:** Place of posting is Guwahati/ NER/NCR. The candidate engaged on full time basis will not be allowed to take any other assignment during the period of contractual engagement.
  - b. **Part time basis:** Incase of outstanding candidates having exceptional experience in related field. Place of posting can be in Delhi, Noida, any part of NER etc. Candidates in case engaged on part time basis but preference should always be given to assignments given by NERAMAC. Salary, however shall be half of full time basis. It can be negotiated if required.
10. The selected candidates should be prepared to join within 30-45 days time from the date of issue of the offer by NERAMAC.
11. They will not be entitled for any claim or right for continuing in their assignment or regular appointment to this assignment/ post or any other post in NERAMAC.
12. The assignment can be cancelled/ terminated on 30 days notice from either side without assigning any reason.
13. They will not be entitled to accommodation and facilities such as regular transport/telephone connection or any other allowance.
14. Deductions will be made in cash if any specified services are not rendered or rendered unsatisfactorily. Over payments, if any, will be recovered.
15. Expenditure incurred by them on travel for undertaking official tours within the country in course of execution of the work assigned to them will be reimbursed as per TA/DA rules



of the Company.

16. They will be subject to provisions of Indian Official Secret Act, 1923. Any information gathered during the period of engagement shall not be divulged to anyone who is not authorized to have the same.
17. They will be entitled to 8 days leave in a calendar year on pro rata basis.
18. 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.

#### **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. 31<sup>st</sup> 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)

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