



## **NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD.**

P&A/48/I-V/Part-III/256

Date: 05/07/2024

North Eastern Regional Agricultural Marketing Corporation (NERAMAC), a Govt. of India Enterprise under Administrative Control of Ministry of DoNER, will conduct **Walk-in-interview** for filling up the below mentioned position on **Contractual Basis**.

<b><u>Details</u></b>	<b><u>Requirements/Information</u></b>
<b>Position</b>	Store Executive
<b>No of Vacancies</b>	One
<b>Age Limit</b>	Not above 30 years as on 1 <sup>st</sup> August 2024
<b>Education Qualification</b>	Graduate in any discipline from a recognized institute/University. Must have basic Computer knowledge, using any inventory-based applications, tally, ERP - 9.
<b>Work Experience</b>	Minimum of 2 year of experience in relevant field. He should have knowledge of inventory and supply chain management.
<b>Job Location</b>	Guwahati, Assam
<b>Total Emoluments (In Rupees)</b>	Upto Rs.18,000/- P.M.

### **A. Job Role**

He will be responsible for managing the daily operation of the inventory and supplies of the Godown or any other storage facility available in the corporation. He should ensure efficient inventory management and ability to work as a team with another department when its required. May require occasional travel to meet suppliers, deliveries, attend events, etc. He should have problem solving attitude and capable enough to make informed and to take strategic decision

### **B. Job Specification**

1. To monitor and maintain daily inventory to ensure adequate stock is available, keeping updating the expiry date of retail product. Manage stock movement, including receiving, storing, and issuing goods.

2. He should conduct regular stock audits and reconciliations, generating timely bills and challan for the suppliers.
3. Maintain accurate records of all transactions, including receipts, issues and return. Prepare reports on stock level, inventory discrepancies and store performance
4. He should be able to use inventory management software to keep records updated like ERP and generate bills in Tally system.
5. Preparing orders or corporate gifts for shipment or delivery, packaging items securely and coordinating with logistics. Distributing materials or products to various departments as required.
6. Arranging and storing items in a systematic manner to optimize space and facilitate easy. Ensure that the store is clean, organized, and well-stocked.
7. Prepare financial reports and provide insights to upper management.
8. Ensure all the activities and procedure takes place comply with rules, regulation and corporation policy.

**C. General Terms and Conditions.**

1. The Walk-in-Interview will be held as per the scheduled date & time:

<b>S.NO</b>	<b>Position</b>	<b>Date &amp; Time</b>
1.	Store Executive	19 July 2024 Friday (10.30 A.M. to 12.30 P.M.)

2. Before appearing for the interview, candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement.
3. All qualifications must be from UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions/ equivalent degree under recognized by the Govt. of India (where ever applicable).
4. Interested candidates may appear for the interview along with their full Bio-data, necessary educational and experience certificates in original.
5. The applicant must be a citizen of India.
6. The candidates having maximum experience of Public Sector Undertaking/Large Organization of repute would be preferred.
7. Post probation period of 3 months, the engagement will be initially 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/ renewed.

8. 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. Further, the selected candidate would be eligible for increment as per policy promulgated from time to time.

9. The engaged person is liable to be transferred to any other location/ branch as and when required by the Corporation

10. During the validity of the contract of engagement, while on duty, engaged person shall

- (a) Observe 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 by giving one month prior notice if the performance of the engaged person is not found satisfactory.

12. The engaged person(s) also reserves his/her right of terminating this contract of engagement by giving the Corporation one months prior notice in writing or payment of his/ her consolidate remuneration for one month in lieu thereof.

13. The engaged person(s) 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 fulfil 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. NERAMAC Management reserves the right to cancel candidature of any candidate/ or cancel recruitment process of any aforesaid post without assigning any reason.

17. 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.

18. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response there to shall be subjected 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. In case of any clarification applicant can contact Ms. Krishna Roy, AM-HR, NERAMAC (7002266904).

23. Date & Venue of Walk-in-Interview is mentioned below. –

**Date:** 19 July 2024 (10.30 A.M. to 12.30 P.M)

**Office Address:**

NERAMAC Ltd.

No.9, Rajabari Path Ganeshguri,

Guwahati – 781005

**Note: Candidates should bring their original testimonials on the date of Interview.**

**Sd/-  
ManagingDirector**