



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

North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC), a Govt. of India Enterprise under the administrative control of Ministry of DONER, Govt. of India will conduct **Walk-In-Interview** for filling up the below mentioned Position on Contractual basis for its Head Office at Guwahati.

SL. NO	NAME OF POSITION	QUALIFICATION & EXPERIENCE	AGE	NO. OF VACANCIES *	TOTAL EMOLUMENTS (In Rupees)
1.	Sr. Administrative Officer	<p>1. Minimum Graduation. Candidates having a Bachelor degree in Law/ MBA in Human Resource Management/ PG Diploma in HRM/ Personnel Management will be given preference.</p> <p>2. Minimum 15 yrs. exp. out of which minimum 10 years should be in the field of managing Personnel and Administrative matters, preferably from Central Civil Services or States Administrative services, Police or Defense services or Central or State PSUs. <i>Preference shall be given to Retd. Govt. Officers/ Officials from Central Govt. / State Govt/ PSUs/ Autonomous Bodies having significant expertise in the field of Administration.</i></p>	Max-65 yrs	ONE	45,000/-

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

### Terms & Conditions

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

Sl.No.	Position	Date & Time
1.	Sr. Administrative Officer	28.12.2021(Tuesday) (11.00 AM to 2.00 PM)

- 2) Before appearing for the interview, candidates should ensure that he/she fulfills 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 (where ever applicable).
- 4) The applicant must be a citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01.06.2021.
- 6) The candidates having minimum experience of Public Sector Undertaking/Large Organization of repute will be preferred.
- 7) All the applicants should preferably have good computer knowledge and communication skills.
- 8) No. of posts may vary as per the requirements of the Corporation.
- 9) The engagement will be initially for a period of 2(Two) years. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended/ renewed.
- 10) 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.
- 11) The engaged person is liable to be transferred to any other location/ branch as and when required by the Corporation.
- 12) 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.
- 13) This contract of engagement is terminable by the Corporation at any point of time by giving one month's prior notice if the performance of the engaged person is not found satisfactory.
  - 14) The engaged person(s) 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.
  - 15) 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.
  - 16) 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.
  - 17) 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.
  - 18) The Management reserves the right to call suitable/short-listed candidates for interview.
  - 19) In case no suitable candidate is found, Management may consider for appointment of the candidate by relaxing age / qualification / experience. In such cases Management may also consider appointment at the next lower level or at any suitable position as deemed fit at a suitable remuneration to meet the immediate requirement.
  - 20) NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
  - 21) 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.

- 22) 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 subjected to jurisdictions of Court at Guwahati only.
- 23) No TA/ DA will be paid to any candidate for appearing in the interview.
- 24) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 25) 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.
- 26) In case of any clarification applicant can contact Ms. Navanita Buzar Baruah, AM-HR, NERAMAC (9864058714).
- 27) Eligible candidates can also mail their resumes to [hr.neramac@gmail.com](mailto:hr.neramac@gmail.com) on or before 28.12.2021.
- 28) Date & Venue of Walk-in-Interview is mentioned below:

**Date:** 28.12.2021

**Venue:** NERAMAC Ltd.  
No.9, Rajabari Path  
Ganeshguri, Guwahati - 781005

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

Sd/-  
Managing Director