



P&A/48/I-V/815

Date: 10/10/2022

Job Title: Sales Executive

No of Post: ONE

Qualification: Must be a Graduate & Computer Literate.

Experience: Must have sales experience, preferably in FMCG.

Salary: Upto 25000 INR PM based on qualification & experience.

Age: Below 30 years

Job Responsibilities:

1. Daily Sales Work. Retail visits, Secondary order generation.
2. Attending exhibitions when deputed.
3. Assisting reporting authority in formulating marketing plans of the Corporation.
4. Collecting, organising & maintaining data of buyers & sellers.
5. Study the current marketing methods, channels and devise suitable strategy & plan in the interest of the Corporation.
6. To visit NERAMAC stalls/ franchise outlets and provide assistance and support.

Date & Venue of Walk-in-Interview is mentioned below:

Walk-in-interview: 17th Oct, 2022

Time: 11.00 AM – 2.00 PM

Venue: NERAMAC Ltd

H.No. 9, Rajbari Path. GS Road, Ganeshguri, Guwahati-781005

Contact details: +91 9859944590, email id- agmretail@neramac.com

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

Terms & Conditions

- 1) Before appearing for the interview, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement.
- 2) 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).
- 3) Interested candidates may appear for walk-in-interview along with their full Bio-data, necessary educational and experience certificates in original.
- 4) The applicant must be a citizen of India.
- 5) The candidate should not have exceeded the age limit as on 01.11.2022.
- 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) year. 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. Further, the selected candidate would be eligible for increment as per policy promulgated from time to time.
- 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 two months prior notice in writing or payment of his/ her consolidated remuneration for one month in lieu thereof.
 - 15) The engaged person(s) will have no right to claim any additional 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) NERAMAC Management reserves the right to cancel candidature of any candidate / or cancel recruitment process of any aforesaid post without assigning any reason.
 - 20) 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.
 - 21) 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

- 22) No TA/ DA will be paid to any candidate for appearing in the interview.
- 23) Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
- 24) 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 issue.

**Sd/-
Managing Director**