

Recruitment Notice

The North East Cane and Bamboo Development Council is recruiting a Manager (Administration) and is inviting application from Indian Citizen holding Graduate degree in any stream with a minimum of 10 yrs of experience in various capacities under Public Sector Undertaking/ Government Societies & Organizations/Flagship Project Under the Government Or working in similar organizations and at least 3 years in the Manager level position. He/she will be responsible for the end-to-end HR Management, administration, coordination and supervision etc. The screening committee will short-list eligible candidates and call for an interview. Interested candidates may send the resume to necbdc@gmail.com on or before 15th February 2025.

Terms of Reference (ToR) for the post of Manager (Administration), North East Cane and Bamboo Development Council (NECBDC).

ANNEXURE I.

Job Description, Duties, Function & Powers of the post of Manager (Administration), North East Cane and Bamboo Development Council (NECBDC):

Duties and Responsibilities:

1. Human Establishment, Resource Management, corporate planning and administrative services.
2. He / She shall plan and administer a variety of administrative support programmes, including real property matters (e.g. space management; lease management and facilities engineering); mail service; Tele Communications; occupational health and safety; security; office supply management; and repository management of all files and official documents.
3. He / She shall be responsible for the Project's operation specifically administrative management functions, personnel management functions and other special assignments.
4. He / She shall guide the Project and advise the management of all its organizational and service challenges.
5. He / She shall coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance appraisal, and all other supervisory functions.
6. He / She shall ensure that administrative records (correspondence, inventory, etc.) in all offices are well organized, maintained and updated.
7. He / She shall provide periodic written reports on administrative matters to the Managing Director.
8. He / She shall recommend and implement best practice/ methodology to accomplish effective project administration and Project's overall goals.
9. He / She shall be responsible to handle travel and accommodation arrangements for its Officials on official tours.
10. He / She shall be responsible for review of Project Management Cost budgets and recommend improvements and adjustments.
11. He / She shall be responsible to organize meetings, seminars, workshops and other official events.
12. He / She shall develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Project.

13. He / She shall be responsible to organize meetings, seminars, workshops and other official events and also to scrutinize and evaluate the Project proposal and Detail Project Report (DPR).
14. He / She shall be responsible for the overall strategic and operational leadership of the organisation. He/she will ensure the organization's goals are met in a sustainable manner while maximizing Community Development.
14. Any other task assigned by the Managing Director that would contribute to the realization of Project objectives.

ANNEXURE II

One no. of post of Manager (Administration) North East Cane and Bamboo Development Council (NECBDC), under North Eastern Council, Ministry of DoNER, Govt. of India to be filled up on contract basis with Consolidated Pay of Rs 70,000 p.m and other entitlement as per the rule of NECBDC. Period of appointment shall initially be for a period of three years which may be further extendable by NECBDC as per the rules.

Eligibility Criteria:

- (a) The applicant must be a citizen of India
- (b) **Age:** Maximum 45 years of age as on the last date of submission of application.
- (c) Possessing the following educational qualifications and experience: -

Essential: Degree in any discipline.

Desirable: M.Sc./M.Tech/M.A/MBA degree from a recognized University or equivalent in Rural Development / Agriculture / Engineering / Technology.

- (d) Minimum 10 (Ten) years of working experience in various capacities under Public Sector Undertaking / Government Societies/ Recognized Universities / Research Institutions & Organizations/Flagship Project Under the Government Or working in similar organizations and at least 3 years in the Manager level position.
- (e) Candidates having working experience in different capacities in different Government departments / organizations will be given preference.
- (f) Candidate having working experience in community-based Cluster/federation units and Preparation of project designed and project reports.
- (g) Candidates having sound knowledge of Government rules and regulations, Government procedures, sound knowledge and good experience of handling official matters,

administrative and technical matters, legal matters, establishment matters, financial matters, stores & purchase, disciplinary matters, estate matters, welfare matters and protocol matters.

- (h) Candidates willing to travel extensively, ability to communicate with wide range of people including High level Officers of Central and State Governments/Senior Executive level including Non-Governmental Organizations and communities; having good exposure and experience at national and international level, good experience and exposure of handling evaluation, funding, implementation and monitoring of the schemes / development projects of the Central / State Governments at multilevel in varied fields.
- (i) Candidates having good experience in preparation of Project Concept Notes/Project Design, Detail Project Report (DPR) and Implementation of various Government Funded Projects and projects under Corporative Social Responsibility (CSR).
- (j) Preference will be given to the Candidate with the experience of implementation of projects funded by North Eastern Council, Ministry of DoNER, Govt. of India.
- (k) Candidates having good experience tender document preparation, eProcurement System etc.

ANNEXURE III.

CURRICULUM VITAE PROFORMA

| | | | |
|----|--|-------------|-------------|
| 1. | Name and address (in block letters): | | |
| 2. | Date of birth (in Christian era): | | |
| 3. | Date of retirement under Central / State Govt. rules: | | |
| 4. | Educational qualification possessed by the applicant: | | |
| 5. | Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same): | | |
| | | Educational | Educational |

| | | | |
|----|---|---|---|
| | | qualification required / experience as per the advertisement for the post | qualification / experience possessed by the candidate |
| | a. Essential educational qualification : (self attested copy of mark sheet/degree must be attached in support of essential educational qualification) | | |
| | b. Desirable educational qualification & working experience : | | |
| 6. | Please state clearly and justify whether in the light of eligibility criteria as per ANNEXURE-II,if you meet requirements of the post (if space is insufficient, annexure may be attached): | | |

7. Details of Employment, in chronological order. (Enclose a separate sheet, duly authenticated by your Signature, if the space below is insufficient) –

| Dept / Organization | Post held | From - To | Nature of employment i.e., ad-hoc / / temporary / quasi- permanent /permanent/ regular / contract etc. | Scale of pay and basic pay | Nature of Duties. |
|---------------------|-----------|-----------|--|----------------------------|-------------------|
| | | | | | |

| | | |
|----|--|--|
| 8. | Nature of present employment i.e., ad-hoc or temporary or quasi- Permanent or Permanent. | |
| 9. | Please state the present post held / designation with pay scale and Grade pay, if on deputation: | |
| | (a) The date of initial appointment / joining on deputation | |

| | | |
|-----|--|--|
| | and the department / organization: | |
| | (b) Period of appointment on deputation/ contract: | |
| | (c) Name of the parent Dept. /organization / Govt. to which you belong. | |
| 10. | Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale with Grade pay: | |
| 11. | Total emoluments per month now drawn. | |
| 12. | Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training / foreign training / visits abroad and (iii) Work experience over and above prescribed in the vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient). | |
| 13. | Whether belongs to SC/ST | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I also declare and certify that I have never been convicted for any kind of moral turpitude or any kind of economic offence.

Date: _____

(Signature of the candidate)

Address:

E mail:

(Countersigned)

(Present Employer with Seal)

ANNEXURE-IV

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case is pending or contemplated against Shri/Smti.

Signature:

Designation of Competent Authority.

ANNEXURE-V

MAJOR/MINOR PENALTIES REPORT

Certified that there are no major or minor penalties imposed on
Shri/Smti _____ during the last 10 years.

Signature

Designation of Competent authority.

ANNEXURE-VI

INTEGRITY CERTIFICATE

Service particulars of Shri/Smti_____ have been carefully scrutinized and it is certified that there is no doubt of his integrity.

Signature:

Designation of Competent authority.
