

NOTICE FOR VACANCY

Applications are invited from Indian citizens for appointment to the posts of PA to Managing Director, Bamboo Assistant, Data Entry Operator and Driver at North East Cane and Bamboo Development Council, Burnihat, Assam, on purely Contractual basis.

The application, complete in all respects, should reach the office of the undersigned, addressed to Deputy General Manager (Admin), NECBDC, 13 Mile, GS Rd, near CASFOS, Burnihat, Assam on or before 27th September, 2026.

Details regarding pay, eligibility criteria, Terms of Reference and other conditions are available in the detailed advertisement hosted on www.necbdc.in.

Sd/-
(HB Rocky Anal)
DGM (Admin), NECBDC



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TERMS OF REFERENCE

Part A- Engagement of Contractual Personnel in NECBDC

1. Position: PA to Managing Director

- Number of Positions: 1 no.
- Nature of Engagement: Contractual
- Monthly Remuneration: ₹20,500/- per month + 10% HRA and other admissible entitlements.
- Place of Posting: NECBDC, as assigned from time to time
- Minimum Qualification and Experience: Master's Degree with 2 (two) years' experience or Bachelor's Degree with 5 (five) years' experience in the relevant field.
- Responsibilities: The PA to the Managing Director shall be responsible for:
 - i. Handling the MD's outward correspondence, screening emails and letters received, placing them before the Managing Director and coordinating responses.
 - ii. Ensuring accuracy and attention to detail in office management, file movement and information management.
 - iii. Taking dictation, accurate transcription and word processing while maintaining confidentiality.
 - iv. Updating and maintaining the Society's contact and other information databases.
 - v. Dealing with enquiries received by the Society.
 - vi. Assisting in the arrangement and coordination of meetings.
 - vii. Assisting in making travel, accommodation and transport arrangements.
 - viii. Attending telephone calls and visitors.
 - ix. Assisting in procurement and management of office supplies, equipment and maintenance thereof.
 - x. Travelling to project areas and other places as and when required.
 - xi. Assisting the Administration Section in administrative matters.
 - xii. Performing any other task assigned by the Managing Director or his/her nominee.

2. Position: Driver

- Number of Positions: 1
- Nature of Engagement: Contractual
- Monthly Remuneration: ₹14,000/- per month + 10% HRA and other admissible entitlements.
- Place of Posting: NECBDC, as assigned from time to time
- Minimum Qualification and Experience:
 - i. Matriculation/10th Pass from a recognised Board/Institution.
 - ii. Possession of a valid Light Motor Vehicle (LMV) Driving Licence.
 - iii. Minimum 2 years of relevant driving experience.
 - iv. Knowledge of basic vehicle maintenance shall be desirable.



- Responsibilities: The Driver shall be responsible for:
 - i. Driving and operating NECBDC vehicles safely and responsibly.
 - ii. Ensuring regular maintenance of vehicle(s) of the Society.
 - iii. Maintaining and updating the vehicle Log Book.
 - iv. Maintaining cleanliness of the vehicle at all times.
 - v. Ensuring the fitness, roadworthiness and proper functioning of the vehicle.
 - vi. Reporting any defect, repair requirement or maintenance issue to the concerned officer.
 - vii. Assisting in official travel and field/project visits as required.
 - viii. Performing any other multi-tasking duties assigned by the Managing Director/Controlling Officer/Reporting Officer in furtherance of the objectives of NECBDC.
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Part B- Engagement of Project Based Contractual Personnel in NECBDC

1. Position: Bamboo Assistant

- Number of Positions: 1
- Nature of Engagement: Contractual
- Monthly Remuneration: ₹29000/- per month and other admissible entitlements.
- Place of Posting: NECBDC, as assigned from time to time
- Minimum Qualification: Bachelor's /Master's Degree in Botany, Forestry, Agricultural Sciences, Horticulture, Biotechnology, Plant Science, Bamboo Science/Technology or a closely related discipline from a recognised University/Institution.
- Experience: Master's Degree with 2 (two) years' experience or Bachelor's Degree with 5 (five) years' experience in the relevant field.
- Responsibilities: The Bamboo Assistant shall be responsible for:
 - i. Bamboo resource assessment and scientific planning.
 - ii. Bamboo nursery development and propagation.
 - iii. Bamboo plantation and management.
 - iv. Bamboo biology and pest and disease management.
 - v. Bamboo treatment, preservation and processing.
 - vi. Technical evaluation of bamboo-related projects.
 - vii. Assisting in preparation and review of DPRs, technical reports, project proposals and technical specifications.
 - viii. Providing technical support in implementation and monitoring of bamboo-sector projects.
 - ix. Undertaking field visits and providing technical inputs as required.
 - x. Performing any other task assigned by the competent authority.

2. Position: Data Entry Operator

- Number of Positions: 1
- Nature of Engagement: Contractual
- Monthly Remuneration: ₹17,500/- per month and other admissible entitlements.
- Place of Posting: NECBDC, as assigned from time to time
- Minimum Qualification
 - i. Minimum Graduate from a recognised University.
 - ii. Diploma/Certificate in Computer Applications or equivalent qualification shall be desirable.
 - iii. Proficiency in MS Office, particularly MS Excel and MS Word.
 - iv. Good typing and data entry skills.
 - v. Knowledge of internet, email and basic digital record management.
- Experience
 - i. Minimum 2 years of relevant experience in data entry, MIS, office documentation or related work shall be desirable.
 - ii. Experience in handling Government projects/programmes shall be an added advantage.
- Responsibilities: The Data Operator shall be responsible for:
 - i. Data entry, updating and maintenance of records in prescribed formats and databases.
 - ii. Compilation, verification and consolidation of project/programme-related data.
 - iii. Preparation and updating of Excel sheets, reports, statements and MIS.
 - iv. Digitisation, scanning, filing and systematic maintenance of official records and documents.
 - v. Assisting in preparation of periodic reports, progress statements and presentations.
 - vi. Maintaining databases relating to projects, beneficiaries, training programmes, assets and other activities of NECBDC.
 - vii. Checking data for accuracy, completeness and consistency and bringing discrepancies to the notice of the concerned officer.
 - viii. Assisting officers in retrieval and compilation of information/data as and when required.
 - ix. Maintaining confidentiality and security of official information and records.
 - x. Performing any other data management or office-related work assigned by the competent authority.

General Terms and Conditions

i. Probation Period and Duration of Engagement

The personnel shall initially be engaged for a period of 11 (eleven) months, including a probation period of 6 (six) months from the date of joining. During the probation period, the performance, conduct, discipline and suitability of the personnel shall be assessed by NECBDC. On satisfactory completion of the probation period, the engagement may be continued for the remaining period of the contract, subject to satisfactory performance and the requirements of NECBDC. The engagement may be extended further based on satisfactory performance, organisational requirements, availability of funds and approval of the competent authority.

- ii. **Nature of Engagement**
The engagement shall be purely **contractual** and shall not confer any right or claim for regular appointment or absorption in NECBDC.
- iii. **Place of Posting**
The selected personnel shall be posted at NECBDC or at any other location/project area as may be assigned by the competent authority from time to time.
- iv. **Duties**
The selected personnel shall perform duties assigned by the Managing Director or the officer authorised by him/her and shall undertake official travel/field visits as and when required.
- v. **Performance**
Continuation of the engagement shall be subject to satisfactory performance, conduct and organisational requirements.
- vi. **Confidentiality**
The personnel shall maintain strict confidentiality of all official records, documents, data and information accessed during the period of engagement and shall not disclose such information to any unauthorised person.
- vii. **Other Conditions**
NECBDC reserves the right to modify the number of positions, qualifications, experience, remuneration, scope of work and other terms and conditions as may be considered necessary in the interest of the organisation.

The application, complete in all respects, should reach the office of the undersigned, addressed to Deputy General Manager (Admin), North East Cane and Bamboo Development Council (NECBDC), 13 Mile, GS Rd, near CASFOS, Burnihat, Assam - 782402 on or before 27th September, 2026.



(HB Rocky Anal)
Deputy General Manager
NECBDC

ANNEXURE III.
CURRICULUM VITAE PROFORMA

Name for the Post Applied (in block letters):

1.	Name (in block letters):		
2.	Address and Contact details		
3.	Date of birth (in Christian era):		
4.	Date of retirement under Central / State Govt. rules:		
5.	Educational qualification possessed by the applicant:		
6.	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 qualification required / experience as per the advertisement for the post	Educational 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 :		

7.	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, and may be attached):	
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8. 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., temporary / permanent/ regular / contract etc.	Scale of pay and basic pay	Nature of Duties.

9.	Nature of present employment i.e., ad-hoc or temporary or quasi- Permanent or Permanent.	
10.	Please state the present post held / designation with pay scale.	
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. (Note: Enclose a separate sheet, if the space is insufficient).	
13.	Whether belongs to SC/ST	

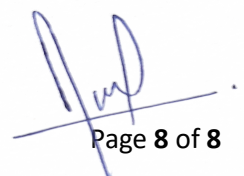
I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I also declare and certify that I have never been convicted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

Date:

Place:

Name and Address

Phone No. & Email.



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