



NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD.

P&A/48/I-V/Part-III/ 45

Date: 10/04/2026

North Eastern Regional Agricultural Marketing Corporation (NERAMAC), a Govt. of India Enterprise under Administrative Control of Ministry of DoNER, invites applications from eligible candidates for filling up the below mentioned position on **Project Basis for NE-RACE Project..**

<u>Details</u>	<u>Requirements/Information</u>
Position	Help Desk Operator
No of Vacancies	One (01)
Age Limit	Not above 30 years as on 1 st May 2026
Education Qualification	Higher Secondary (HS) Passed or Graduate from a recognized University/Institute.
Work Experience	<ul style="list-style-type: none">• Minimum 06 months of experience in a relevant field. The candidate should have knowledge on marketing (preferably agriculture sector), good communication skills and should have basic computer Knowledge (MS Office: Word, Excel, PowerPoint)• One(01) vacancy – Candidate must able to communicate in English and Mizo language
Job Location	Guwahati, Assam.
Total Emoluments (In Rupees)	Upto Rs.16, 500/- per month.

A. Scope of Work:

As a Helpline Operator your primary responsibilities will include:-

- a) Management of the portal help-desk
- b) Addressing user queries and issues.
- c) Maintaining detailed records of communication for future reference.
- d) Escalating critical matters to the project manager
- e) Assist the project team in reaching the project output in terms of user numbers.
- f) Generating leads through regular follow-ups with the existing clients and scouting for new buyers.

- g) Onboarding new buyers & sellers in the NE desk portal.
- h) Providing logistical assistance to the buyers & ground related supports to the farmers.
- i) Managing NERAMAC Stall at events.

B. General Terms and Conditions.

1. The management will call the candidates for an interview only on basis of their declaration in the application form and interview date will be informed to the shortlisted candidates only
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/ 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 experience in Public Sector Undertaking/Large Organization of repute would be preferred.
7. Post probation period of 3 months, the engagement will initially be for a period of 11 months. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement may 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 leave 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.
12. The engaged person(s) also reserves his/her right of terminating this contract of engagement by giving the Corporation one month prior notice in writing or payment of his/ her consolidated 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 and complete 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 the 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 subject to jurisdiction 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 published on the NERAMAC website only i.e.,www.neramac.com and no separate advertisement will be issued.
22. In case of any clarification applicant can contact Asst. Manager-HR, NERAMAC (7002266904).
23. All candidates are requested to submit their application forms along with relevant testimonials via email at amhr@neramac.com or by post to the address on or before 24/04/2026 (Friday).

Office Address: NERAMAC Complex, Panjabari Road, (Near Six-mile Flyover), Sixmile, Guwahati, Pin – 781019, Assam.

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

**Sd/-
Managing Director**

