

North East Centre for Technology Application and Reach (NECTAR), an autonomous society under Department of Science & Technology, Ministry of Science & Technology, Govt. of India intends to invite online applications for full time engagement of various job positions on purely contractual basis at Shillong and NECTAR-BCDI at Agartala.

Sl No	Name of Post	No of. Post	Job Profile	Educational Qualification / Experience / Age	Monthly Remuneration
1.	Project Officer	2	Project Officer shall be responsible for overall implementation of the assigned projects. She/He shall be responsible for planning and overseeing projects from the initial ideation through to completion. He shall coordinate with stakeholders, people, and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives.	Essential Qualification: Master's degree in biotechnology / Forestry / Argo-Forestry / Botany / Geo-Informatics / GIS & Remote Sensing/ Horticulture / Food Processing / Physics / Chemistry Or B.E / B. Tech in Bio – Technology / Geo-informatics / Geospatial Technologies / Food Technology. Essential Experience: Minimum 8 years of experience in technology application in the area of Geospatial / Geomatics / Communication / Bamboo Products / Food Processing and allied areas. Upper Age Limit: 45 Years	50,000 – 70,000/-
2.	Jr. Project Associate	2	Project Officer shall be responsible for assisting the Project Officer in implementation of the projects. She/He shall be responsible for overseeing projects from the initial ideation through to completion along with the Project Officer. He shall coordinate with stakeholders, people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives.	Essential Qualification: Master's degree in biotechnology / Forestry / Argo-Forestry / Botany / Geo-Informatics / GIS & Remote Sensing/ Horticulture / Food Processing / Physics / Chemistry Or B.E / B. Tech in Bio – Technology / Geo-informatics / Geospatial Technologies / Food Technology. Essential Experience: Minimum 5 years of experience in technology application in Geospatial / Geomatics / Bamboo Products / Food Processing and allied areas. Upper Age Limit: 40 Years	35,000 – 40,000/-
3.	Project Fellow	10	Project Assistants shall be responsible for liaising with Stakeholders, NGOs, SHGs involved with the project in the capacity building events, field visits, data collection, assist in field validation and to coordinate in various socioeconomic surveys. Person should have good academic qualification and experience in similar role as intern is desirable.	Essential Qualification: Master's degree in biotechnology / Forestry / Argo-Forestry / Botany / Computer / IT / Geo-Informatics / GIS & Remote Sensing/ Geology / Geography / Horticulture / Food Processing / Physics / Chemistry or B.E / B. Tech in Civil / Mechanical / Chemical / Electronics & Communication / Instrumentation / Geo-informatics / Geospatial Technologies / Computer / IT Upper Age Limit: 30 Years	15,000 – 20,000/-

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Sl No	Name of Post	No of. Post	Job Profile	Educational Qualification / Experience / Age	Approximate Monthly Remuneration
1	Project Co-ordinator	1	The person should be well versed with Project formulation and management, office management, coordination with state Govt. officials, nodal offices of State Missions and routine office communication. Website maintenance and dealing with entrepreneurs and marketing of products.	<p>Essential Qualification: Post-Graduate from a Recognized University preferably MBA degree.</p> <p>Essential Experience: Minimum 5 Years' Experience in Project formulation, management, and Administration</p> <p>Upper Age Limit: 45 Years</p>	40,000/- - 50,000/-
2	Training Coordinator	1	Having knowledge on vocational training programme as per NSDC compliances. Capable to develop need based modular training programme and study material. Making training schedule and calendar, coordination with faculties from other organization. Documentation and Report making. Capable to maintain PSR records and inventories. Campus	<p>Essential Qualification: Bachelor's degree from a Recognized University</p> <p>Essential Experience: Minimum 5 Years' Experience in teaching and imparting training to various students enrolled under Vocational course.</p> <p>Upper Age Limit: 40 Years</p>	20,000/- - 25,000/-
3	Account Associate	1	Persons should be conversant with maintenance of office accounts and handling financial & Administrative matters of Govt. Institute. Proficient in Maintenance of inventory and procedure for Govt. procurement and purchase.	<p>Essential Qualification: Bachelor's degree from a Recognized University in Commerce</p> <p>Essential Experience: Minimum 2 Years' Experience in Administration & Accounting, Bookkeeping, Finance Working knowledge of General Financial Rules adopted by Govt. of India</p> <p>Upper Age Limit: 40 Years</p>	20,000/- - 25,000/-

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Sl No	Name of Post	No of. Post	Job Profile	Educational Qualification / Experience / Age	Approximate Monthly Remuneration
4	Training Officer	1	Capable of Handling different Training Programs, workshops, inventory and making assessment of training programs for raw material and necessary arrangement on food and other facilities for Hostel. Documentation and report making.	<p>Essential Qualification: Bachelor's degree from a Recognized University</p> <p>Essential Experience: 5 years' experience in conducting skill development training.</p> <p>Upper Age Limit: 40 Years</p>	20,000/- 25,000/-
5	Machine Operator	2	Competent in Bamboo machine Operations and timely maintenance of the machines and can demonstrate its operation to various trainees.	<p>Essential Experience: Skilled Machine Operator with practical experience on bamboo processing Machine, Glue Board manufacturing, CNC machine and tools. Minimum 4 years working experience on bamboo processing machines.</p> <p>Upper Age Limit: 40 Years</p>	16,000 - 18,000/-
6	Carpenter	2	Development of in-house finished products and prototypes as per the design and inputs provided. Can also assist different training program.	<p>Essential Experience: Skilled artisan in Bamboo and cane craft like, utility, furniture and turning products. Proficient in the use of tools in Bamboo, Cane and Wood products.</p> <p>Upper Age Limit: 40 Years</p>	16,000 - 18,000/-
7	Multi-Tasking Staff	5	General cleanliness & upkeep of the Section/Unit, carrying of files & other papers within the building. Photocopying, sending of FAX, assisting in routine office work like diary, dispatch etc.	<p>Desirable Experience: Experience in working as an MTS will be preferred.</p> <p>Upper Age Limit: 35 Years</p>	On daily wages basis

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Term & Conditions

1. All applications are required to be sent in the Prescribed format given in Annexure-I only in online mode to the email ID: recruitment@nectar.org.in. Last date of submission of application is **15.11.2021**
2. NECTAR will not be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever.
3. Only Indian nationals are eligible to apply.
4. The crucial date for determining the eligibility in term of age, qualification and experience will be the last date of submission of application.
5. The selection will be based on academic qualification, experience, and performance in personal interview. Eligible candidates will have to appear for Skill Test / Personal Interview.
6. Candidates working in Government Organization / PSU / Autonomous Bodies must route their application through proper channel.
7. Applicants are required to attach all Copies of self-attested certificates in support of educational qualifications, date of birth, experience, and any other relevant information, if any should be attached with the application. Applications without the supporting documents will be summarily rejected.
8. Candidates will have to produce the original certificates at the time of interview / joining for verification.
9. Although age and experience against each post is prescribed, Director General, NECTAR may relax age and experience in case of the candidate otherwise found suitable
10. In case of false or insufficient information / lack of proof to ascertain the eligibility of the applicant, their candidature may be summarily rejected at any stage of the selection process.
11. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview. No further communication in this regard will be entertained.
12. Call letters and intimations relating to this recruitment will be sent to the shortlisted candidates by email only. Applicants should ensure that the email ID given in the online application is maintained active. Candidates may require undergoing skill test and interview on Offline / Online platform as decided by NECTAR.
13. The engagement of the above job positions will be purely on temporary basis initially for a period of six month. The contract may further be extended as per requirement and also on the basis of performance of the candidate with suitable remuneration.
14. The monthly remuneration payable for contractual positions shall be determined on the basis of the applicant's expertise, experience and professional standing.
15. NECTAR reserves the right to cancel /withdraw /postpone this recruitment notice at any point of time.



Director General
NECTAR

ANNEXURE – I

**Application for the Job Position “Mention the Job Position” in North East Centre for
Technology Application and Reach (NECTAR)**

Recent Passport Size Photo

1.	Name (in capitals)	
2.	Father's / Spouse's Name	
3.	Date of Birth	
4.	Age as on 31.10.2021	
5.	Full Address for Communication with Pin code.	
6.	Contact Details	
	Mobile No.	
	Email ID	
8.	Education / Qualification (Please enclose self-certified copies of Certificates)	
9.	Experience (Please self-certified copies of experience letter etc)	
10.	Name of Last Organisation	
11.	Last Pay Drawn (Please enclose copy)	
12.	Details of Skills & Knowledge relevant to the Job	
13.	List of Documents Enclosed / Attached	• • •

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed any material information, my appointment shall be liable to be summarily terminated without recourse. I have read this circular and ready to accept all the terms and conditions for engagement.

Date:-

Place:-

Signature of applicant
(Name of applicant)

