



NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD.

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

Date: 13/07/2026

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

<u>Details</u>	<u>Requirements/Information</u>
Position	Project Officer
No of Vacancies	One (01)
Age Limit	Not exceeding 35 years as on 1 st August, 2026
Education Qualification	B.sc/M.sc in Agriculture/Bachelor of Engineering/MBA from a recognized University /Institute. Candidates possessing qualifications in other related disciplines may also be considered.
Work Experience	Minimum of 3 years relevant work experience. The candidate should have experience in handling Government Projects, tender preparation, procurement processes, preparation of Concept Notes, DPR, RFPs, EOI, The candidate should have excellent documentation abilities, Good communication skill along with proficiency in computer applications (MS Office, MS excel, etc.)
Job Location	Guwahati
Total Emoluments (In Rupees)	Upto Rs.40,000/- per Month

A. Job Role

The Project Officer shall assist in the planning, implementation, monitoring, and coordination and successful execution of various projects undertaken by the Corporation. The role requires strong project management capabilities, knowledge of government procurement procedures, excellent documentation abilities, and continuous coordination with internal teams, government departments, consultants, vendors, and other stakeholders to ensure timely completion of project activities.

- I. Assist in planning, implementation, and monitoring of projects from inception to completion.
- II. Prepare project implementation plans, timelines, work schedules, and activity trackers.
- III. Coordinate with internal departments, government agencies, consultants, technical institutions, vendors, and project partners.
- IV. Ensure timely completion of assigned project activities and deliverables.
- V. Prepare progress reports, status updates, review notes, and project dashboards
- VI. Prepare Concept Notes, Detailed Project Reports (DPRs), feasibility reports, project proposals, business plans, Requests for Proposal (RFPs), Expressions of Interest (EOIs).
- VII. Draft Note sheets, Office Memorandums, Minutes of Meetings (MoM), presentations, and official correspondence.
- VIII. Maintain proper project documentation and records
- IX. Ensure compliance with General Financial Rules (GFR), Government procurement guidelines, and corporation policies.
- X. Assist in budget preparation, cost estimation, financial tracking and Coordinate with finance and accounts for release of payments, invoices, and supporting documentation.
- XI. Liaise with Central and State Government Departments, Ministries, PSUs, Research Institutions, NGOs, and other implementing agencies.
- XII. Organize meetings, workshops, training programmes, inspections, and field visits.
- XIII. Visit project sites to monitor implementation progress and conduct inspections & verify physical progress.
- XIV. Frequent travel within the North Eastern Region and other locations across India as per project requirements

B. Preferred Knowledge

- i. General Financial Rules (GFR) and Government procurement guidelines.
- ii. Preparation of RFPs, EOIs, and tender documents.
- iii. Project monitoring and evaluation frameworks.
- iv. Budgeting and financial management.
- v. Public sector project implementation.
- vi. Agriculture, horticulture, food processing, MSME, cluster development, value chain development, GI registration, or rural livelihood projects.

C. General Terms and Conditions.

1. The management will call the candidates for an interview only on the 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 fulfils the conditions and other criteria mentioned in this advertisement.

3. All qualifications must be from a UGC recognized University/ UGC recognized deemed University or AICTE approved autonomous institutions/ equivalent degree 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. Relaxation may be granted at the discretion of the Competent Authority
6. The applicant must be a citizen of India.
7. The candidates having maximum experience of Public Sector Undertaking/Large Organization of repute would be preferred.
8. Post probation period of 3 months, the engagement will be initially for a period of two (02) years. However, depending upon the requirement of the Corporation and the performance of the person engaged, the period of engagement can be extended/ renewed.
9. 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.
10. The engaged person is liable to be transferred to any other location/ branch as and when required by the Corporation.
11. During the validity of the contract of engagement, while on duty, the 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.
12. 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.
13. The engaged person(s) also reserves his/her right of terminating this contract of engagement by giving the Corporation one months prior notice in writing or payment of his/ her consolidate remuneration for one month in lieu thereof
14. The engaged person(s) will have no right to claim any addition of benefit/compensation/ absorption/regularization of services in the Corporation during or after the period of engagement under any provision.
15. 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.

16. The candidates are advised to give specific, correct, full 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.
17. NERAMAC Management reserves the right to cancel candidature of any candidate/ or cancel recruitment process of any aforesaid post without assigning any reason.
18. 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.
19. 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.
20. No TA/ DA will be paid to any candidate for appearing in the interview.
21. Appointment to the post will be subject to being found medically fit as per the prescribed Health Standards.
22. 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 issued.
23. In case of any clarification applicant can contact AM-HR, NERAMAC (7002266904).
24. 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 31/07/2026 (Friday).
25. Only shortlisted candidates shall be called to appear for an interview at the address mentioned below:

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**