

Nabamilon Beekeepers and Producers' Cooperative Society Limited

(An FPO promoted by West Assam Milk Producers' Cooperative Union Limited and National Dairy Development Board)

Dated: 1st October, 2023

INVITATION OF APPLICATION FOR THE POST OF BUSINESS DEVELOPMENT EXECUTIVE(BDE)

The Nabamilon Beekeepers and Producers' Cooperative Society Limited (NBPCL) invites applications for the recruitment of **Business Development Executive(BDE)** on a contractual basis initially till 30th October, 2024. The selected candidate shall act as the Secretary of the Co-operative Society and will be posted at Hajo, Kamrup(R) at the NBPCL office.

Job Requirements:

1. Candidate must be a Graduate in any stream from a recognized university.
2. Candidates with prior experience in Apiary (Honey Bee) related activity, Rural Extension Activity or any similar activity shall be preferred. However, fresher with sound knowledge in village based and development activities may also apply
3. Candidate must have basic knowledge in Computer (MS Excel, MS Word, PPT), Report writing, and understanding & implementing government schemes
4. Age of the candidate must not be more than 35 years. However, relaxation may be given in case of exceptional candidates.
5. Candidate has to be a problem solver with ability to understand situations and think rationally and critically.
6. Candidate must have ability to take initiative and have a growth-oriented mindset.
7. Candidate shall have to travel anywhere within Assam as desired from time to time.

Job Role:

1. Managing the Business operations of Honey majorly sold through WAMUL as Purabi Honey.
2. Strategizing the growth of Honey and other related activities.
3. Handholding the activities of Naba Milon Beekeepers and Producers' Cooperative Limited in line with the Statutory requirements.
4. Extensive field work to mobilise, train and motivate beekeepers and increase the reach of NBPCL
5. Liaising with WAMUL, NDDB, Nation Bee Board and other organizations to facilitate the growth of Naba Milon Beekeepers and Producers' Cooperative Limited.

General conditions for interview:

1. Candidates shall be mandatorily required to post/drop/submit a copy of CV along with all the Original certificates/documents relating to qualification, experience, age, identify proof, latest salary etc. and also a set of self-attested copies of the same and one passport size photograph on or before **October 12, 2023(Thursday) latest by 4pm** at **WAMUL Office, R K Jyoti Prasad Agarwala Road, Juripar, Panjabari, Near Sikkim House, Guwahati, Assam, OR NBPCL Office, Ramdia, Hajo, Kamrup(R), Assam**. Candidature will be liable for cancellation if at any stage if it is found that information furnished is misleading/misrepresented/incomplete/false. Application received through email will not be entertained.
2. The Personal interview of the shortlisted candidates will be conducted on **October 16th, 2023(Monday)** at the WAMUL Office, R K Jyoti Prasad Agarwala Road, Juripar, Panjabari, Near Sikkim House, Guwahati, Assam from 10:30 AM onwards. However, in case the no. of shortlisted candidates is high in no's the Personal Interview might be postponed to the next available date which will be notified on the same day.
3. The shortlisted candidates will get a communication over phone and also on mail (provided in the CV).
4. No TA/DA will be admissible for attending the personal interview.

Remuneration:

The remuneration of the Business Development Executive shall commensurate to his/her educational qualification and experience.

-S/d-
Chairman, NBPCL