

**Job Title:** Chief Executive Officer (CEO)

**Organisation:** SAAR Handloom Producer Company Ltd (SAAR-HPC)

**Job Location:** At registered office of SAAR-HPC. Currently Dhemaji or Lakhimpur district, Assam

**Background:**

NHPC, Subhansiri Lower HE Project is spearheading Sustainable livelihood initiatives in Dhemaji and Lakhimpur districts of Assam. As part of this endeavor, 03(Three) Producer Companies have been established in Piggery, Sericulture, and Handloom sectors, with a planned investment of approximately 100 crores. NHPC Limited has engaged the Institute of Rural Management Anand (IRMA) to provide consultancy services for the designing, strategizing, nurturing, and monitoring of these collective enterprises. Additionally, three Network Partners are engaged in assisting the Producer Companies in Infrastructure creation, community mobilization, Training, and Operational activities. It is envisaged that all stakeholders will gradually withdraw once the Producer Companies achieve operational autonomy.

**About the Producers Company:**

The SAAR Handloom Producer Company Ltd. (SAAR-HPC) is established under the Companies Act 2013 with handloom weaver producers as primary members and shareholders. On behalf of NHPC, Subhansiri Lower HE Project and SAAR-HPC, IRMA is mandated to recruit the Chief Executive Officer (CEO) who will look after overall administration of SHPC. The details of the Job Description are given below.

**Role Description:**

The CEO shall hold the position as the company's head and will report to the Board of Directors of the company.

And the responsibilities of CEO include, but are not limited to:

- Ensuring compliance with the Producer Company Act, Articles of Association (AoA), and Bylaws.
- Acting as an ex-officio director of the Board.
- Exercising efficient Managerial Functions as determined by the Board.
- Managing bank accounts of the company jointly with a Board member.
- Overseeing the company's business operations to ensure sustainability as a user-owned firm (UoF).
- Maintaining proper books of Accounts, records, preparing annual reports, and presenting audited statements.
- Liaisoning with Government Agencies for statutory compliance and meeting regulatory requirements.
- Establishing and maintaining a supply chain network for market linkages.
- Managing Human resources and implementing best HR practices.
- Developing networks to ensure the financial growth of the company.
- Undertaking any other assignments as directed by the Board of Directors.
- Coordinating with NHPC Ltd/IRMA for substantial financial decisions, infrastructure development and consultancy services until its withdrawal.
- Formulating policies and process (SOP's) manuals for the conduct of 'SAAR-HPC's business and related functions.
- Leading the formulation of goals, objectives, strategic plans, and policies of the SAAR-HPC
- Providing advice to the Board on legal and regulatory matters regarding SAAR-HPC's proposed and ongoing activities.

**Term of Appointment:** This post is Contractual in nature, for a period of 05 (five) years from the date of joining, subject to meeting employment terms & conditions. However, the above period shall be Renewable based on mutual consent and requirement.

**Essential Qualifications:**

- The applicant should be B. Tech in Textile Engineering or B Sc. In Fashion and Textile Designing or PGDBM/MBA/PGDM (E-Commerce specialization preferred)
- Minimum 02(two) years of experience in successfully managing similar businesses.
- Minimum Age is 24 yrs. as on the date of application & Maximum Age is 65 years.

**Desirable Requirements:**

- Minimum 02(Two) years' experience in handling Managerial/Administrative Position in handloom sector, value-added product marketing, and innovation-driven practices.
- Expertise in managing similar producer companies is an added advantage.
- Strong analytical and communication skills in English, Hindi and Assamese.
- Handful Experience in leading professional teams and demonstrating leadership skills.
- Willingness to work in the field with extensive travel.
- Exposure to business analytics and computational skills.
- Demonstrated ethical conduct in various contexts.
- Knowledge in Computers is desirable.

**Emoluments:** Basic Pay of Rs. 80,000/- per month, plus additional allowances. Performance-based incentive-linked allowances. Negotiable terms of employment as decided by the BOD.

**How to Apply:**

Interested candidates should apply online by September 23, 2024, 23:59 IST at <https://www.irma.ac.in/careers/careers.php>.

An applicant must upload his/her CV, statement of purpose and vision for SAAR-HPC justifying their suitability for the role in a single PDF file.

**Please Note:**

- The decisions made by NHPC/ IRMA are final and binding. Mere fulfilling the requirements listed in this advertisement does not guarantee the selection for the post. However, only the shortlisted candidates will be called for interview and will be intimated accordingly. It is reiterated that, NHPC / IRMA reserve the right to amend/relax the requirements without explanation.
- Shortlisting criteria may be adjusted if there is a high volume of applications.
- Only shortlisted candidates will be contacted for interviews; no interim inquiries will be entertained.
- IRMA promotes equal opportunities and inclusivity for all social groups, including minorities, gender, Scheduled Castes, Scheduled Tribes, Other Backward Classes, and persons with disabilities.
- Meeting minimum qualifications does not guarantee an interview invitation.
- Candidates who already have applied need not apply again.

