

## Society for Entrepreneurship Development [SOFED]

Address: Entrepreneurship Development Institute of Tripura

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No: SED/ESTT/1(61)/2018/632

Date: 30/08/2018

### EMPLOYMENT NOTIFICATION

Applications as per format given hereunder are hereby invited from the candidates permanently residing at Tripura for filling up of the following posts on purely monthly contract pay plus incentive basis for a term of 01 (one) year. The candidate would be selected on the merit basis of written test to be conducted which will be notified separately.

#	Position	No. of Post & category	Max. Age Limit (in Yrs)	Qualification	Monthly Contract Pay and commission	Experience
1	Marketing Executive (B2B)	01 (UR)	40	Minimum Graduate preferably MBA	Mly. contract Pay ₹ 15000/- + Incentives: (i) @ 0.1% on 100% achievement of sales target. (ii)@ 0.08% on 50% achievement of sales target.	Min 3 years in concerned sector like <ul style="list-style-type: none"> <li>▪ Experience of marketing of FMCG, textile, garments,</li> <li>▪ Dynamic, good communication skills in English, Hindi &amp; Bengali</li> <li>▪ Computer Skills</li> </ul>
2	Marketing Executive (B2C)	01 (UR)	40	Minimum Graduate preferably MBA	Mly. contract Pay ₹ 15000/- + Incentives: (i) @ 0.15% on 100% achievement of sales target. (ii)@ 0.12% on 50% achievement of sales target.	Min 3 years in concerned sector like <ul style="list-style-type: none"> <li>▪ Experience of managing showroom sales such as departmental stores</li> <li>▪ Dynamic, good communication skills in English, Hindi &amp; Bengali</li> </ul>
3	Executive- E-Commerce	01 (UR)	40	Minimum Graduate	Mly. contract Pay ₹ 15000/- + Incentives: (i) @ 0.5% on 100% achievement of sales target. (ii)@ 0.375% on 50% achievement of sales target.	Min 3 years in concerned sector lik <ul style="list-style-type: none"> <li>▪ Experience of e-commerce handling and call centre experience.</li> <li>▪ Dynamic, good communication skills in English, Hindi &amp; Bengali</li> </ul>

4	Sales Executive	<b>06 (UR=03, ST=02, SC=1)</b>	40	Minimum Graduate	Mly. contract Pay ₹ 9000/- + Incentives: (i) @ 0.5% on 100% achievement of sales target. (ii)@ 0.3% on 50% achievement of sales target.	Min 3 years in concerned sector like <ul style="list-style-type: none"> <li>▪ Experience of sales in departmental stores, fashion stores, malls</li> <li>▪ Dynamic, good communication skills in English, Hindi &amp; Bengali</li> </ul>
5	Billing Executive	<b>02 (UR=01, ST=01)</b>	40	Minimum Graduate	Mly. Contract pay of ₹ 10000/-	Min 3 years in concerned sector like <ul style="list-style-type: none"> <li>▪ Experience of working in departmental stores, showrooms</li> <li>▪ Knowledge of computer billing</li> </ul>

Other Terms & condition;

1. The recruitment would be made on purely contract basis for a term of 01 (one) year and there is no scope of regularization of the posts.
2. The selection would be made on the basis of merit of written test as per the Recruitment Policy of Govt. of Tripura issued vide no. F.20(1)-GA(P&T)/18 dated 5<sup>th</sup> June, 2018.
3. The service of selected candidates would be placed under the administrative control of the Managing Director, Tripura Handloom & Handicrafts Development Corporation Ltd to work at 'PURBASHA' sales counter.
4. The incentive would be calculated on the target sales to be fixed by the authority of Tripura Handloom & Handicrafts Development Corporation Ltd.
5. The last date of submission of application is **10<sup>th</sup> September, 2018** during office hours (Both physical & postal mode) and no application would be received after the last date and time in any circumstances. The authority will not be liable for any postal delay and no claim would be entertained on the issue.
6. The applications would be received on offline mood only at SoFED HQ, I.T. I Road, Indranagar, Agartala, Tripura (West), Pin 799006.
7. The in-service applicants (Government or Government PSUs) should send their application through proper channel.
8. The in complete and non-eligible (un-matched qualification & experience etc.) applications would be rejected by this end without showing any reason/clarification thereof.
9. The list of eligible candidate, written test schedule, venue etc. would be notified later on through our website and newspaper and no separate call letter for the written test would be issued from this end.
10. No TA/DA would be provided to the candidates attending written test.

Sd/-

**MEMBER SECRETARY (SoFED)**

# SPECIMAN APPLICATION FORMAT

For Office Use

Sl.NO:
Date:

Affix a Passport size latest coloured photographed and signed across on it
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To  
The Member Secretary,  
Society for Entrepreneurship Development (SoFED),  
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of** \_\_\_\_\_ **on Contract Basis.**

1. Name of the candidate: SRI / SMT \_\_\_\_\_  
(in Capital Letter)

2. Father's / Husband's name : Sri / Late \_\_\_\_\_

3. Permanent address : Vill \_\_\_\_\_ P.O \_\_\_\_\_  
(Copy of PRTC to be enclosed) Sub-Div. \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin. \_\_\_\_\_

4. Present Address : Vill \_\_\_\_\_ P.O \_\_\_\_\_  
Sub-Div. \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin. \_\_\_\_\_

5. Social Category : ST / SC / UR  
(Copy of caste certificate to be enclosed)

5. Contact no :

6. email ID (if any) :

7. Date of birth : DD \_\_\_\_\_ / MM \_\_\_\_\_ / YYYY \_\_\_\_\_  
(Admit of Madhyamik to be enclosed)

8. Age as on 01/09/2018 : \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ Days

9. Educational Qualification: (Copy of mark sheet to be enclosed)

Sl No	Name of the examination	Board	Year passing	of	% of marks obtained
1					
2					
3					
4					
5					

10. Experience: (Copy of experience certificate to be enclosed)

Sl No	Name of the organization / Govt. dept. where employed	Designation	Nature of work	Period of employment
1				
2				
3				
4				

## **DECLARATION BY THE CANDIDATE**

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect and qualification, age, experience etc. aren't matched with the advertisement, my candidature may be disqualified by the authority of SoFED.

Place:

Full Signature of the candidate

Date:

