



Handloom Export Promotion Council

(Under the aegis of Development Commissioner - Handlooms,
Ministry of Textiles, and Government of India)

Vacancy Notification No. 1008 dated 29.05.2024

HEPC INVITES APPLICATIONS FOR THE POST OF TRADE FACILITATION OFFICER ON CONTRACT BASIS

Handloom Export Promotion Council (HEPC) has an opening for the post of Trade Facilitation Officer at its Liaison office in Guwahati. HEPC, is an autonomous institution under the aegis of Development Commissioner (Handlooms), Ministry of Textiles, and Government of India. HEPC was incorporated in 1965. It is one of the oldest trade promotion councils with offices across country and is the nodal agency to promote exports of handlooms from India. HEPC offers technical assistance and market information to its members and seeks to expand existing markets as well as open new markets for Indian Handlooms which is one of the important export items of India.

Job Profile

HEPC is the important Export Promotion Council in India. Guwahati Liaison office has been set up to provide linkage for North East Handloom Products to HEPC Member Exporters and Global export market. Towards this, Trade Facilitation Officer will be expected to liaise and provide inputs to Handloom Weavers & Clusters in North East Region on Designs suitable for Global Market. She / He will also be expected to provide necessary technical support to clusters in order to facilitate clusters produce commercially acceptable product range. Job will also involve travel among clusters in all North Eastern States for mobilisation of members.

Educational qualification & Experience

Diploma in Handloom Technology / Degree in Textiles / Handloom from any Govt. recognized institution with minimum 5 years of experience in Textiles.

Work experience in Textiles / Trade Promotion and Handloom industry is must. Good connection with Government and demonstrated skills in Networking with Central, State Governments at medium to high levels of administration would be added asset. Knowledge in computers skills like Microsoft Office Suite, Presentation Software is must.

✚ Applicant should be minimum of 25 years and maximum of 35 years as on 01.05.2024.

✚ Mandatory: Knowledge in Hindi and any one language of North East states

Salary: Rs. 5 Lakhs per Annum and other prerequisites as per eligibility

How to Apply: Interested candidates may send their applications along with updated resume and recent passport size photograph within 15 days from the release of this advertisement to:

The Executive Director, #34, cathedral Garden Street, Nungambakkam, Chennai-34, Tamilnadu.

Or Email at: ed@hepcindia.com / hepc@hepcindia.com