

## **Notice Inviting Expression of Interests (EoIs) for engaging Cluster Development Executive (CDE) in Cluster Development Programme (CDP) under National Handloom Development Programme (NHDP).**

Last date of receipt of EoI: 21 days from the date of the advertisement. In case the 21<sup>st</sup> day falls on a holiday, the next working day will be considered as the last day.

### **Introduction:**

In Cluster Development Programme (CDP) under National Handloom Development Programme (NHDP), a qualified Cluster Development Executive (CDE) will be engaged/empanelled by the Implementing Agency to look after the all round development of the weavers of the cluster. He will play a pivotal role in the development of the cluster. He will co-ordinate with the weavers of the clusters, Implementing Agencies, Director Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong and Weavers' Service Centre, Guwahati in all aspects for development of the Clusters.

### **1. Objective**

The objectives of engagement /empanelment of CDE in CDP areas follows:

- To assist the Implementing Agency (IA) for development of the weavers as well as the cluster in all respects.
- To implement the activities of the cluster.
- To co-ordinate the activities of the cluster.
- To co-ordinate with the weavers and all other related agencies.
- To manage the activities of the cluster.

### **2. Duties to be performed by the CDE**

- The CDE shall be located at the cluster on full time basis and responsible for implementation of the scheme in the assigned cluster.
- He / She will be responsible to maintain all records and managing all activities of the cluster.
- Formation of Self-help Groups (SHGs) of weavers and linking with the bank / financial institutions.
- Building the local governance framework.
- Assist the ADHT/SHT in implementation of the project.
- Provide technical guidance to the beneficiary as per requirement of the project.
- Any other works assigned by the ADHT/SHT relating to the project.

### **3. Eligibility Norms:**

The applicant should be Diploma in Handloom Technology (DHT), preferably with an experience of working 2 years in handloom sector. The applicant should be Computer literate (knowledge of MS Word/Excel/Power Point), basic of accounts etc.

### **4. Duration of the Project**

Project duration is for 3 years. The CDE will be engaged /empanelled initially for one year which is extendable, subject to satisfactory performance. If the performance of the CDE is not found satisfactory, his/ her services shall be discontinued at anytime, even before completing a year.

## 5. Project Fees

CDE shall be paid as follows:

- i. Fixed remuneration @`30,000/-per month.
- ii. Lump sum payment to meet the expenditure towards local travel, telephone etc. @`500/-P.m.
- iii. Re-imburement of cost of TA/DA for travel to attend the meeting convened by the State Commissioner/Directorate of Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong /Head of Office of Weavers' Service Centre@`800/-per day for stay in hotel and travel by public transport i.e. 3<sup>rd</sup>AC train/Deluxe Bus, subject to actual on production of relevant documents.

## 6. CDE Selection Criteria

- The CDE shall be selected by a Committee.
- Selection will be made on the assessment of the profile of the CDE.
- Qualifications and the relevant experience for handling similar projects.
- Decision of the Committee shall be final and binding on all the applicants.

### 6.1 Marking Criterion

- Qualification(20%).
- Knowledge on modern trend of handloom sector (10%).
- Computer proficiency test (20%).
- Experience of working in handloom sector (20%).
- Approach and methodology towards development of propose cluster etc.(30%).

### 6.2 Procedure for submission of Expression of Interest

The following are to be submitted in sealed cover:

- CDE's profile in brief with details of experience in the handloom/textile sector, works done in the past in connection to the scope of the work suggested.
- Proof of Experience and of handling relevant activities mentioned.
- Any other supporting documents relevant to the project.

## 7. Other Information

Applicants may submit requests for clarification to this EoI by sending an email on our address [dirswgovt\\_megh@hotmail.com](mailto:dirswgovt_megh@hotmail.com). Clarification requests must be received by 8<sup>th</sup> June, 2023.

The selected Individual has to sign an Agreement with the Implementing Agency for rendering satisfactory services and completion of the projects in a time bound manner.

## 8. Last Date for submission of EoI

The last date for submission of EoI is 21days from the date of advertisement (upto3.00p.m.) The EoI received after due date shall not be accepted. The EoI should be addressed to the Director, Sericulture & Weaving, Department of Textiles, Meghalaya, Shillong. The envelope should clearly be marked "Proposal for engaging CDE for the Cluster Development Programme under NHDP". The applications should reach within 21 days from date of publication of advertisement.

**9. Rights of Implementing Agency**

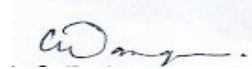
The Implementing Agency reserve the right to accept/reject the proposals received without assigning any reasons whatsoever, or may call for any additional Information/clarification,if sorequired.

**10. Court Jurisdiction**

This shall be subject to the exclusive jurisdiction of local courts.

**11. Attachments to be furnished with EoI**

- i. CV of the applicant.
- ii. Education qualification Certificate.
- iii. Certificate on Computer Application.
- iv. Experience Certificate.
- v. Any other certificate relevant to handloom sector and the cluster.



Director  
Sericulture and Weaving,  
Department of Textiles  
Meghalaya, Shillong