

The Bodoland Territorial Region is an autonomous region in Assam, Northeast India. It is made up of four districts, namely, Kokrajhar, Chirang, Baksa, and Udalguri, on the north bank of the Brahmaputra River, below the foothills of Bhutan and Arunachal Pradesh. As the Bodoland Territorial Region borders the state of West Bengal, it is also the gateway to Northeastern India. It is administered by an elected body known as the Bodoland Territorial Council (BTC).

The Bodoland Territorial Region is home to around 3,00,000 looms and weaving activity is in its culture and heritage. BTC has launched an ambitious Bodoland Handloom Mission (BHM), to create a system shift in the handloom industry and create a global handloom brand with diversified product.

‘**LOOMLABS**’ is being setup in the Mission Directorate to provide professional support for the successful implementation of the program, support new innovations, research & development in handloom activity and create a global handloom brand to provide sustainable and regular income of artisans of BTR. The arrangement i.e ‘**LOOMLABS**’ will provide qualified management professionals and work collaboratively with the government agencies and stakeholders, and to develop a successful global handloom business by building upon traditionally practiced Eri and Muga silk rearing and weaving livelihoods very intrinsic to Bodoland’s local culture.

The detailed qualifications, experience, age and remuneration shall be as per the Terms of Reference (ToR) provided below:

S.N.	Name and no. of position with Remuneration	Required qualifications and Experience	Job Description/Responsibility	Deliverables
1	<p>Textiles Designer</p> <ul style="list-style-type: none"> Remuneration- up to INR 60000/Month No. of position-1 	<p>Qualification: 4-year Bachelor’s degree in Textile Design, Fashion Design, or a related field from top institute.</p> <p>Experience: Minimum 5 Years with</p> <ul style="list-style-type: none"> Demonstrable experience in designing for handloom textiles, with a strong understanding of traditional techniques and materials. Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator) or other relevant tools. 	<p>The Textile Designer will be responsible for the following tasks:</p> <ul style="list-style-type: none"> Collaborate with groups of artisans and weavers to develop innovative designs while respecting traditional techniques. Research and analyze market trends, customer preferences, and cultural influences to create contemporary and marketable handloom designs. 	<p>The Textile Designer will contribute to the design and development of handloom products, ensuring their aesthetic appeal, marketability, and cultural significance.</p> <ul style="list-style-type: none"> Timely submission of design concepts, sketches, technical drawings, and digital renderings as required by the project timeline. Design products that are aesthetically appealing,

		<ul style="list-style-type: none"> • Knowledge of color theory, pattern development, and textile construction techniques. • Strong aesthetic sensibility, creativity, and an eye for detail. • Excellent communication and collaboration skills to work effectively with artisans, weavers, and cross-functional teams. • Ability to manage multiple projects and meet deadlines while maintaining design quality. • Knowledge of sustainability principles and the ability to integrate eco-friendly practices into design processes. • Familiarity with cultural and market trends in the textile and fashion industry. 	<ul style="list-style-type: none"> • Create detailed design concepts, including color palettes, patterns, and textures for handloom products. • Produce design sketches, technical drawings, and digital renderings using appropriate software tools. • Work closely with the production team to ensure the successful translation of designs into finished products. • Conduct quality checks and provide feedback to artisans to maintain design integrity and meet quality standards. • Keep abreast of emerging design trends, textile technologies, and sustainable practices relevant to handloom activities. • Collaborate with the marketing team to develop promotional materials and support product launches. • Maintain design documentation, including design files, specifications, and records of design iterations. <p>Any other task provided/required by the directorate.</p>	<p>culturally significant, and marketable.</p> <ul style="list-style-type: none"> • Maintain effective communication with cross-functional teams and provide design support as needed. • Contribute to the growth and development of the handloom activity by introducing innovative designs and techniques
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2	<p>Assistant Textiles Designer</p> <ul style="list-style-type: none"> • Remuneration- Up to INR 35000/Month • No. of position-1 	<p>Qualification: 4-year Bachelor’s degree in Textile Design, Fashion Design, Knitwear Design or a related field from top institute. Experience: 0-3 Years with</p> <ul style="list-style-type: none"> • Demonstrable experience in designing for handloom textiles, with a strong understanding of traditional techniques and materials. • Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator) or other relevant tools. • Knowledge of color theory, pattern development, and textile construction techniques. • Strong aesthetic sensibility, creativity, and an eye for detail. • Excellent communication and collaboration skills to work effectively with artisans, weavers, and cross-functional teams. • Ability to manage multiple projects and meet deadlines while maintaining design quality. • Knowledge of sustainability principles and the ability to integrate eco-friendly practices into design processes. • Familiarity with cultural and market trends in the textile and fashion industry. 	<p>The Designer will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Collaborate with groups of artisans and weavers to develop innovative designs while respecting traditional techniques. • Research and analyze market trends, customer preferences, and cultural influences to create contemporary and marketable handloom designs. • Create detailed design concepts, including color palettes, patterns, and textures for handloom products. • Produce design sketches, technical drawings, and digital renderings using appropriate software tools. • Work closely with the production team to ensure the successful translation of designs into finished products. • Conduct quality checks and provide feedback to artisans to maintain design integrity and meet quality standards. • Keep abreast of emerging design trends, textile technologies, and sustainable 	<ul style="list-style-type: none"> • The Textile Designer will contribute to the design and development of handloom products, ensuring their aesthetic appeal, marketability, and cultural significance. • Timely submission of design concepts, sketches, technical drawings, and digital renderings as required by the project timeline. • Design products that are aesthetically appealing, culturally significant, and marketable. • Maintain effective communication with cross-functional teams and provide design support as needed. • Contribute to the growth and development of the handloom activity by introducing innovative designs and techniques
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3	<p>Manager Merchandising</p> <ul style="list-style-type: none"> Remuneration- INR Up to 70000/Month No. of position-1 	<p>Qualification: 4-year bachelor’s degree in Apparel Technology, or full time Masters in Fashion Technology or a related field. Experience: Minimum 5 Years with</p> <ul style="list-style-type: none"> Proven experience in merchandising, preferably with top manufacturing, buying, export houses. Strong knowledge of merchandising, production processes, and quality control procedures. Excellent organizational and project management skills, with the ability to handle multiple tasks and prioritize effectively. Strong analytical and problem-solving abilities to identify trends, make data-driven decisions, and 	<p>The Merchandiser will be responsible for the following tasks:</p> <ul style="list-style-type: none"> Coordinate with the design and production teams to ensure timely execution of orders while maintaining quality standards. Collaborate closely with artisans, weavers, and suppliers to ensure the availability of raw materials, equipment, and resources necessary for handloom production. Manage the end-to-end merchandising process, including order placement, production planning, and 	<ul style="list-style-type: none"> Product Assortment: Curate a diverse and appealing product assortment that aligns with market trends, customer preferences, and brand positioning. This includes selecting handloom products, coordinating with artisans and weavers, and ensuring a balance of styles, colors, and price points. Sourcing and Supplier Management: Identify and establish relationships with

		<p>address production or supply chain issues.</p> <ul style="list-style-type: none"> • Exceptional communication and interpersonal skills to collaborate with diverse stakeholders, including artisans, weavers, suppliers, and clients. • Proficiency in using merchandising software, inventory management tools, and Microsoft Office applications. • Familiarity with logistics and distribution processes, including inventory control, shipping, and customs regulations. • Knowledge of sustainability practices and ethical sourcing in the handloom industry 	<p>monitoring of production timelines.</p> <ul style="list-style-type: none"> • Conduct regular market research to identify customer preferences, trends, and potential sales opportunities. • Analyze sales data and customer feedback to optimize product assortment and pricing strategies. • Develop and maintain strong relationships with clients, retailers, and distributors to drive sales and expand market reach. • Oversee the logistics and distribution of handloom products, ensuring efficient inventory management, timely deliveries, and cost-effective shipping solutions. • Monitor and evaluate competitor activities, pricing strategies, and market trends to proactively identify opportunities and challenges in the handloom sector. • Collaborate with the marketing team to develop promotional campaigns, marketing materials, and strategies to 	<p>reliable handloom suppliers, artisans, weavers, and cooperative societies. Ensure timely sourcing of high-quality materials, negotiate favorable terms, and maintain a robust supplier database for future collaborations.</p> <ul style="list-style-type: none"> • Product Development: Collaborate with designers, artisans, and weavers to develop new handloom product ranges. This involves providing inputs on market trends, coordinating sample development, ensuring adherence to quality standards, and conducting product testing and evaluation. • Pricing and Profitability: Determine appropriate pricing strategies for handloom products to maximize profitability while remaining
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4	<p>Marketing Manager- Handloom</p> <ul style="list-style-type: none"> Remuneration- Up to INR 70000 	<p>Qualifications: Full time 4 + 2 years Master’s degree or diploma in Marketing, Business Administration, Fashion Management, Fashion Technology or related field. Experience: Minimum 5 Years With</p>	<p>The Marketing Manager will be responsible for the following task:</p> <ul style="list-style-type: none"> Develop and implement comprehensive marketing strategies to enhance brand 	<ul style="list-style-type: none"> Development and implementation of effective marketing strategies to enhance brand awareness,

	<ul style="list-style-type: none"> No. of position-1 	<ul style="list-style-type: none"> Proven experience in marketing, preferably in the fashion or handloom industry. Strong knowledge of marketing principles, strategies, and best practices across traditional and digital channels. Excellent communication and interpersonal skills to collaborate with diverse stakeholders, including designers, artisans, media, and customers. Proficiency in digital marketing tools and platforms, including social media management, SEO, content marketing, and email marketing. Analytical mindset with the ability to interpret data, generate insights, and make data-driven decisions. Creative thinking and the ability to develop compelling marketing campaigns that align with the brand identity and target audience. Project management skills to plan, execute, and monitor multiple marketing initiatives simultaneously. Strong leadership and team management abilities, with the capacity to lead and inspire a marketing team. Understanding of sustainability principles and the ability to integrate 	<p>awareness, promote handloom products, and increase sales.</p> <ul style="list-style-type: none"> Conduct market research to identify target audiences, consumer trends, and competitive landscape in the handloom industry. Collaborate with the design and production teams to understand product offerings, unique selling points, and customer preferences. Create and execute marketing campaigns across various channels, including digital marketing, social media, print media, and events. Develop and manage the marketing budget, ensuring cost-effective allocation of resources and monitoring campaign performance. Establish strong relationships with media outlets, influencers, and key stakeholders to maximize brand exposure and media coverage. Oversee the production of marketing materials, including catalogs, brochures, website content, and promotional videos. 	<p>engagement, and sales in the handloom sector.</p> <ul style="list-style-type: none"> Successful execution of marketing campaigns across various channels, ensuring brand consistency and message alignment. Monitoring and analysis of marketing metrics and KPIs to measure campaign performance and make data-driven improvements Comprehensive marketing strategies developed and implemented to enhance brand awareness, promote handloom products, and increase sales. Well-executed marketing campaigns across various channels, including digital marketing, social media, print media, and events, ensuring brand consistency and message alignment.
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		<p>eco-friendly practices into marketing strategies</p>	<ul style="list-style-type: none"> • Monitor and analyze marketing data, including website analytics, social media engagement, and sales figures, to measure campaign effectiveness and identify areas for improvement. • Collaborate with the merchandising team to align marketing strategies with product launches, seasonal collections, and promotional activities. • Stay updated on industry trends, consumer behavior, and marketing innovations, ensuring the handloom brand remains relevant and competitive. • Ensure marketing activities adhere to ethical and sustainable practices, promoting the values of the handloom sector. <p>Any other work assigned/required by the mission directorate.</p>	<ul style="list-style-type: none"> • Strong relationships established with media outlets, influencers, and key stakeholders to maximize brand exposure and media coverage. • Marketing materials, including catalogs, brochures, website content, and promotional videos, produced and managed effectively. • Monitoring and analysis of marketing data, including website analytics, social media engagement, and sales figures, to measure campaign effectiveness and identify areas for improvement. • Alignment of marketing strategies with product launches, seasonal collections, and promotional activities of the merchandising team. • Continuous research and understanding of industry trends,
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				<p>consumer behavior, and marketing innovations to keep the handloom brand relevant and competitive.</p> <ul style="list-style-type: none"> Integration of ethical and sustainable practices into marketing strategies, promoting the values of the handloom sector
5	<p>Pattern Master</p> <ul style="list-style-type: none"> Remuneration- INR Up to 30000/Month No. of position-1 	<p>Qualifications: A degree or diploma in Pattern Making, or a related field. Experience: Minimum 6 years in relevant field With</p> <ul style="list-style-type: none"> Proven experience as a Pattern Master in the high fashion industry, with a strong portfolio showcasing expertise in complex and innovative designs. Excellent knowledge of pattern making techniques, garment construction, and fitting principles. Strong understanding of fabric properties, draping techniques, and sewing methods. Attention to detail and precision in pattern development to ensure 	<p>The Pattern Master will be responsible for the following tasks:</p> <ul style="list-style-type: none"> Collaborate with the design team to understand and interpret design concepts, sketches, and technical drawings. Develop and create precise and well-fitting patterns for high fashion garments, including complex and innovative designs. Conduct fittings and alterations on prototypes and samples to ensure proper fit, silhouette, and proportion. Utilize draping techniques, flat pattern drafting, and computer- 	<ul style="list-style-type: none"> Timely creation of accurate and well-fitting patterns for high fashion garments. Collaborative and effective communication with the design and production teams to ensure smooth workflow and adherence to design concepts. Consistent and accurate pattern documentation to support future productions. Continuous professional development and knowledge enhancement in pattern

		<p>proper fit and desired design aesthetics.</p> <ul style="list-style-type: none"> • Excellent problem-solving skills to overcome challenges related to pattern development and fitting. • Strong organizational and time management abilities to meet deadlines and manage multiple projects simultaneously. • Effective communication and collaboration skills to work closely with the design team, production team, and other stakeholders. <p>*Proficiency in Assamese or Boro language is essential.</p>	<p>aided design (CAD) software to create patterns.</p> <ul style="list-style-type: none"> • Apply knowledge of garment construction, fabric properties, and sewing techniques to optimize pattern development. • Collaborate closely with the production team to provide technical guidance on pattern-related issues during the manufacturing process. • Stay updated on fashion trends, new materials, and pattern making techniques to enhance design and pattern development. • Maintain accurate records of patterns, specifications, and alterations to ensure consistency and efficiency in future productions. • Collaborate with the design team and garment technologists to ensure the seamless transition from pattern to final product. • Provide guidance and mentorship to junior pattern makers and assist in their skill development. <p>Any other work assigned/required by the mission directorate.</p>	<p>making techniques and high fashion trends.</p> <ul style="list-style-type: none"> • Mentorship and support provided to junior pattern makers, and stitching operators contributing to their skill development and growth.
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6	<p>Stitching operator</p> <ul style="list-style-type: none"> • Remuneration- Up to INR 15000/Month • No. of position-2 	<p>Qualification: Minimum 10th Pass Experience: 5 Years as a Stitching Operator in the high fashion industry, With</p> <ul style="list-style-type: none"> • Strong portfolio showcasing expertise in stitching intricate and complex designs. • In-depth knowledge of garment construction techniques, sewing methods, and various stitching types. • Proficiency in operating industrial sewing machines, including single-needle, overlock, cover stitch, and specialty machines. • Exceptional sewing skills and the ability to produce garments with impeccable finishing, precision, and attention to detail. • Familiarity with high-end fabrics, trims, and embellishments commonly used in high fashion garments. • Strong understanding of garment patterns, cutting layouts, and sewing instructions. • Ability to interpret and follow technical specifications, including measurements, sewing techniques, and quality requirements. 	<p>The Stitching Operator will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Operate industrial sewing machines to stitch high fashion garments according to provided patterns and specifications. • Ensure precise cutting and sewing of fabric pieces, following the highest quality standards and design requirements. • Perform various stitching techniques, including seams, hems, pleats, gathers, and decorative stitching, with accuracy and attention to detail. • Handle delicate fabrics, trims, and embellishments with care, ensuring their proper placement and attachment during the sewing process. • Conduct regular quality checks to ensure finished garments meet the desired standards for fit, finish, and overall appearance. • Collaborate with the production team to meet production targets, maintain 	<ul style="list-style-type: none"> • Consistent production of high-quality garments with excellent stitching and finishing. • Adherence to production schedules and meeting production targets. • Collaboration with the production team to ensure smooth workflow and efficient production processes. • Continuous improvement in sewing skills and techniques to enhance productivity and garment quality. • Compliance with safety protocols and maintenance of a clean and organized work area.

		<ul style="list-style-type: none"> • Knowledge of garment production processes, including understanding of workflow, productivity, and time management. <p>*Proficiency in Assamese or Boro language is essential.</p>	<p>workflow efficiency, and adhere to production schedules.</p> <ul style="list-style-type: none"> • Continuously update sewing skills and techniques to stay informed about the latest trends and developments in high fashion garment production. • Collaborate with the quality control team to address any production issues and implement corrective measures to enhance garment quality. <p>Any other work assigned/required by the mission directorate.</p>	
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1. **Type of Employment:** Positions are purely on contractual basis and co-terminus with the duration of the project.
2. **Age:** Age of the candidate should not be more than **32** years as on (Date of advertising). The upper age limit is relaxable up to 3 years in case of SC/ST/PWD/Woman candidates.
3. **Duty Station:** Integrated Textile Park and Handloom Production Units in BTR and periodic travel to handloom clusters.
4. **Deadline for all the position:** Applications will be processed on a rolling basis.
5. **Terms and Condition:**
 - Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for interview. Applications received in response to notification will be scrutinized and shortlisted, who will be called for virtual/ in person interview. Based on qualification, experience and outcome of the interview, the candidate will be selected.
 - The Department/ selection committee has the right to cancel advertisement and not to proceed in the matter for engagement of **position** at any stage, accept or reject any or all applications without giving any reason whatsoever.
 - The decision of the Department/selection committee in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, interview etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained.
 - **Only shortlisted candidates would be contacted.**