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Detailed Term of Reference for Proposed Support Unit Under Handloom Mission

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 systemic shift in the handloom sector and create a handloom brand with diversified products.

'**LOOMLABS**' is being setup under the Mission Directorate to provide professional support for the successful implementation of the program to support new innovations, research & development in handloom activity and create a global handloom brand to provide sustainable and regular income of artisans of BTR. 'LOOMLABS' will provide qualified management professionals who will work collaboratively with the government agencies and stakeholders, to enable development of diversified products through traditional Eri and Muga silk rearing and weaving practices. This proposed PMU will be setup in collaboration with Transforming Rural India Foundation.

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
1	<p>Textiles Designer</p> <ul style="list-style-type: none"> Remuneration- up to INR 60,000/Month (Rupees Sixty Thousand only) No. of position-1 	<p>Qualification: 4-years Bachelor's degree in Textile Design.</p> <p>Experience: 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. Knowledge of color theory, pattern development, and textile construction techniques. Excellent communication and collaboration skills to work effectively with artisans, weavers, and cross-functional teams. 	<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. 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.



		<ul style="list-style-type: none"> • 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"> • 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 mission directorate.</p>
2	<p>Assistant Textiles Designer</p> <ul style="list-style-type: none"> • Remuneration-Up to INR 35000/Month (Rupees Thirty-Five Thousand Only) • No. of position-1 	<p>Qualification: 4-year Bachelor’s degree in Textile Design.</p> <p>Experience: 1 Year 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. • Excellent communication and collaboration skills to work effectively with artisans, weavers, and cross-functional teams. • Knowledge of sustainability principles and the ability to integrate eco-friendly practices into design processes. <p>Familiarity with cultural and market trends in the textile and fashion industry.</p> <p>*Language proficiency in Assamese or Boro is essential.</p>	<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 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 mission directorate.</p>



3	<p>Fashion Designer</p> <ul style="list-style-type: none"> Remuneration-Up to INR 60000 /Month (Rupees Sixty Thousand Only) No. of position-1 	<p>Qualification: 4-years Bachelor’s degree in Fashion Design.</p> <p>Experience: 5 Years with</p> <ul style="list-style-type: none"> experience in designing for the fashion industry, with a focus on high-end or luxury fashion. Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator) or other relevant tools. Excellent communication and collaboration skills to work effectively with master weavers, artisans, and cross-functional teams. In-depth knowledge of luxury fashion trends, high-end materials, and construction techniques. Understanding of sustainability principles and the ability to integrate eco-friendly practices into design processes. 	<p>The Fashion Designer will be responsible for the following tasks:</p> <ul style="list-style-type: none"> Research and analyze market trends, fashion forecasts, and luxury design influences to create exclusive handloom designs. Collaborate with master weavers and artisans to develop innovative techniques and elevate the artistic and aesthetic appeal of handloom creations. Create sketches, technical drawings, and digital renderings of elite designs, incorporating intricate details, embellishments, and luxury elements. Ensure the design process aligns with sustainable and ethical practices, promoting eco-friendly materials and production methods. Collaborate closely with the production team, providing design specifications, overseeing quality control, and ensuring design integrity during the manufacturing process. Stay updated on emerging fashion trends, luxury market dynamics, and techniques relevant to handloom activities. Participate in fashion shows, exhibitions, and other promotional events to showcase handloom creations and build brand presence. Maintain design documentation, including design files, specifications, and records of design iterations. <p>Any other work assigned/required by the mission directorate.</p>
4	<p>Assistant Fashion Designer</p> <ul style="list-style-type: none"> Remuneration Up to INR 35000/Month 	<p>Qualification: 4-year Bachelor’s degree in Fashion Design from institutes of repute.</p> <p>Experience: 1 Years with</p>	<p>The Designer will be responsible for the following tasks:</p>



	<p>(Rupees Thirty-Five Thousand)</p> <ul style="list-style-type: none"> No. of position-1 	<ul style="list-style-type: none"> Proven experience in designing for the fashion industry, with a focus on high-end or luxury fashion. Proficiency in design software such as Adobe Creative Suite (Photoshop, Illustrator) or other relevant tools. Exceptional creativity, artistic flair, and a keen eye for detail. In-depth knowledge of luxury fashion trends, high-end materials, and construction techniques. Understanding of sustainability principles and the ability to integrate eco-friendly practices into design processes. <p>*Proficiency in Assamese/Boro language is essential.</p>	<ul style="list-style-type: none"> Research and analyze market trends, fashion forecasts, and luxury design influences to create exclusive handloom designs. Collaborate with master weavers and artisans to develop innovative techniques and elevate the artistic and aesthetic appeal of handloom creations. Create sketches, technical drawings, and digital renderings of elite designs, incorporating intricate details, embellishments, and luxury elements. Develop and experiment with new silhouettes, cuts, and fabric combinations to bring a contemporary touch to traditional handloom textiles. Ensure the design process aligns with sustainable and ethical practices, promoting eco-friendly materials and production methods. Collaborate closely with the production team, providing design specifications, overseeing quality control, and ensuring design integrity during the manufacturing process. Stay updated on emerging fashion trends, luxury market dynamics, and techniques relevant to handloom activities. <p>Any other work assigned/required by the mission directorate.</p>
5	<p>Manager Merchandising (Production & Retail)</p> <ul style="list-style-type: none"> Remuneration-INR Up to 70000/Month (Rupees Seventy Thousand Only) No. of position-1 	<p>Qualification: 4-year bachelor's degree in Apparel Technology, or full time Masters in Fashion Technology.</p> <p>Experience: 5 Years with</p> <ul style="list-style-type: none"> Proven experience in merchandising, preferably with top manufacturing, buying, export houses. 	<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.



		<ul style="list-style-type: none"> • 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 address production or supply chain issues. • Exceptional communication and interpersonal skills to collaborate with diverse stakeholders, including artisans, weavers, suppliers, and clients. • Familiarity with logistics and distribution processes, including inventory control, shipping, and customs regulations. • Knowledge of sustainability practices and ethical sourcing in the handloom industry. 	<ul style="list-style-type: none"> • Manage the end-to-end merchandising process, including order placement, production planning, and monitoring of production timelines. • Conduct regular market research to identify customer preferences, trends, and potential sales opportunities. • 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. • Stay updated on industry regulations, compliance standards, and certifications relevant to handloom activities. <p>Any other work assigned/required by the mission directorate.</p>
6	<p>Marketing Manager- Handloom</p> <ul style="list-style-type: none"> • Remuneration- Up to INR 70000 (Rupees Seventy Thousand Only) • No. of position-1 	<p>Qualifications: Full time 4 + 2 years Master’s degree or diploma in Marketing, Business Administration, Fashion Management, Fashion Technology.</p> <p>Experience: 5 Years</p> <p>With</p> <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 	<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 awareness, promote handloom products, and increase sales. • 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.



		<p>stakeholders, including designers, artisans, media, and customers.</p> <ul style="list-style-type: none"> • 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. <p>Creative thinking and the ability to develop compelling marketing campaigns that align with the brand identity and target audience.</p> <ul style="list-style-type: none"> • Project management skills to plan, execute, and monitor multiple marketing initiatives simultaneously. <p>Strong leadership and team management abilities, with the capacity to lead and inspire a marketing team.</p> <ul style="list-style-type: none"> • Understanding of sustainability principles and the ability to integrate eco-friendly practices into marketing strategies. 	<ul style="list-style-type: none"> • 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. • 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>
7	<p>Manager Institution Building and Capacity Building</p> <ul style="list-style-type: none"> • Remuneration-Up to INR 60000/Month (Rupees Sixty Thousand Only) • No. of position-1 	<p>Qualification: A full time 4 + 2-year degree in Development Studies, MSW, Social Entrepreneurship or a related field from institute of repute.</p> <p>Experience: 5 Years of relevant work experience in working with large organizational setup funded by world bank.</p> <p>with</p>	<p>Manager Institution Building and Capacity Building will be responsible for following tasks:</p> <ul style="list-style-type: none"> • Develop and implement strategies for institution building within the handloom sector, including the establishment and strengthening of Interest groups, clusters, cooperative societies, training centers, skill development initiatives and directorate staffs.



		<ul style="list-style-type: none"> • Proven experience in institution building, capacity building, or community development, preferably in line with NRLM guidelines. • Excellent project management skills, including planning, implementation, monitoring, and evaluation. • Understanding of capacity-building methodologies, and participatory approaches. • Ability to work independently, prioritize tasks, and meet deadlines. • Proficiency in report writing, data collection, and analysis <p>*Proficiency in Assamese/Boro language is essential.</p>	<ul style="list-style-type: none"> • Conduct assessments and analysis of existing institutions and identify areas for improvement, expansion, and collaboration. • Develop and manage capacity-building programs for artisans, weavers, and other stakeholders to enhance their technical skills, business acumen, and overall well-being. • Provide guidance and support to artisan communities in developing sustainable business models, accessing markets, and adopting modern technologies and practices. • Design and deliver training programs and workshops on topics such as design innovation, entrepreneurship, quality control, and marketing strategies. • Monitor and evaluate the impact of institution building and capacity-building initiatives, collect data, and prepare reports to demonstrate the progress and outcomes achieved. • Stay updated on best practices, policies, and interventions related to institution building and capacity building in the handloom sector. <p>Any other work assigned/required by the mission directorate.</p>
8	<p>Handloom Support Engineer</p> <ul style="list-style-type: none"> • Remuneration: INR Up to 30,000/Month (Rupees Thirty Thousand Only) • No. of position-1 	<p>Qualifications: 4 years bachelor’s degree in Textiles Engineering/Handloom Technology.</p> <p>Experience: 3 years relevant experience working with handloom weavers, artisans.</p> <p>Or</p> <p>3 years Diploma in Handloom Technology or related field with minimum 5 years working experience with handloom weavers, artisans and clusters.</p>	<p>The Handloom Support Engineer will be responsible for following task:</p> <ul style="list-style-type: none"> • providing technical expertise and support to enhance the quality, productivity, and sustainability of handloom activities. • Provide technical guidance and support to handloom weavers, artisans, and clusters to improve their weaving techniques, product quality, and efficiency.



		<p>with</p> <ul style="list-style-type: none">• Strong technical knowledge and understanding of handloom weaving techniques, yarns, dyes, and finishing processes.• Strong functional knowledge of different handloom machine.• Knowledge of quality control processes and standards in the handloom sector.• Proficiency in computer-aided design (CAD) software and other relevant tools.• Excellent communication, training, and facilitation skills.• Ability to work collaboratively with diverse stakeholders and foster partnerships. <p>*Proficiency in Assamese or Boro language is essential.</p>	<ul style="list-style-type: none">• Assist in the development and implementation of new designs, patterns, and innovative techniques to enhance product diversification and market competitiveness. <p>Capacity Building:</p> <ul style="list-style-type: none">• Conduct training programs and workshops for weavers and artisans to enhance their skills, knowledge, and understanding of various aspects of handloom production, including yarn selection, dyeing, weaving techniques, and quality control.• Foster the adoption of best practices and modern techniques among weavers and artisans to improve their overall productivity and income generation. <p>Product Development:</p> <ul style="list-style-type: none">• Collaborate with designers, experts, and other stakeholders to develop new handloom products that align with market trends, customer preferences, and cultural heritage.• Facilitate the creation of product prototypes, sample development, and pilot production runs to showcase innovative designs and attract potential buyers. <p>Quality Assurance:</p> <ul style="list-style-type: none">• Develop and implement quality control mechanisms, ensuring that handloom products meet the required standards and specifications.• Conduct regular inspections, quality assessments, and provide feedback to weavers and artisans to ensure adherence to quality parameters. <p>Research and Development:</p> <ul style="list-style-type: none">• Stay updated with the latest trends, technologies, and innovations in the handloom and textile sector. <p>Any other work assigned/required by the mission directorate.</p>
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8	<p>Cluster Resource Manager</p> <ul style="list-style-type: none"> • Remuneration-INR Up to 17000/Month (Rupees Seventeen Thousand Only) • No. of position-20 	<p>Qualification: 2-Years certificate course on handloom technology/Diploma in Handloom/Textile technology from govt. recognised institutes.</p> <p>Experience: None (Experience in working with handloom sector will be preferred)</p> <ul style="list-style-type: none"> • Driving License and availability of motor-bike is must. <p>Working knowledge of office-suite is desirable</p>	<p>The Cluster Resource Manager will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Mobilization & Orientation of weavers/artisans for handloom activities. • Formation of weavers institution according to BHM guidelines. • Timely opening of bank accounts. • Conducting timely meeting and maintaining the records. • Support in taking orders from market and timely completion of production. • Collaborate with groups of artisans and weavers to develop innovative designs while respecting traditional techniques. • 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. <p>Any other task provided/required by the mission directorate.</p>
9	<p>Pattern Master</p> <ul style="list-style-type: none"> • Remuneration-INR Up to 30000/Month (Rupees Thirty Thousand Only) • No. of position-1 	<p>Qualifications: A degree or diploma in Pattern Making, or a related field or working experience with Fashion Boutique/Reputed Brand.</p> <p>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. 	<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-aided design (CAD) software to create patterns. • Apply knowledge of garment construction, fabric properties, and sewing techniques to optimize pattern development.



		<ul style="list-style-type: none"> • Strong understanding of fabric properties, draping techniques, and sewing methods. • Attention to detail and precision in pattern development to ensure proper fit and desired design aesthetics. • 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. 	<ul style="list-style-type: none"> • 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>
10	<p>Stitching operator</p> <ul style="list-style-type: none"> • Remuneration-Up to INR 15000/Month (Rupees Fifteen Thousand Only) • 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. 	<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.



		<ul style="list-style-type: none"> • 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. • Knowledge of garment production processes, including understanding of workflow, productivity, and time management. 	<ul style="list-style-type: none"> • 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 workflow efficiency, and adhere to production schedules. • 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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Terms & Conditions:

- 1. Type of Employment:** Positions are purely on contractual basis and co-terminus with the duration of the project. (1 year and renewable on performance basis for the duration of project)
- 2. Age:** Age of the candidate should not be more than **32** years as on 1st Jan-2024. The upper age limit is relaxable up to 3 years in case of SC/ST/PWD/Woman or **domicile candidates from BTR.**
- 3. Mode of Selection:** Written, and interview test on need basis.
- 4.** The Department/selection committee reserves the right to cancel advertisement and not to proceed in the matter for engagement of any of the above **position** at any stage, accept or reject any or all applications without giving any reason whatsoever.
- 5.** 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.
- 6.** 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.
- 7. Duty Station:** Integrated Textile Park and Handloom Production Units in BTR and periodic travel to handloom clusters in the region.
- 8. Deadline for all the position:** 2-weeks after publication of the advertisement. Selection on need basis.