

ESHANTVA 3D STUDIO

Proprietorship | GSTIN: 18DHLPG9662M1ZH

Gorbhitor Area, Biswanath Chariali, Assam | Landmark: Gogoi Computer Zone

Email: eshantvaenterprises@gmail.com | WhatsApp/Contact: 8099872735

PRIVATE RECRUITMENT ADVERTISEMENT

Product Research, Costing & Business Records Executive

Recruitment Batch ID	ESH3D-HR-PRCBRE-2026-01
Application Start Date	Date of publication / <u>08/10/2026</u>
Last Date to Apply	12 October 2026, 6:00 PM IST
Mode of Employment	Full-time, on-site / offline

1. Vacancy Details

Post	Product Research, Costing & Business Records Executive
Number of Vacancies	1
Job Location	Gorbhitor Area, Biswanath Chariali, Assam (Landmark: Gogoi Computer Zone)
Starting Fixed Salary	Rs. 15,650 per month - applicable only after final selection, appointment and joining as a regular employee
Working Schedule	Monday to Saturday, 9:00 AM to 6:00 PM, with approximately 1-hour break; Sunday weekly off
Age	18 to 35 years as on the last date of application
Minimum Qualification	Higher Secondary (10+2) pass from a recognised Board; Graduation preferred but not mandatory
Experience	Freshers may apply. Relevant experience in research, spreadsheets/data handling, office administration, costing, e-commerce or inventory is preferred but not mandatory

2. Essential Skills and Suitability

- Basic computer proficiency; ability to work with Excel/Google Sheets, Word/documents and structured digital records.
- Ability to conduct online product and market research, compare data, organise sources and explain findings clearly.
- Basic numerical understanding for costing, profitability and production analysis; training will be provided for role-specific tools/processes.
- Assamese communication required; basic Hindi and English preferred.
- Candidate should be willing to learn, follow documented workflows, maintain accurate records and work on-site.

3. Regular Job Responsibilities After Final Selection

- **Product research and market analysis:** identify suitable/trending products, competitor positioning, demand signals and proposed product pipelines.
- **Product costing and production analysis:** analyse material use, support/waste, print time, estimated manufacturing cost, expected selling price and profitability.
- **Commercial licence/IP research support:** prepare product-wise licence/permission information for management review. Final licence purchase/creator communication and commercial release remain with the Proprietor/Management.
- **Business records and digital administration:** maintain product master data, SKU/product codes, inventory/production/sales records, purchase/sales invoice data, supplier documentation, attendance/payment records and related internal files.
- **Management reporting:** prepare clear spreadsheets, reports and presentations so Management can understand, verify and approve recommendations.
- **Product performance tracking:** review actual market response and prepare continue/modify/hold/replace recommendations for the next cycle.

4. Selection Process

Stage 1 - Application Screening: Applications will be checked for basic eligibility and suitability.

Stage 2 - Interview: Shortlisted candidates will receive the interview date, time and location separately by WhatsApp/email.

Stage 3 - 10-Working-Day Paid Practical Assessment: Only interview finalists will enter the assessment. It is a supervised real-work assessment, normally about 3 hours per scheduled assessment day. Assessment remuneration is separate from regular job salary and may be up to Rs. 5,000 under the notified assessment structure.

Stage 4 - Final Management Review: Assessment performance, accuracy, research quality, costing/records quality, presentation, learning ability, reliability and overall suitability will be reviewed.

Stage 5 - Final Selection and Appointment: Only the final selected candidate will receive the Appointment Letter and confirmed Joining Date. Successful completion of the assessment does not by itself guarantee employment.

Stage 6 - Regular Employment: After joining, the selected employee will receive the fixed monthly salary of Rs. 15,650 and will serve an initial 3-month paid probation period under the appointment terms.

5. Paid Practical Assessment - Important Clarification

The assessment payment is **NOT** the monthly job salary. The 10-working-day assessment is part of the selection process for interview finalists. The current assessment structure provides verified scheduled-participation remuneration plus milestone-performance components, subject to the assessment agreement and a maximum total of Rs. 5,000. The regular monthly salary of Rs. 15,650 starts only after final selection, written appointment and joining.

6. Application Fee and How to Apply

Application Fee: NIL. No candidate application fee or security deposit is charged by ESHANTVA 3D Studio.

How to Apply: Send your application/CV by WhatsApp to 8099872735 or by email to eshantvaenterprises@gmail.com on or before 12 October 2026, 6:00 PM IST.

Please include: Full name, age, location, educational qualification, current status, computer/Excel/Word skills, languages known, relevant experience (if any), earliest availability/joining readiness, CV/resume, and a short note explaining your interest in the role.

7. Interview / Walk-in Information

No open walk-in interview is scheduled in this advertisement. Interview date, time and venue/location will be communicated individually to shortlisted candidates. The 10-day assessment schedule will be communicated only to interview finalists.

8. Organisation Profile

ESHANTVA 3D Studio is an Assam-based early-stage manufacturing and product-development proprietorship operating from the Biswanath Chariali area. The studio focuses on practical 3D-printed products, customised manufacturing, product research, costing, production planning, market testing and the development of commercially viable product lines for retail, wholesale and seasonal demand. Its working model combines digital product research with real production data, including material usage, print time, support and waste, production cost, product

licensing/creator permissions, pricing and actual market response. The business is building structured internal systems for product records, inventory, costing, performance tracking and management decision-making while maintaining a practical small-team environment. The selected employee will work closely with the Proprietor and manufacturing team, learning how a product moves from research and costing to verification, production, market feedback and the next improvement cycle. ESHANTVA 3D Studio welcomes capable local candidates who are willing to learn, work accurately and grow with a developing manufacturing business.

9. Important Notes

- This recruitment is for ESHANTVA 3D Studio's own vacancy and is not a consultancy/placement-agency recruitment.
- Management reserves the right to shortlist candidates and to make the final selection based on the notified process and documented assessment.
- Candidates should not share passwords, OTPs, PINs or unnecessary sensitive information during application/verification.
- Related role duties, tools, reporting formats and workflows may evolve with business needs within the functional scope of the position and applicable law.

Authorised Signatory:

Name: Abinash Gogoi

Designation: Proprietor

Date: 08/10/2026

Signature: Abinash Gogoi

Business: ESHANTVA 3D Studio

GSTIN: 18DHLP9662M1ZH

Place: Biswanath Chariali, Assam