

**NATIONAL TEXTILE CORPORATION LTD.**

(A Government of India Undertaking)

5th Floor, Core IV, SCOPE Complex, 7, Lodhi Road, New Delhi 110 003

NTC Limited is a major Schedule 'A' Central Public Sector Undertaking having Textile Mills, Retail Marketing, Outlets and other Offices spread across the country. The Company engaged in manufacturing and marketing of Clothes and Yarn, both in domestic and international markets, offers challenging career opportunities to professionals and is currently in the lookout for qualified and experienced professionals in various disciplines for recruitment on regular basis as per details given below:

Sl.No.	Discipline	Positions/No. of Post (indicative)	Upper age Limit	Essential Qualification	Grade/ Scale of pay
1.	Technical	(i) Sr. Manager (12)	45 Years	Graduate Engineer in (Textile Engineering/Textile Technology) or equivalent or Diploma in Textile Engineering/Technology.	E-4 (29100-54500)
		(ii) Manager (15)	45 Years		E-3 (24900-50500)
		(iii) Jt. Manager (15)	40 Years		E-2 (20600-46500)
2.	Marketing	(i) Manager (6)	45 Years	MBA (Marketing) or equivalent	E-3 (24900-50500)
		(ii) Jt. Manager (3)	40 Years		E-2 (20600-46500)
3.	Finance	(i) Sr. Manager (6)	45 Years	CA/ICWA	E-4 (29100-54500)
		(ii) Manager (8)	45 Years		E-3 (24900-50500)
		(iii) Jt. Manager (3)	40 Years		E-2 (20600-46500)
4.	Secretarial	Asstt. Company Secretary (Manager level) (1)	45 Years	ACS	E-3 (24900-50500)
		Joint Manager (Secretarial) (1)	40 Years	ACS	E-2 (20600-46500)
5.	HR	(i) Sr. Manager (3)	45 Years	MBA (HR)/MSW or equivalent	E-4 (29100-54500)
		(ii) Manager (5)	45 Years		E-3 (24900-50500)
		(iii) Jt. Manager (6)	40 Years		E-2 (20600-46500)

6.	Engineering	<u>Electrical Engineering</u> Manager (4)	45 Years	Graduate Engineer in Electrical/Mechanical/ Electronics	E-3 (24900-50500)
		Joint Manager (3)	40 Years		E-2 (20600-46500)
		<u>Mechanical Engineering</u> Joint Manager(2)	40 Years		E-2 (20600-46500)
		<u>Electronic Engineering</u> Joint Manager(5)	40 Years		E-2 (20600-46500)

1. EXPERIENCE

TECHNICAL				
Departments	Senior Manager	Manager	Joint Manager	
Spinning	Post qualification experience of Minimum 10 years for degree holders and 12 years for diploma holders, out of which the Incumbent should have at least 5 years of experience in a textile mill with at least 20000 spindleage capacity.	Post qualification experience of Minimum 8 years for degree holders and 10 years for diploma holders, out of which the Incumbent should have at least 3 years of experience in a textile mill with at least 15000 spindleage capacity.	Post qualification experience of Minimum 5 years for degree holders and 7 years for diploma holders , out of which the Incumbent should have at least 2 years of experience in a textile mill with at least 15000 spindleage capacity.	
Weaving	Post qualification experience of minimum 10 years for degree holders and 12 years for diploma holders, out of which the Incumbent should have at least 5 years of experience in a textile mill with at least 40 Looms capacity.	Post qualification experience of minimum 8 years for degree holders and 10 years for diploma holders, out of which the Incumbent should have at least 3 years of experience in a textile mill with at least 40 Looms capacity.	Post qualification experience of minimum 5 years for degree holders and 7 years for diploma holders, out of which the Incumbent should have at least 2 years of experience in a textile mill with at least 40 Looms capacity.	
Quality Control	Post qualification experience of minimum 10 years for degree holders and 12 years for diploma holders, out of which the Incumbent should have at least 5 years of hands on experience in quality testing equipments / quality testing technology i.e Wooster etc.,	Post qualification experience of minimum 8 years for degree holders and 10 years for diploma holders, out of which the Incumbent should have at least 3 years of hands on experience in quality testing equipments / quality testing technology i.e Wooster etc.,	Post qualification experience of minimum 5 years for degree holders and 7 years for diploma holders, out of which the Incumbent should have at least 2 years of hands on experience in quality testing equipments / quality testing technology i.e Wooster etc.,	
Maintenance	Post qualification experience of minimum 10 years for degree holders and 12 years for diploma holders, out of which the Incumbent should have at least 5 years of hands on experience in maintaining ring	Post qualification experience of minimum 8 years for degree holders and 10 years for diploma holders, out of which the Incumbent should have at least 3 years of hands on experience in maintaining ring	Post qualification experience of minimum 5 years for degree holders and 7 years for diploma holders, out of which the Incumbent should have at least 2 years of hands on experience in maintaining ring	

	frames like LMW, China Ring frames etc.,	frames like LMW, China Ring frames etc.,	frames like LMW, China Ring frames etc.,
Stores & Procurement	Post qualification experience of minimum 10 years for degree holders and 12 years for diploma holders, out of which the Incumbent should have at least 5 years of hands on experience in procurement and material management in textile related industry or any other manufacturing industry.	Post qualification experience of minimum 8 years for degree holders and 10 years for diploma holders, out of which the Incumbent should have at least 3 years of hands on experience in procurement and material management in textile related industry or any other manufacturing industry.	Post qualification experience of minimum 5 years for degree holders and 7 years for diploma holders, out of which the Incumbent should have at least 2 years of hands on experience in procurement and material management in textile related industry or any other manufacturing industry.

Human Resources		
Senior Manager	Manager	Joint Manager
Minimum 10 years of post qualification experience out of which the Incumbent should have at least 5 years of hands on experience in any manufacturing industry with not less than 200 workers / employees.	Minimum 8 years of post qualification experience out of which the Incumbent should have at least 3 years of hands on experience in any manufacturing industry with not less than 150 workers / employees.	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in any manufacturing industry with not less than 100 workers / employees.

Finance & Accounts/Costing		
Senior Manager	Manager	Joint Manager
Minimum 10 years of post qualification experience out of which the Incumbent should have at least 5 years of hands on experience in Finance and Accounts / Costing in any manufacturing industry.	Minimum 8 years of post qualification experience out of which the Incumbent should have at least 3 years of hands on experience in Finance and Accounts / Costing in any manufacturing industry.	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in Finance and Accounts / Costing in any manufacturing industry.

SECRETARIAL	
Manager	Joint Manager
Minimum 8 years of post qualification experience in Company Secretary's Department.	Minimum 5 years of post qualification experience in Company Secretary's Department.

MARKETING	
Manager	Joint Manager
Minimum 8 years of post qualification experience out of which the Incumbent should have at least 3 years of hands on experience in marketing of Textile related commodities/products/field.	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in marketing of Textile related commodities/products/ field.

ENGINEERING		
Departments	Manager	Joint Manager
Electrical Engineering	Minimum 8 years of post qualification experience out of which the Incumbent should have at least 3 years of hands on experience in Textile related field.	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in Textile related field.
Mechanical Engineering	NA	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in Textile related industry
Electronics Engineering	NA	Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in any manufacturing industry.

*candidates selected against the specified discipline may be posted to other relevant discipline as and when required and vice versa. Postings will be across Country at the discretion of Management.

2. COMPENSATION PACKAGE:

In addition to basic pay of the Pay Scale, the Executives are also entitled to DA on IDA pattern, Company accommodation if available / HRA / Conveyance allowance as applicable from time to time. Besides, other normal facilities, benefits such as EPF, Gratuity, Medical reimbursement, leave encashment, LTC, etc as per Rules are also available. Apart from these NTC offers excellent career progression opportunities for the qualified professionals.

3. EDUCATIONAL QUALIFICATION

The qualification which qualifies the applicant should be from National Level institute of repute, recognized universities/institutes under the full time/regular scheme only.

4. GENERAL CONDITIONS:

- (1) Only Indian Nationals need apply.
- (2) Appointment to the above mentioned posts will be on regular basis. Applicants appointed on regular basis will be on probation for a period of one year.
- (3) Selected applicants during the period of his/her employment will be required to serve at any location/ office of NTC situated across India.
- (4) Applicants currently working in PSE's under Central/State Government or any other autonomous Government organizations and applying for a particular post must have an experience of working in a grade below the grade of the post as given here under for a minimum of 2 years.

Post applying for	Minimum Pay Scale for candidates to be eligible to apply (if currently working in PSE's under Central/State Government or any other autonomous Government organizations)	Minimum gross monthly emoluments for candidates to be eligible to apply (if currently working in Private sector)
Senior Manager	Rs 24900-50500/- or equivalent	Rs 50,000-60,000/-
Manager	Rs 20600-46500/- or equivalent	Rs 40,000-50,000/-

Joint Manager	Rs 16400-40500/- or equivalent	Rs 30,000-40,000/-
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- (5) Depending on the requirement, the company reserves the right to cancel /restrict/ curtail/ increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- (6) NTC will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
- (7) The cut off date for considering the age and experience of candidates will be taken as **31.12.2015**.
- (8) Internal candidates of NTC, currently working in lower scales will also be considered for selection on merit as per the eligibility criteria for Internal candidates as per NTC Recruitment rules.
- (9) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary, prescribe a competitive written test/ personal interview or both or raise the Standard of Specifications to restrict the number of candidates to be called for interview.
- (10) A non-refundable 'Account Payee' demand draft for Rs. 300/- drawn in favour of National Textile Corporation Ltd. on any Nationalized Bank payable at New Delhi is to be enclosed along with the prescribed application form. No other mode of payment is acceptable. Candidates should mention their name and address on the reverse side of the Demand Draft. No fee is payable by SC / ST candidates and persons with disability (PWD).
- (11) Applicants serving in Government / Public Sector Enterprises / Semi-Government organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- (12) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- (13) Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.
- (14) Candidates belonging to SC/ST/OBC (non creamy layer) /PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (15) Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government(Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.

- (16) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (17) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
- (18) No correspondence will be entertained with the candidates not short listed for interview.
- (19) Incomplete application or application without prescribed fee will be rejected and no correspondence in this regard will be entertained.
- (20) Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- (21) Management will not be responsible for delayed receipt / non-receipt of applications.
- (22) The decision of Management regarding selection will be final.
- (23) Court of jurisdiction for any dispute will be New Delhi.

5. SELECTION PROCEDURE

Eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually.

6. Out-station candidates called for interview will be paid train fare by the shortest route on production of proof of journey as per NTC TA rules .
7. NTC reserves the right to conduct preliminary interview / test/GD etc depending upon the response of candidates in respect of all the positions as deemed fit by NTC Management.

8. HOW TO APPLY:

Candidates those who are eligible and interested are requested to download the application Form uploaded on the company's website. Candidates should read all instructions given in above advertisement and also on the website for the same.

9. Candidates must check their eligibility/ suitability thoroughly before applying and must apply for only one position/category.

10. Submission of application:

- **Once you download the Application Form, take a print out of the Application Form and fill the same.**
- **Please send this original duly filled in Application form, duly signed along with following Documents :**

- **Original Demand Draft (for Gen/OBC candidates only)**
- **Self attested copies of all educational qualifications and experience certificates mentioned in the application.**
- Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government (Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.

Original application form along with above enumerated documents are to be send by **ORDINARY** post only to **National Textile Corporation Ltd, Post Bag No: 7 (Seven), Lodhi Road Head Post Office, New Delhi, Pin – 110003,so as to reach us latest by 10.01.2016.** Speed post/ Registered letter will not be accepted. The incomplete applications and Applications received after due date will not be considered.

(a) **FEE:**

General /OBC/ ex-servicemen candidates are required to pay a non-refundable fee of Rs.300.00 (Rupees Three hundred only), drawn in favour of **National Textile Corporation Ltd, Payable at New Delhi.** The draft no., date of issue, amount, and issuing Branch should be entered in the application form. Also please write your name and post applied for on reverse of Demand draft. The fee once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before paying the registration fee.

Important Dates:

Last date of receiving Physical Copy of application form along with requisite documents	10.01.2016
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