



**NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED**  
**GREATER NOIDA-201306**  
**(HR DEPARTMENT)**

**No: NHDC/HR/Rectt/RE/2017/08/01**

**02<sup>nd</sup> August 2017**

**APPLICATIONS ARE INVITED FOR SELECTION OF PERSONNEL IN**  
**VARIOUS DISCIPLINES ON REGULAR EMPLOYMENT BASIS**

**National Handloom Development Corporation Limited (NHDC)**, a Public Sector Undertaking under Ministry of Textiles, Govt of India is a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State upgrading the technology in the Handloom Sector & improving productivity.

To meet the growth plans, NHDC Limited intends to engage the following personnel for its offices located across India. The details are:

**COMMERCIAL DEPARTMENT**

**1. Chief Manager (Commercial)**

**Code: CM-COMM/RE/O/17/8/1**

**A) Educational Qualification**

**Essential**

Degree in Textile Technology / Textiles Engineering from a University recognized by University Grants Commission or All India Council of Technical Education.

**OR**

Degree in Textiles Chemistry / Chemical Technology from University recognized by University Grants Commission or All India Council of Technical Education.

**Desirable**

MBA with specialization in Marketing (Full Time 02 Years) from a University recognized by University Grants Commission/Institution recognized by AICTE.

**AND**

Working knowledge of computer like MS Office, Usage of Internet etc. will be preferred.

## **B) Post Qualification Experience**

Minimum 14 yrs. Marketing & Technical experience (Marketing/Production of Yarn)- for Yarn & (Marketing/working experience in a Process House)- for Dyes & Chemicals, out of which 04 yrs. experience in the scale of 29100-54500 (IDA) or its equivalent (Rs.69,550/-p.m. approx) in a reputed organization of Central/State Govt./PSU/Private Sector.

- **No. of Post: 01 (OBC)**
- **Pay Scale: 32900-58000**
- **Age: Not exceeding 48 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.78630/- p.m. (approx) (Basic+IDA+HRA)**

## **FINANCE & ACCOUNTS DEPARTMENT**

### **2. Company Secretary**

**Code: CS-RE/U/17/8/1**

#### **A) Educational Qualification**

##### **Essential**

Associate Company Secretaryship / Fellow Company Secretaryship.

##### **Desirable**

- Degree in Law with specialization in Corporate Laws OR CA/ICWA/MBA will be an added advantage.
- Working knowledge of computer like MS Office, Accounting Packages, Usage of Internet etc. will be preferred.

## **B) Post Qualification Experience**

Minimum 12 yrs. Secretarial and Managerial experience, out of which 04 yrs. experience in the scale of 24900-50500 (IDA) or its equivalent (Rs.62,000/-p.m. approx) in a reputed organization of Central/State Govt./PSU/Private Sector.

- **No. of Post: 01 (UR)**
- **Pay Scale: 29100-54500**
- **Age: Not exceeding 45 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.72450/- p.m. (approx) (Basic+IDA+HRA)**

### **3. Senior Manager – (F&A)**

**Code: SM-F&A/RE/U/17/8/1**

#### **A) Educational Qualification**

##### **Essential**

Chartered Accountant from the Institute of Chartered Accountants of India / Cost Accountant from the Institute of Cost Accountants of India / MBA with specialization in Finance (Full Time 02 years) from a University recognized by University Grants Commission/Institution recognized by AICTE.

### **Desirable**

Working knowledge of computer like MS Office, Accounting Packages, Usage of Internet etc. will be preferred.

### **B) Post Qualification Experience**

Minimum 12 yrs. experience in the field of Finance/Accounts/Internal Audit, out of which 04 yrs. experience in the scale of 24900-50500 (IDA) or its equivalent (Rs.59,500/-p.m. approx) in a reputed organization of Central/State Govt./PSU/Private Sector.

- **No. of Post: 01 (UR)**
- **Pay Scale: 29100-54500**
- **Age: Not exceeding 45 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.69550/- p.m. (approx) (Basic+IDA+HRA)**

## **4. Deputy Manager – (F&A)**

**Code: DM-F&A/RE/O/17/8/1**

### **A) Educational Qualification**

#### **Essential**

Chartered Accountant from the Institute of Chartered Accountants of India / Cost Accountant from the Institute of Cost Accountants of India / MBA with specialization in Finance (Full Time 02 years) from a University recognized by University Grants Commission/Institution recognized by AICTE OR CA/ICWA(CMA)-Inter.

#### **Desirable**

Working knowledge of computer like MS Office, Accounting Packages, Usage of Internet etc. will be preferred.

### **B) Post Qualification Experience**

Minimum 08 yrs. experience in the field of Finance/Accounts/Internal Audit in case of CA/ICWA or MBA (11 yrs. in case of CA/ICWA(CMA)-Inter), out of which 04 yrs. experience in the scale of 16400-40500 (IDA) or its equivalent (Rs.39,100/-p.m. approx) in a reputed organization of Central/State Govt./PSU/Private Sector.

- **No. of Post: 01 (OBC)**
- **Pay Scale: 20600-46500**
- **Age: Not exceeding 40 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.49200/- p.m. (approx) (Basic+IDA+HRA)**

## **5. Assistant Manager – (Rajbhasha)**

**Code: AM-RAJ/RE/U/17/8/1**

### **A) Educational Qualification**

#### **Essential**

Post Graduate in English with Hindi as a subject in Graduation level OR Post Graduate in Hindi with English as subject at Graduation level.

#### **Desirable**

- Diploma in translation i.e Hindi to English and vice versa.
- Working knowledge of computer like MS Office, Usage of Internet etc.

### **B) Post Qualification Experience**

Minimum 06 yrs. experience in translation work from English to Hindi & vice versa, out of which 04 yrs. experience in the scale of 10800-24500 (IDA) or its equivalent (Rs.26,800/- p.m. approx). The incumbent must have 03 years experience in handling Rajbhasha implementing activities and should have exposure in coordinating activities relating to Parliamentary Committee on official language in Govt. Department/Public Sector Undertaking(Central/State) or Private Sector of repute..

- **No. of Post: 01 (UR)**
- **Pay Scale: 16400-40500**
- **Age: Not exceeding 38 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.40800/- p.m. (approx)**  
**(Basic+IDA+HRA)**

## **6. Officer – (HR)**

**Code: OFF-HR/RE/U/17/8/1**

### **A) Educational Qualification**

#### **Essential**

Master of Business Administration (Full Time 02 years) with specialization in Personnel Management OR HR/ Master of Industrial Relations & Personnel Management / Master of Personnel Management / Master of Social Work (MSW) from a University recognized by University Grants Commission.

**OR**

Post Graduate Diploma in Personnel Management/Industrial Relations/Human Resource Development from a University recognized by UGC/Institute recognized by AICTE.

#### **Desirable**

Degree in Law and Working Knowledge of Computer like MS Office, Usage of Internet etc. will be preferred.

## **B) Post Qualification Experience**

Fresher in case of MBA/MIRPM/MPM/MSW and minimum 03 years in case of Diploma Holder (out of which 02 years in the pay scale of 8000-17500 (IDA) or its equivalent (Rs.19,900/- p.m. approx) in the field of Personnel & Administration / Human Resource Management in a reputed organization of Central Govt./State Govt./PSU/Private Sector.

- **No. of Post: 01 (UR)**
- **Pay Scale: 9000-21000**
- **Age: Not exceeding 30 yrs.**
- **Gross Pay (at the minimum of basic pay): Rs.22400/- p.m. (approx)  
(Basic+IDA+HRA)**

### **General Conditions : -**

- i) **Method of Selection:** Selection shall be made through Interview for the posts S.No 1 to 4, whereas the selection will involve Written Test & Group Discussion for the posts S.No 5 to 6. to be held at NHDC LTD, New Delhi/Greater Noida. The candidates who will score 60% and above marks in written examination shall only be eligible for Group Discussion.
- ii) Appointment will be made on regular basis and only Indian Nationals need to apply.
- iii) The selected candidates will be placed on probation for one year from the date of joining NHDC. The period of probation shall be regulated as per terms & conditions of the Corporation.
- iv) The appointment will be made on minimum of pay scale + IDA. However, Competent Authority reserves right to sanction additional increment to the exceptionally deserving candidate as per rules of the Corporation.
- v) Corporation has its presence across the country and incumbent on selection may be posted/transferred anywhere in India.
- vi) Departmental Candidates with requisite qualification & experience working in the next lower scale will only be considered. In such cases internal candidates shall be given age relaxation of 5 years over the prescribed age limit.
- vii) Those working with Government & Public Sector Undertaking must apply through proper channel only.
- viii) Reservation and age relaxation for SC/ST/OBC/PWD/Ex-Servicemen shall be as per Govt. directives.
- ix) Candidates belonging to OBC category are required to produce the recently obtained OBC certificate (Non creamy layer, not older than 6 months as on date of advertisement) in the format prescribed by the Govt. of India, issued by the Competent Authority.
- x) Outstation candidates called for interview will be eligible for To & Fro by shortest route on production of proof of journey. (AC 3 tier) for posts S.No 1 to 5 & Sleeper class for post S.No 6.

- xi) The Candidate should be of sound health & have to provide a fitness certificate from a Govt. Registered Medical practitioner at the time of joining in the prescribed format.
- xii) **Application Fee:** Rs.300/- to be remitted using Online payment options(Debit Card/Credit Card/Internet Banking) through the Online Application facility, which can be accessed through our website [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page) from **04<sup>th</sup> August 2017 to 21<sup>st</sup> August 2017**. No other mode of payment is acceptable. No fee is payable by SC/ST/PWD & Internal candidates.
- xiii) Self attested scan copies of Educational & Experience certificates as mentioned in the advertisement must be uploaded by the candidates while submitting the online application. Without such certificates, their candidature will not be considered.
- xiv) Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview/Written test & GD. NHDC reserves the right to shortlist the candidates based on the nature of past relevant experience, acquired post and prescribed qualification.
- xv) The decision of the NHDC about the mode of selection of eligible candidates, short listing of candidates for interview/Written Test & Group Discussion etc. shall be final and binding. No correspondence will be entertained in this regard. Canvassing in any manner would entail disqualification of candidature.
- xvi) Corporation reserves the right to shortlist the candidates, in case applications are received in large number for any post. In such cases, maximum 10 applicants per post shall be called based on order of merit of higher qualification in the following manner:

S.No	Commercial	F&A	HR
1	Degree	CA/ICWA/MBA	Degree
2	Diploma	CA/ICWA(Inter)	Diploma

- xvii) If the candidate does not fulfill any of the conditions given in the detailed advertisement his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
- xviii) In case of selection to the above post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of the documents submitted by the candidate and subject to meeting the requisite medical standards for the post and other requirements as decided by NHDC.
- xix) Shortlisted candidates will be informed for Interview/Written Test & GD through e-mail only.
- xx) Candidates called for the interview/written test & GD are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.

- xxi) The details of the selected candidates shall be displayed on the website of the Corporation and no communication to this effect shall be entertained by the Corporation.
- xxii) Candidate is allowed to apply against one post only. Application for more than 01 post is not allowed.
- xxiii) The cutoff date for considering the age and experience of candidates will be taken as **31<sup>st</sup> July 2017**.
- xxiv) In case of any ambiguity/dispute that arises on account of interpretation in versions other than English, English version will prevail.
- xxv) Court of jurisdiction for any dispute will be at LUCKNOW.
- xxvi) Corporation reserves the right to accept or reject all or any application without assigning any reason whatsoever.

### **How to apply:**

#### **(IMPORTANT INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION)**

1. Please read the detailed advertisement and all the instructions carefully before filling the online application form.
2. Applicants are advised not to wait till the last date and time to submit their applications.
3. Applicants meeting the requirements notified may submit their application through online from **04<sup>th</sup> August 2017 to 21<sup>st</sup> August 2017** and the facility can be accessed through our website [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page).
4. Applicants are required to ensure that all certificates towards caste certificate, proof of age, qualification, experience, self signature scan document and a recent passport size colour photograph are ready for uploading before commencement of the online application process. Application submitted direct or by any other mode will not be accepted.
5. Applicants should have a valid E-mail ID and Mobile number. It should be kept active during the entire recruitment process. All important communication will be sent on the registered E-mail ID only.
6. Applicants are required to upload the following while filling application form:
  - i. Latest Colour Passport size photograph on light background in jpg/png format with maximum size upto 01MB
  - ii. Scanned copy of signature on white paper with Black Ink pen in jpg/png format with maximum size upto 01MB.
  - iii. Scanned copy of caste certificate, each educational qualification & experience/service document in jpg/pdf/png format with maximum size of 01MB per document.

7. Applicants should not submit more than one application. Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case.
8. **After applying through online, applicants should retain a copy of the online application print out possessing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number will be obtained only upon successful submission of online application.**
9. **Applicants need to send the online submitted application print out only, by post to:**  
  
**Deputy General Manager (HR)**  
**National Handloom Development Corporation Limited,**  
**Wegmans Business Park,**  
**4<sup>th</sup> Floor, Tower-1,**  
**Plot No.3, Sector Knowledge Park-III**  
**Surajpur Kasna Main Road,**  
**Greater Noida-201306, UP.**
10. Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of the application.
11. Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.

<b>Important Dates</b>	
Opening Date for submitting Online Applications	04 <sup>th</sup> August 2017
Last Date for Online submission of Application Form	21 <sup>st</sup> August 2017
For any technical queries/clarifications relating to the filling up of <b>ONLINE APPLICATION</b> , please feel free to contact the helpdesk at Email: <a href="mailto:akshatvatsa@nhdc.org.in">akshatvatsa@nhdc.org.in</a> or Phone No: 0120-2329606 (9:30AM – 6:00PM)	