

# **National Handloom Development Corporation Limited** **(A Government of India Undertaking, Ministry of Textiles)**

**Corporate Office : - Wegmans Business Park, Tower -1, Plot No. 3, Sector Knowledge Park – III, Surajpur Kasna Main Road, Greater Noida (UP).**

National Handloom Development Corporation Limited (NHDC) a PSU was set up in February 1983 by the Government of India as an autonomous body, under the Companies Act, 1956 in pursuance of the imperative need for a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all actions covering the procurement and supply of inputs at reasonable price, augmenting the marketing efforts of State Handloom Agencies and initiating developmental activities for upgrading the technology in the Handloom Sector and improving productivity.

NHDC is implementing Yarn Supply Scheme(earlier known as Mill Gate Price Scheme) since 1992. Under the scheme Govt. of India reimburses the transportation expenses and depot operating charges to the handloom weavers.

Besides yarn, corporation has also been arranging supplies of good quality of Dyes & Chemicals from reputed manufacturers.

Corporation has its Registered Office at Lucknow and Corporate Office at Greater Noida . In addition, it has 9 Regional Offices at Bhubaneshwer, Coimbatore, Guwahati, Hyderabad, Kolkata, Kannur, Panipat Varanasi and Vijayawada, and 30 Branch Offices across the country, mostly situated at State Capital or Handloom concentrated areas.

To meet our growth plans, applications are invited for the following positions:

## **FOR COMMERCIAL DEPARTMENT**

### **1. Chief Manager (Comm.)**

**Code: CM-C/16/2**

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

##### **Essential**

Degree in Textiles Technology/ Textiles Engineering from an university recognized by University Grant Commission or All India Council of Technical education.

##### **OR**

Degree in Textiles Chemistry/Chemical Technology from a university recognized by University Grant Commission or All India Council for Technical Education.

##### **Desirable**

Master of Business Administration with specialization in Marketing

##### **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 and (marketing/ working experience in a process house) -for Dyes & Chemical out of which 4 yrs. experience in the scale of 29100-54500 (IDA) or its equivalent (Rs. 79,000/-p.m. approx.) in a reputed organization of Central Govt. /State Govt./ PSU/Private Sector.

**No. of Post : 01 (OBC)**

**Pay Scale : 32900-58000 (IDA)**

**Age : Not exceeding 48 yrs.**

**Gross pay (at the minimum of basic pay) : Rs. 79,060/- p.m. (approx.)**  
(Basic+IDA+HRA)

## **2- Dy. Manager (Comm.)**

**Code:DM-C/16/2**

### **A) Educational Qualification**

#### **Essential**

Degree in Textiles Technology/ Textiles Engineering from an university recognized by University Grant Commission or All India Council for Technical Education.

OR

Diploma in Textiles Technology/Textile Engineering/Handloom Technology from a recognized University/Institute.

#### **Desirable**

- Master of Business Administration with specialization in Marketing.
- Fabric merchandising experience in a reputed export house.
- Working knowledge of computer like MS Office, usage of internet etc. will be preferred.

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

Minimum 8 yrs. Marketing & Technical experience (marketing/production of Yarn) alongwith fabric merchandising experience in a reputed export house (14 years in case of diploma holder) out of which 4 yrs. experience in the scale of 16400-40500 (IDA) or its equivalent (Rs. 44,500/- p.m. approx.) in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

**No. of Post** : 01 (OBC)

**Pay Scale** : 20600-46500 (IDA)

**Age** : Not exceeding 40 yrs.

**Gross pay (at the minimum of basic pay)** : Rs. 49,505/- p.m. (approx.)  
(Basic+IDA+HRA)

## **3- Asstt. Manager (Comm.)**

**Code: AM-C/16/2**

### **A) Educational Qualification**

#### **Essential**

Degree in Textiles Technology/ Textiles Engineering from an university recognized by University Grant Commission or All India Council for Technical Education.

OR

Diploma in Textiles Technology/Textile Engineering/Handloom Technology from a recognized University/Institute .

OR

Degree in Textile Chemistry / Chemical Technology/M.Sc (Organic Chemistry/Textile Chemistry) from an university recognized University Grant Commission or All India council for Technical education.

OR

Diploma in Textiles Chemistry/Chemical Technology from a recognized University/Institute for Dyes & Chemicals.

#### **Desirable**

Master of Business Administration with specialization in Marketing. **AND**  
Working knowledge of computer like MS Office, usage of internet etc. will be preferred.

## **B) Post Qualification Experience**

Minimum 6 yrs. experience in marketing/production of Yarn OR Marketing/working experience in a process house in case of Degree holder (9 years in case of Diploma holder) out of which 4 yrs. experience in the scale of 10800-24500 (IDA) or its equivalent (Rs. 30,000/- p.m. approx.) in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

**No. of Post** : 01 (OBC)  
**Pay Scale** : 16400-40500 (IDA)  
**Age** : Not exceeding 38 yrs.  
**Gross pay (at the minimum of basic pay)** : Rs. 39,410/- p.m. (approx.)  
(Basic+IDA+HRA)

## **4- Sr. Officer (Comm)**

**Code: SO-C/16/2**

### **A) Educational Qualification**

#### **Essential**

Degree in Textiles Technology/ Textiles Engineering / Master of Business Administration (Marketing / Rural Management) from an University / Institute recognized by University Grant Commission or All India Council for Technical Education.

**OR**

Diploma in Textiles Technology / Textiles Engg./ Handloom Technology from an recognized university/Institution.

**OR**

Degree in Textiles Chemistry/ Chemical Technology / Master of Business Administration (Marketing)/ M. Sc. (Organic/Textile Chemistry) from an University / Institute recognized by University Grant Commission or All India Council for Technical Education. **OR** Diploma in Textiles Chemistry/ Chemical Technology from an recognized university/Institution.

#### **Desirable**

Working knowledge of computer like MS Office, usage of internet etc. will be preferred.

## **B) Post Qualification Experience**

Minimum 4 years experience in case of Degree Holder/MBA/M.Sc out of which 2 years experience in the scale of 9000-21000 (IDA) and minimum 5 years in case of Diploma Holder (out of which 3 years in the scale of 9000-21000 (IDA) or its equivalent (Rs.23,000/- p.m. approx.) in the field of Marketing / Production of yarn OR Marketing / Working experience in a process house, in a reputed organization of Central Govt. / State Govt. / PSU / Private Sector.

**No. of Post** : 06 (4-UR,1-SC,OBC-1 )  
**Pay Scale** : 10800;24500 (IDA)  
**Age** : Not exceeding 35 yrs.  
**Gross pay (at the minimum of basic pay)** : Rs. 25,955/- p.m. (approx.)  
(Basic+IDA+HRA)

## **FOR FINANCE & ACCOUNTS DEPARTMENT**

### **1. Company Secretary**

**Code: CS-/16/2**

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

##### **Essential**

Associate Company Secretaryship / Fellow Company Secretaryship

##### **Desirable**

1. Degree in Law with specialization in Corporate laws OR CA/ICWA/MBA will be an added advantage.
2. 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 4 yrs. experience in the scale of 24900-50500 (IDA) or its equivalent ( Rs.72,000/- p.m. approx.) in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

**No. of Post** : 01 (UR)  
**Pay Scale** : 29100-54500 (IDA)  
**Age** : Not exceeding 45 yrs.  
**Gross pay (at the minimum of basic pay)** : Rs. 72,840/- p.m. (approx.)  
(Basic+IDA+HRA)

### **2 Dy. Manager (F & A)**

**Code: DM-F&A/16/2**

#### **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 two years) from an University recognized by University Grant 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 8 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 4 yrs. experience in the scale of 16400-40500 (IDA) or its equivalent (Rs.44,500/- p.m. approx) in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

**No. of Post** : 01 (UR)  
**Pay Scale** : 20600-46500 (IDA)  
**Age** : Not exceeding 40 yrs.  
**Gross pay (at the minimum of basic pay)** : Rs. 49,505/- p.m. (approx.)  
(Basic+IDA+HRA)

## **FOR HR DEPARTMENT**

**Sr. Officer (Rajbhasha)**

**Code: SO-HR(Rajbhasha)/16/2**

### **A) Educational Qualification**

#### **Essential**

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

#### **Desirable**

- i) Diploma in translation i.e. Hindi to English and vice versa.
- ii) Working knowledge of computer like MS Office, usage of internet etc. will be preferred.

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

Minimum 4 years experience for implementation of official language, policy of Govt. of India alongwith translation work from English to Hindi and vice versa. Out of which 3 years experience in the scale of 9000-21000(IDA) or its equivalent (Rs.23,000/- p.m. approx.) in Govt. Deptt./Public Sector Undertaking(Central/State) or Private sector of repute.

**No. of Post : 01 (UR )**

**Pay Scale : 10800;24500 (IDA)**

**Age : Not exceeding 35 yrs.**

**Gross pay (at the minimum of basic pay) : Rs. 25,955/- p.m. (approx.)**  
(Basic+IDA+HRA)

## **( Special recruitment drive for PWD - candidate only )**

**DY. Manager (F & A) – (OH CATEGORY)**

**Code: DM-FA/16/2**

### **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 two years) from an University recognized by University Grant 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 8 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 4 yrs. experience in the scale of 16400-40500 (IDA) or its equivalent (Rs.44,500/- p.m approx.) in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

**No. of Post : 01 (OH)**

**Pay Scale : 20600-46500 (IDA)**

**Age : Not exceeding 40 yrs.**

**Gross pay (at the minimum of basic pay) : Rs. 49,505/- p.m. (approx.)**  
(Basic+IDA+HRA)

## **Other Benefits:**

In addition to Gross pay (i.e. Basic+IDA+HRA) other fringe benefits e.g. LTC, Gratuity, Leave Encashment, Children education reimbursement, Medical reimbursement and Conveyance reimbursement, Conveyance loan etc. are admissible as per the rules of the Corporation.

## **General Conditions : -**

- i) Appointment will be on regular basis and only Indian Nationals need to apply.
- ii) 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 and conditions of the Corporation.
- iii) 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.
- iv) Corporation has its presence across the country and incumbent on selection may be posted/transferred any wherein in India.
- v) 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.
- vi) A non refundable "Account Payee" demand draft for Rs. 300/- drawn in favour of National Handloom Development Corporation Limited of any Nationalized Bank payable at Greater Noida is to be enclosed along with prescribed application form. No other mode of payment is acceptable. Candidate should mention his/her name and address on reverse side of the demand draft.
- vii) No fee is payable by SC/ST/PWD and departmental candidates.
- viii) Incomplete/unsigned applications and applications received without photographs, fee, self attested copies of required certificates e.g. educational qualifications, experience certificate, caste/community certificate etc. and those received after the last date will summarily be rejected without any communication to the candidate. No original certificates are to be annexed with the application form.
- ix) Those working with Government and Public Sector Undertakings must apply through proper channel only.
- x) Reservation and age relaxation for SC/ST/OBC/PWD/Ex- servicemen shall be as per Govt. directives and such candidates are required to enclose copy of the certificate issued by the Competent Authority to that effect.
- xi) 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.
- xii) Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview. NHDC reserves the right to shortlist the candidates based on the nature of past relevant experience, acquired post and prescribed qualification.
- xiii) The decision of the NHDC about the mode of selection of eligible candidates, shorting 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.

- xiv) 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 :-

Sl.No.	Commercial	F & A
1.	Degree	CA/ICWA/MBA
2.	Diploma	CA/ICWA (Inter)
	--	B.Com / M.Com

- xv) Selection shall be made through interview for the Dy.Manager and above posts whereas the selection will involve Written Test & Group Discussion for the post of Assistant Manager and Sr. Officer. The candidates who will score 60% and above marks in written examination shall only be eligible for Group Discussion.
- xvi) 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.
- xvii) 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 caste certificate and other documents submitted by the candidate and subject to meeting the requisite medical standards for the post and other requirements as decided by NHDC.
- xviii) Shortlisted candidates will be called for interview, written test /Group discussion through registered letters and also informed through e-mail.
- xix) NHDC will not be responsible for any postal delay, wrong delivery, etc. Applications received after the last date mentioned in the advertisement would not be considered.
- xx) Outstation candidates called for interview will be eligible for fare of To & Fro journey by shortest route on production of proof of journey. AC 3 tier train fare shall be reimbursed to the candidates applied for the post of Asstt. Manager and above and Sleeper class for Sr. Officer.
- xxi) Candidates called for the interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xxii) The cutoff date for considering the age and experience of candidates will be taken as **31-10-2016**.
- xxiii) In case a candidate applies for more than one post, his/her candidature shall be considered only for the lower post.
- 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 :-**

Application in the prescribed form duly filled in enclosing therewith demand draft and a set of self attested photocopies of the relevant certificates in support of qualifications, age, category and affixing passport size photograph at the space provided along with undertaking and checklist of documents should be sent in sealed cover duly superscribed as **“APPLICATION FOR THE POST OF----- (POST CODE.....)”** so as to reach at the following address **on or before 30<sup>th</sup> Dec., 2016**.

**Dy. General Manager (H.R.)**

National Handloom Development Corporation

Corporate Office : - Wegmans Business Park, Tower -1, Plot No. 3, Sector Knowledge Park – III, Surajpur, Kasna Main Road,

**Greater Noida (UP).**

## Check list

### DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION

Sl. No.	Documents attached	Please mark tick in relevant column		
		Yes	No	N.A.
1	Demand draft for the prescribed amount			
2	Proof of date of birth (SSLC/Matriculation Marks sheet)			
3	<b>Reservation Certificates:</b>			
	3.1 Proof of Caste – SC/ST in the prescribed format			
	3.2 Latest OBC Certificate (Non creamy layer in the format as prescribed by the Govt. and issued by the Competent Authority)			
	3.3 Ex- Servicemen Certificate			
	3.4 PWD Certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the “Persons with Disabilities (Equal opportunities, protection of right and full participation) Act 1995			
4	<b>Qualification Certificates:</b>			
	4.1 SSLC/ Matriculation Certificate			
	4.2 Inter / Diploma Marks- sheet/Certificate			
	4.3 Degree Marks-sheet/Certificate			
	4.4 PG Diploma Marks- sheet/ Certificate			
	4.5 Other qualification, if any (Pl. specify)			
5	Post qualification Experience Certificate (s)			
6	NOC from the parent department			

**Note:** The self attested copies of the documents / certificates should be attached to this form in the order as mentioned therein.



14. **Address (for correspondence ) in (Block Letters):**


<b>E- mail ID:</b>
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<b>Contact Details: STD Code</b>	<b>Tel No.</b>	<b>Mb. No.</b>
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15. **Educational qualification (starting from High School/ Matriculation level)**

Name of Examination passed	Name of College/ Institute	Name of University	Year of passing	Division	%age of marks

16. **Professional Qualification**

Name of Examination passed	Name of College/ Institute	Name of University	Year of passing	Division	%age of marks

17. **Whether applied in NHDC earlier - Y/N**

If yes - post applied for : \_\_\_\_\_

Month & year when applied: \_\_\_\_\_

18. **Total work experience \_\_\_\_\_ Years (As on 31-10-2016)**

Name of the Organization with address	Post Held	Scale of pay / total salary drawn	Period of service		Name & Designation of reporting officer	Nature of Duties (Pl. specify the job carried out / area of Specialization)
			From	To		

**Note:** The details should be started from the present organization. Additional sheet may be attached in case space is not sufficient.

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.  
 I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility for the post applied, my candidature is liable to be cancelled / rejected at any stage of selection without any notice to me.

Signature of Candidate

Place :  
 Date :

**UNDERTAKING**

I.....S/o / D/o .....

have applied for the post of ..... in National Handloom Development Corporation Limited. In case of my selection on the said post, I undertake following conditions in advance in addition to the terms of employment:

- i) Since the corporation has its offices across the country, I undertake to work anywhere in India.
- ii) I also undertake that I will not use any outside influence/ political approach on my higher authorities in the matter relating to my recruitment, transfer, promotion and other service relating issues.
- iii) I also undertake that in case I am found guilty of said act at any point of time during my service period, Corporation is free to take suitable disciplinary action against me.

Date:.....

Signature:.....

Place:.....

Name: .....