

National Handloom Development Corporation Limited
(A Government of India Undertaking)
10th & 11th Floor, Vikas Deep Building, 22 Station Road, Lucknow- 226 001

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.

Corporation has been implementing Mill Gate Price Scheme (MGPS) since 1992-93 for supply of yarn at the door steps of weavers at the price at which it is available at the mill gate and cost of transportation is offset as per preset norms.

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

Corporation has its Registered / Corporate Office at Lucknow. In addition, it has 6 Regional Offices at Coimbatore, Hyderabad, Kolkata, Kannur, Varanasi and Panipat; 2 Zonal offices (at Panipat & Tirupur) and 32 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:

COMMERCIAL

1. Chief Manager (Comm.) – Yarn

Code: CMC/13

Educational Qualification

Essential:

Degree in Textiles Technology/ Textiles Engineering from a university recognized by University Grants 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.

Experience

16 yrs. post qualification experience in the field of marketing & technical experience (production of yarn) out of which 5 yrs. experience in the scale of 29100-54500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU / Private Sector. The incumbent must have 10 yrs. experience in marketing and should be well versed with the commercial activities.

No. of Post : 02 (General)

Pay Scale : 32900-58000 (IDA)

Age : Not exceeding 48 yrs.

Gross Salary : Rs. 65438/- (Approx.)

(Basic+DA+HRA)

2. Sr. Manager (Comm.) - Yarn

Code: SMC/13

Educational Qualification

Essential:

Degree in Textiles Technology/ Textiles Engineering from a university recognized by University Grants 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.

Experience

14 yrs. post qualification experience in the field of marketing & technical experience (production of Yarn) out of which 5 yrs. experience in the scale of 24900-50500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU / Private Sector. The incumbent must have 08 yrs. experience in marketing and should be well versed with the commercial activities.

No. of Post : 01 (SC)
Pay Scale : 29100-54500 (IDA)
Age : Not exceeding 45 yrs.
Gross Salary : Rs. 57900 (Approx.)
(Basic+DA+HRA)

3. **Officer (Comm.) - Yarn**

Code: OFC/13

Educational Qualification

Essential:

Diploma in Textiles Technology/Textiles Engg./ Handloom Technology from a university recognized by University Grants Commission or All India Council for Technical Education.

Desirable

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

Experience

3 yrs. post qualification experience in the field of marketing/production of yarn in the scale of 8000-17500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU / Private Sector.

No. of Post : 02 (01- Gen, 01-SC)
Pay Scale : 9000-21000 (IDA)
Age : Not exceeding 30 yrs.
Gross Salary : Rs. 17900/- (Approx.)
(Basic+DA+HRA)

FINANCE & ACCOUTNS

1. **Dy. Manager (F&A)**

Code: DMF/13

Educational Qualification

Essential:

CA/ICWA(CMA)/Master of Business Administration (MBA) with specialization in Finance - 2 years regular from a University/college recognized by University Grant Commission.

OR

CA/ICWA(CMA) - inter.

Desirable

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

Experience

6 yrs. post qualification experience in case of CA/ICWA(CMA)/MBA (11 yrs. in case of CA/ICWA(CMA) –inter) in the field of Finance /Accounts / Internal Audit out of which 5 yrs. experience in the scale of 16400-40500 or its equivalent in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

No. of Post : 01 (Gen)
Pay Scale : 20600-46500 (IDA)
Age : Not exceeding 45 yrs.
Gross Salary : Rs. 41000/- (Approx.)
(Basic+DA+HRA)

2. **Asstt. Manager (F&A)**

Code: AMF/13

Educational Qualification

Essential:

CA/ICWA(CMA)/Master of Business Administration (MBA) with specialization in Finance - 2 years regular from a University/college recognized by University Grant Commission.

OR

CA/ICWA (CMA) - inter. **OR** M.Com / B.Com from a university recognized by UGC.

Desirable

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

Experience

3 yrs. post qualification experience in case of CA / ICWA (CMA) / MBA in the scale of 10800-24500 (8 yrs. in case of CA/ICWA (CMA) –inter and 11 yrs. in case of M.Com/B.Com) in the field of Finance /Accounts / Internal Audit out of which 5 yrs. experience in the scale of 10800-24500 or its equivalent in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

No. of Post : 02 (01- Gen., 01- PH- OH)
Pay Scale : 16400-40500 (IDA)
Age : Not exceeding 40 yrs.
Gross Salary : Rs. 32600/- (Approx.)
(Basic+DA+HRA)

3. **Sr. Officer (F&A)**

Code: SOF/13

Educational Qualification

Essential:

CA/ICWA(CMA)/Master of Business Administration (MBA) with specialization in Finance - 2 years regular from a University/college recognized by University Grant Commission.

OR

CA/ICWA (CMA) - inter. **OR** M.Com / B.Com from a university recognized by UGC.

Desirable

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

Experience

Fresher in case of CA/ICWA (CMA)/MBA (3 yrs. in case of CA/ICWA (CMA) –inter in the pay scale of 9000-21000 and 6 yrs. in case of M.Com/B.Com) in the field of Finance /Accounts / Internal Audit out of which 5 yrs. experience in the scale of 9000-21000 or its equivalent) in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

No. of Post : 02 (01 –SC, 01- OBC)
Pay Scale : 10800-24500 (IDA)
Age : Not exceeding 35 yrs.
Gross Salary : Rs. 21500/-(Approx.)
(Basic+DA+HRA)

PERSONNE & ADMINISTRATION

Asstt. Manager (Rajbhasha)

Code: AMRB/13

Educational Qualification

Essential:

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

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.

Experience

9 yrs. post qualification experience for implementation of official language policy of Govt. of India along with translation work from English to Hindi and vice versa. Out of which 5 yrs. experience in the scale of 10800-24500 or its equivalent in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

No. of Post : 01 (General)
Pay Scale : 16400-40500 (IDA)
Age : Not exceeding 40 yrs.

Gross Salary : Rs. 32600/- (Approx.)
(Basic+DA+HRA)

Other Benefits:

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

General Conditions:

- i) Appointment will be on regular basis and only Indian Nationals need apply.
- ii) Corporation has its presence across the country and incumbent on selection may be posted / transferred any where in India.
- iii) Departmental candidates with requisite qualification working in the next lower scale will only be considered and the prescribed age limit will not apply in such cases. However, employees exceeding age of 55 years shall not be eligible to apply.
- iv) A non refundable "Account Payee" demand draft for Rs. 300/- drawn in favour of National Handloom Development Corporation Limited on any Nationalized Bank payable at Lucknow is to be enclosed along with prescribed application form. No other mode of payment is acceptable. Candidate should mention his/her name, address and post applied for on reverse side of the demand draft.
- v) No fee is payable by SC/ST/PWD and departmental candidates.
- vi) Incomplete/unsigned applications and applications received without photographs, fee, attested copies (attested by a Gazetted Officer) 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.
- vii) Those working with Government and Public Sector Undertakings must apply through proper channel only.
- viii) Age relaxation in respect of SC/ST/OBC/PWD/Ex-servicemen category candidates shall be as per Govt. of India rules and such candidates are required to enclose copy of the certificate issued by the Competent Authority to that effect.
- 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) The appointment of selected candidates will be subject to their medical fitness based on Medical Examination as per directives of the Company.
- xi) Age and experience may be relaxed at the discretion of the competent authority in deserving cases.
- xii) Mere eligibility will not vest any right on any candidate for being called for the interview. The management's decision in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview.
- xiii) Corporation reserves the right to shortlist the candidates in case applications are received in large numbers for any post. In such cases, maximum 15 applicants per post shall be called for interview based on order of the merit of higher qualification in following manner:

Sl. No.	Commercial	Finance & Accounts
1	Degree	CA/ICWA/MBA
2	Diploma	CA/ICWA - inter
3	-	M.Com
4	-	B. Com

- xiv) Canvassing in any manner would entail disqualification of candidature.
- xv) Management will not be responsible for delayed receipt / non receipt of the applications.
- xvi) Management reserves right to cancel one or all posts without assigning any reason.
- xvii) Short listed candidates will be called for interview through registered letters and also informed through e-mail. Out station candidates called for interview will be paid train fare by the shortest route (AC 3 tier in case of Ch. Manager, Sr. Mgr., Dy. Manager & Asstt. Manager and sleeper class in case of Sr. Officer and Officer) on production of proof of journey.
- xviii) Candidates called for the interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xix) Candidates are advised to check regularly our website for further updates i.e. for interview letters and interview dates etc.

How to apply:

Application in the prescribed form (as per attachment) duly filled in enclosing therewith demand draft and a set of 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 enclosed should be sent in sealed cover duly superscribed as "APPLICATION FOR THE POST OF-----"as the case may be, so as to reach the address given below latest by 30.09.2013:

Chief Manager (P&A)

National Handloom Development Corporation Ltd.
10th & 11th Floor, Vikas Deep Building
22 Station Road
Lucknow- 226 001

National Handloom Development Corporation Limited

(A Government of India Undertaking)

10th & 11th Floor, Vikas Deep Building, 22 Station Road, Lucknow- 226 001

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	Reservation Certificates:			
	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	Qualification Certificates:			
	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	Latest Salary Certificate			
7	NOC from the parent department			

Note: The attested copies (attested by a Gazetted officer) of the documents / certificates should be attached to this form in the order as mentioned therein.

APPLICATION FORM

Please paste
Self-attested
photograph

1. Post applied

2. Post Code

3. Candidate's name (in Block Letters- Please leave a box blank between first name, middle name & surname).

4. Father's /Husband's name (in Block Letters, - Please leave a box blank between first name, middle name & surname).

5. Date of Birth
Date Month Year

6. Age as on 31.08.2013
Year Month Days

7. Are you (i) Govt. Employee/PSU (ii) Others

8. Category
SC ST OBC PH Ex-Mn Gen.

9. Are you a NHDC employee 10. Religion 11. Gender
Yes/No M/F

12. Are you fulfilling the Eligibility Criteria as per the advertisement
Yes/No

13. Particulars of Demand Draft Details (if applicable)

D.D. No.	Date	Drawn on	DD issuing Bank Branch Address	Amount (Rs.)

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

E- mail ID:

Contact Details: STD Code	Tel No.	Mb. No.
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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. Total work experience _____ Years

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
			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 out side 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:.....

Name: