

**National Handloom Development Corporation Limited**  
**(A Government of India Undertaking)**

10<sup>th</sup> & 11<sup>th</sup> 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 and Corporate Office at Lucknow. In addition, it has 6 Regional Offices at Coimbatore, Hyderabad, Kolkata, Kannur, Lucknow and Panipat; 2 Zonal offices (at Panipat & Tirupur) and 28 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:

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

**Code: CM/10/2**

**Qualification & Experience:**

Degree in Textiles Technology / Textiles Engineering from a recognized university. MBA with specialization in Marketing will be preferred. 16 yrs post qualification experience out of which 5 yrs. 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 7 yrs. experience in the field of marketing/production of yarn.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : 02 (General)  
**Pay Scale** : 32900-58000 (IDA)  
**Age** : Not exceeding 48 yrs.

**2. Sr. Manager (Comm.)**

**Code: SM/10/2**

**Qualification & Experience:**

Degree in Textiles Technology / Textiles Engineering from a recognized university. MBA with specialization in Marketing will be preferred. 14 yrs post qualification experience out of which 5 yrs. 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 7 yrs. experience in the field of marketing/production of yarn.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : 01 (Reserved for SC)

**Pay Scale** : 29100-54500 (IDA)  
**Age** : Not exceeding 45 yrs.

**3. Manager (Comm.)**

**Code: Mgr./10/2**

**Qualification & Experience:**

Degree in Textiles Technology / Textiles Engineering **OR** Diploma in Textiles Technology / Textiles Engg. / Handloom Technology from a recognized university. MBA with specialization in Marketing will be preferred. 10 yrs post qualification experience in case of Degree holder and 15 yrs. in case of Diploma holder (out of which 5 yrs. in the scale of 20600-46500 or its equivalent) in a reputed organization of Central Govt. /State Govt./ PSU / Private Sector. The incumbent must have 5 yrs. experience in the field of marketing/production of yarn.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : **02** (General)  
**Pay Scale** : 24900-50500 (IDA)  
**Age** : Not exceeding 45 yrs.

**4. Dy. Manager (Comm.)**

**Code: DM/10/2**

**Qualification & Experience:**

Degree in Textiles Technology / Textiles Engineering **OR** Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized university. MBA with specialization in Marketing will be preferred. 5 yrs post qualification experience in case of Degree holder and 12 yrs in case of Diploma holder (out of which 5 yrs. in the scale of 16400-40500 or its equivalent) in a reputed organization of Central Govt. /State Govt./ PSU / Private Sector. The incumbent must have 3 yrs. experience in the field of marketing/production of yarn.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : **02** (General)  
**Pay Scale** : 20600-46500 (IDA)  
**Age** : Not exceeding 45 yrs.

**5. Asstt. Manager (Comm.)**

**Code: AM/10/2**

**Qualification & Experience:**

Degree in Textiles Technology /Textiles Engineering **OR** Diploma in Textiles Technology / Textiles Engg./ Handloom Technology from a recognized university. Post Graduate Diploma with specialization in Marketing will be preferred. 2 yrs post qualification experience in case of Degree holder and 7 yrs in case of Diploma holder (out of which 4 yrs. in the scale of 10800-24500 or its equivalent) in the field of marketing / production of yarn in a reputed organization of Central Govt. /State Govt./ PSU / Private Sector.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : **03** (02- General, 01- Reserved for ST)  
**Pay Scale** : 16400-40500 (IDA)

**Age** : Not exceeding 40 yrs.

**6. Jr. Assistant (Comm.)**

**Code: JA/10/2**

**Qualification & Experience:**

Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized university. 3 yrs post qualification experience in the field of marketing / production of yarn in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

**Essential:** Working knowledge in computer applications such as MS Office and internet etc.

**No. of Post** : **02** (General)  
**Pay Scale** : 9000-21000 (IDA)  
**Age** : Not exceeding 30 yrs.

**Other Benefits:**

In addition to pay, HRA and other fringe benefits e.g. LTC, Gratuity, Leave Encashment, Children education reimbursement, Medical reimbursement and Conveyance reimbursement etc. are admissible as per 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 wherein in India.
- iii) Internal candidates with requisite qualification working in the next lower scale will only be considered.
- 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 name and address on reverse side of the DD.
- v) No fee is payable by SC/ST/PWD and internal 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) Candidates working with Government and Public Sector Undertakings may also apply for selection on deputation basis.
- ix) 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.

- x) 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.
- xi) The appointment of selected candidates will be subject to their medical fitness based on Medical Examination as per directives of the Company.
- xii) Age and experience may be relaxed at the discretion of the competent authority in deserving cases.
- xiii) 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.
- 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) 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. Mgr, Sr. Mgr., Manager, Dy. Manager & Asstt. Manager and sleeper class in case of Jr. Asstt.) on production of proof of journey.
- xvii) Candidates called for the interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.

**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 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 within 20 days from the date of advertisement:

Chief Manager (P&A)  
National Handloom Development Corporation Ltd.  
10<sup>th</sup> & 11<sup>th</sup> Floor, Vikas Deep Building  
22 Station Road  
Lucknow- 226 001, UP, India

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## 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 attested copies (attested by a Gazetted officer) 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. Total work experience \_\_\_\_\_ Years

Name of 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 of applied for my candidature is liable to be cancelled / rejected at any stage of selection without any notice to me.

Signature of Candidate

Place:

Date: