

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, Lucknow and Panipat; 2 Zonal offices (at Panipat & Tirupur) and 33 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/11/1

Qualification & Experience:

For yarn

Degree in Textiles Technology / Textiles Engineering from a recognized university.

For Dyes & Chemicals

Degree in **Textiles** Chemistry/Chemical Technology 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 **OR** Marketing /working experience in a process house.

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/11/1

Qualification & Experience:

For yarn

Degree in Textiles Technology / Textiles Engineering from a recognized university.

For Dyes & Chemicals:

Degree in **Textiles** Chemistry/Chemical Technology 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 **OR** Marketing /working experience in a process house.

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./11/1

Qualification & Experience:

For Yarn

Degree in Textiles Technology / Textiles Engineering **OR** Diploma in Textiles Technology / Textiles Engg. / Handloom Technology from a recognized university.

For Dyes & Chemicals

Degree in **Textiles** Chemistry / Chemical Technology **OR** Diploma in **Textiles** Chemistry / Chemical Technology from a recognized university - for

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 **OR** Marketing/ working experience in a process house.

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

No. of Post : 01 (General)
Pay Scale : 24900-50500 (IDA)
Age : Not exceeding 45 yrs.

4. **Asstt. Manager (Comm.)**

Code: AM/11/1

Qualification & Experience:

For Yarn

Degree in Textiles Technology /Textiles Engineering **OR** Diploma in Textiles Technology / Textiles Engg./ Handloom Technology from a recognized university.

For Dyes & Chemicals

Degree in **Textiles** Chemistry / Chemical Technology **OR** Diploma in **Textiles** Chemistry / Chemical Technology from a recognized university.

Post Graduate Diploma with specialization in Marketing will be preferred.

2 yrs post qualification experience in the scale of 10800-24500 or its equivalent 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 **OR** marketing / working experience in a process house 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 : 01 (01- General)
Pay Scale : 16400-40500 (IDA)
Age : Not exceeding 40 yrs.

5. **Jr. Assistant (Comm.)**

Code: JA/11/1

Qualification & Experience:

For Yarn

Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized university.

For Dyes & Chemicals

Diploma in **Textiles** Chemistry / Chemical Technology from a recognized university.

3 yrs post qualification experience in the field of marketing / production of yarn **OR** marketing / working experience in a process house in the scale of 8000-17500 or its equivalent 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 : 01 (ST)
Pay Scale : 9000-21000 (IDA)
Age : Not exceeding 30 yrs.

6. **Dy. Manager (Fin & Accts.)**

Code: DM/FA/11/1

Qualification & Experience:

Chartered Accountant from the Institute of Chartered Accountants of India /Cost Accountant from the Institute of Cost and Works Accountants of India **OR** CA/ ICWA - inter.

Master of Business Administration with specialization in Finance will be preferred.

6 years post qualification experience in case of CA/ICWA (11 yrs. in case of CA/ICWA-inter) out of which 5 years experience in the scale of 16400-40500 or its

equivalent in Accounts/Finance/Internal Audit 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 (01 Genera, 01 PH (OH))
Pay Scale : 20600-46500 (IDA)
Age : Not exceeding 45 yrs.

7. **Asstt. Manager (Fin & Accts.)**

Code: AM/FA/11/1

Qualification & Experience:

Chartered Accountant from the Institute of Chartered Accountants of India /Cost Accountant from the Institute of Cost and Works Accountants of India **OR** CA/ ICWA – inter **OR** M.Com/B.Com from a recognized university.
Post Graduate Diploma with specialization in Finance will be preferred.

3 years post qualification experience in case of CA/ICWA in the scale of 10800-24500 or its equivalent (8 yrs. in case of CA/ICWA-inter and 11 yrs. in case of M.Com. / B.Com. out of which 5 years experience in the scale of 10800-24500 or its equivalent) in Accounts/Finance/Internal Audit 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 : 01 (General)
Pay Scale : 16400-40500 (IDA)
Age : Not exceeding 40 yrs.

8. **Superintendent (Fin & Accts.)**

Code: Supdtt. /FA/11/1

Qualification & Experience:

Chartered Accountant from the Institute of Chartered Accountants of India /Cost Accountant from the Institute of Cost and Works Accountants of India **OR** CA/ ICWA – inter **OR** M.Com/B.Com from a recognized university.

Fresher in case of CA/ICWA (3 yrs. post qualification experience in case of CA/ICWA-inter in the pay scale of 9000-21000 or its equivalent and 6 yrs. in case of M.Com. / B.Com. in Accounts / Finance / Internal Audit, out of which 5 years experience in the scale of 9000-21000 or its equivalent) 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 : 10800-24500 (IDA)
Age : Not exceeding 35 yrs.

9. Jr. Asstt. (Fin & Accts.)

Code: Jr. Asstt. /FA/11/1

Qualification & Experience:

Chartered Accountant from the Institute of Chartered Accountants of India /Cost Accountant from the Institute of Cost and Works Accountants–inter **OR** M.Com / B.Com from a recognized university.

Fresher in case of CA/ICWA-inter (3 yrs. experience in Accounts/Finance/Internal Audit in case of M.Com./B.Com in the scale of 8000-17500 or its equivalent) 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 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 wherein 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 name and address 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) 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) 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 the order of merit of essential qualification prescribed for the post.
- xv) Canvassing in any manner would entail disqualification of candidature.
- xvi) Management will not be responsible for delayed receipt / non receipt of the applications.
- 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. Mgr, Sr. Mgr., Manager, Dy. Manager & Asstt. Manager and sleeper class in case of Superintendent and Jr. Asstt.) 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.

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 within 30 days from the date of advertisement:

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	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

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date	Month	Year

6. Age as on 31.07.2011

<input type="text"/>	<input type="text"/>	<input type="text"/>
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 Yes/No

10. Religion

11. Gender 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:

U N D E R T A K I N G

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: