

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 present 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 31 Branch Offices across the country, mostly situated at State Capitals or Handloom concentrated areas.

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

1- Executive Director(Commercial) – Marketing

Code ED-M/14/1

Qualification & Experience:

Essential

The incumbent must be Graduate with MBA Marketing (Full time two years) from university recognized by University Grants Commission / Institution recognized by AICTE with good academic record and should have adequate marketing experience at senior level in a large organization.

Desirable

The incumbent with technical qualification in textile and having knowledge of Central/State Taxes & VAT etc. will have an added advantage.

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

Post Qualification Experience

20 years experience out of which minimum 3 years experience in the scale of 43200-66000 or equivalent.

The incumbent must have exposure in Market Research, Product Development, Exports, Sales, Forecasting & Planning etc. in Trading/Commercial organization of Central/State Govt., PSU or Private Sector of repute.

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

Pay Scale : 51300-73000 (IDA)

Age : Not exceeding 50 yrs.

Gross pay (at the minimum of basic pay) : Rs. 1.07/- lac p.m. (approx.)
(Basic+IDA+HRA)

2- Executive Director (Finance)

Code ED-F/14/

Essential

The incumbent should be qualified Chartered Accountant from the Institute of Chartered Accountants of India /Cost Accountant from the Institute of Cost and Works Accountants of India/ MBA with specialization in Finance (Full time two years) from University recognized by University Grant Commission /Institution recognized by AICTE.

Desirable

The incumbent with qualification of Company Secretary will have an added advantage.

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

Post Qualification Experience

20 years experience out of which minimum 3 years experience in the scale of 43200-66000 or equivalent.

The incumbent should have managerial experience at senior level in Corporate Financial Management and Accounts including Cost and Budgetary Control, Institutional Finance, Working Capital Management, Taxation and Statutory Audit areas in Central/State Govt., PSU or Private Sector of a repute.

No. of Post : 01 (General)
Pay Scale : 51300-73000 (IDA)
Age : Not exceeding 50 yrs.
Gross pay (at the minimum of basic pay) : Rs. 1.07 lac p.m. (approx.)
(Basic+IDA+HRA)

3. Chief Manager (Comm.)

Code: CM-C/14/1

Qualification & Experience:

A) Educational Qualification

Essential

For yarn

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

For Dyes & Chemicals

Degree in Textiles Chemistry/Chemical Technology 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.

B) Post Qualification Experience

16 yrs. Marketing & Technical experience (marketing/production of Yarn) - for yarn and (marketing/working experience in a process house) - for Dyes & Chemical 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 pay (at the minimum of basic pay) : Rs. 68,570/- p.m. (approx.)
(Basic+IDA+HRA)

4. Sr. Manager (Comm.)

Code:SM-C/14/1

Qualification & Experience:

A) Educational Qualification

Essential

For Yarn

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

For Dyes & Chemicals

Degree in Textiles Chemistry/Chemical Technology 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.

B) Post Qualification Experience

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 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 (Reserved for SC)**
Pay Scale : 29100-54500 (IDA)
Age : Not exceeding 45 yrs.
Gross pay (at the minimum of basic pay) : Rs. 60,650/- p.m. (approx.)
(Basic+IDA+HRA)

5. Asstt. Manager (Comm.)

Code: AM-C/14/1

A) Educational Qualification

Essential

For Yarn

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

OR

Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized University/ Institution.

For Dyes & Chemicals

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

OR

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

Desirable

Post Graduate Diploma with specialization in Marketing AND working knowledge of computer like MS Office & usage of internet etc. will be preferred.

B) Post Qualification Experience

5 yrs. experience in marketing / production of yarn

OR

Marketing / working experience in a process house, in case of degree holder (9 yrs. in case of diploma holder) out of which 4 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 (SC)

Pay Scale : 16400-40500 (IDA)

Age : Not exceeding 40 yrs.

Gross pay (at the minimum of basic pay) : Rs. 34,180/- p.m. (approx.)
(Basic+IDA+HRA)

6- Asstt. Manager (Data Processing)

Code: AM-DP/14/1

A) Educational Qualification

Essential

Master of Computer Applications/B.Tech (IT) from a University recognized by University Grant Commission or 'B' level course from Institute recognized by Department of Electronics & Accreditation of Computer classes.

OR

PG Diploma in Computer Application from a University/Institute recognized by University Grant Commission or 'O' level course from Institute recognized by Department of Electronics & Accreditation of Computer Classes.

B) Post Qualification Experience

5 yrs. experience in Computer programming, Networking and Hardware maintenance in case of Degree holder and (9 yrs. in case of Post Graduate Diploma) out of which 4 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 pay (at the minimum of basic pay) : Rs. 34,180/- p.m. (approx.)
(Basic+IDA+HRA)

7- Asstt. Manager (Event Management)

Code: AM-EM/14/1

Educational qualification:

Essential:

Full time Degree/Diploma in Applied Management /Event Management from a university recognized by University Grant Commission / Institution recognized by AICTE.

Desirable:

Working knowledge of computer like MS office & usage of internet etc.

Post qualification experience:

05 years experience in case of Degree holder and (9 years in case of Diploma holder) in the field of event management out of which 4 yrs. experience in the scale of 10800-24500 or its equivalent in Govt. Department/ Public Sector Undertaking (Central/State) or Private Sector of repute. The incumbent must have ability to lead and motivate the team, excellent Personal Relation (PR) skill, good at budget, good at hitting deadlines and strong organizing skill.

No. of Post : 01 (General)
Pay Scale : 16400-40500 (IDA)
Age : Not exceeding 40 yrs.
Gross pay (at the minimum of basic pay) : Rs. 34,180/- p.m. (approx.)

8- Sr. Officer (Comm.)

Code: SO-C/14/1

Educational Qualification

Essential:

For Yarn

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

OR

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

For Dyes & Chemicals

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

OR

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

Desirable:

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

C) Post Qualification Experience

Fresher in case of degree holder and (4 yrs. experience in the field of marketing / production of yarn. OR Marketing / working experience in a process house, in case of Diploma Holder out of which 3 yrs. in the pay scale of 9000-21000 or its equivalent) in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

No. of Post : 04 (03- Gen., 1 - SC)
Pay Scale : 10800-24500 (IDA)
Age : Not exceeding 35 yrs.
Gross pay (at the minimum of basic pay) : Rs. 22,510/- p.m. (approx.)
(Basic+IDA+HRA)

9- Dy. Manager (H.R.)

Code: DM-HR/14/1

A) Educational Qualification

Essential

Master of Business Administration with specialization in Personnel Mgt. or HR / Master of Industrial Relation & Personnel Mgt. / Master of Personnel Mgt. from a university recognized by University Grants Commission.

OR

Post Graduate Diploma in Personnel Mgt. /Industrial Relation /Human Resource Development from a recognized university.

Degree in Law with specialization in Industrial /Labour laws.

Desirable

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

B) Post Qualification Experience

9 yrs. experience in the field of Personnel & Administration / Human Resource Development in case of MBA / MIRPM / MPM (14 yrs. in case of diploma holder) 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 (General)
Pay Scale : 20600-46500 (IDA)
Age : Not exceeding 45 yrs.
Gross pay (at the minimum of basic pay) : Rs. 42,930/- 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 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 of 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 and address on reverse side of the demand draft.
- v) The incumbent short-listed for the post of Executive Director, Dy. Manager (H.R.), Asstt. Manager (Data Processing) and Asstt. Manager (Event Management) will be posted at Head Office whereas others will be initially posted for 5 years in the southern region of the country and thereafter be transferred anywhere in India on need basis.
- vi) No fee is payable by SC/ST/PWD and departmental candidates.
- vii) The application for the post of Executive Director are to be sent at Head Office, to Dy. General Manager (H.R.), National Handloom Development Corporation Limited, 10th & 11th floors, 'Vikas Deep' Building 22- Station Road, Lucknow – 226001 (UP), whereas applications for other posts are to be sent to Regional Incharge , Regional Office, National Handloom Development Corporation Limited, 4th floor,Chenetha Bhawan, Naampally, Hyderabad – 500 001 (A.P.).
- viii) 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.
- 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. 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) 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 the order of merit of qualification in the following manner:-

Sl.No.	Commercial	H.R.
1	Degree	Degree
2	Diploma	Diploma

- 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 eligible for fare by shortest route (by Air-Economy Class for Executive Director & AC 3 tier in case of Ch. Mgr, Sr. Mgr., Dy. Manager, Asstt. Manager and Sleeper Class in case of Sr. Officer) 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.
- xviii) Management reserves right to cancel one or all posts without assigning any reason.

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 at the addresses given in above para – vii of General Conditions on or before 30th June 2014.

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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	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.

Please paste
Self-attested
photograph

APPLICATION FORM

1. Post applied

2. Post Code

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

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

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5. Date of Birth

Date Month Year

6. Age as on 30.04.2014
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:.....

Place:.....

Name: