



National Handloom Development Corporation Limited
(A Government of India Undertaking, Ministry of Textile)
Registered & Corporate Office, Noida (UP)

No: NHDC/HR/RE/24/3

Date: 10-08-2024

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VACANCY CIRCULAR

APPLICATIONS ARE INVITED FOR SELECTION OF PERSONNEL ON REGULAR EMPLOYMENT BASIS

National Handloom Development Corporation Limited (NHDC), a Public Sector Undertaking under Ministry of Textiles, Govt. of India is a National Level Agency to assist the speedy development of the Handloom Sector by coordinating all action covering the procurement and supply of inputs at reasonable prices augmenting the marketing efforts of State upgrading the technology in the Handloom Sector & improving productivity.

To meet the growth plans, NHDC Limited intends to engage the following personnel for its offices located across India. The details are:

COMMERCIAL DEPARTMENT

1) Executive Director (Commercial) - (01 UR Category)

Post Code: ED-C/RE/24/3/01

A) Educational Qualification

Essential

Degree in Textiles Technology/ Textiles Engineering from an University recognized by University Grants Commission/ Institution recognized by AICTE with MBA having specialization in Marketing. Experience of working in ERP etc will be preferred.

B) Post Qualification Experience:-

Minimum 20 years' experience out of which minimum 4 years' experience in the scale of 100000- 260000 (IDA) or its equivalent in Private Sector (take home salary excluding PF/Retirement Benefits to be not less than Rs.25 lacs per annum). The incumbent should have a consistent academic record and experience in marketing and technical for 10 years including 5 years in the Textile industry/ Handloom sector.

Nature of Job Function – Customer Service Executive:

At the Airport, mainly Passenger Check-in, Airline ticket reservation, Boarding and all Terminal Functions. Passenger as well as Airlines satisfaction is the key requirement.

Work pattern will be three shifts including night shift irrespective of gender and one weekly off on rotation basis.

Career Progression based on performance and number of years. Entitled for Casual Leave, Sick Leave and Privilege Leave and eligible for EPFO etc. as per eligibility.

B) Post Qualification Experience

Minimum 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 4 yrs. experience in the scale of 80000-220000 (IDA) or its equivalent in a reputed organization of Central Govt. /State Govt./ PSU/Private Sector.

No. of Post: 01 (UR)

Pay Scale: 90000-240000

Age: not exceeding 50 yrs.

Gross Pay (at minimum of basic pay): Rs. 1,86,120 /-p.m. (approx.)

Other Benefits: In addition to Gross pay (i.e Basic+IDA+HRA+CA) other fringe benefits e.g. Gratuity, Leave Encashment, Conveyance loan etc. are admissible as per the rules of the Corporation.

4) Chief Manager (Commercial) - (01 UR & 01 SC Category).

Post Code: CM-C/RE/24/3/04

A) Educational Qualification

Essential

Degree in Textiles Technology/ Textiles Engineering from an university recognized by University Grants Commission or All India Council of Technical education. Or, degree in Textiles Chemistry/Chemical Technology from an university recognized by University Grants Commission or All India Council for Technical Education

Desirable

Master of Business Administration with specialization in Marketing & Working knowledge of computer like MS Office, ERP, 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 70000-200000 (IDA) or its equivalent in a reputed organization of Central Govt. /State Govt./ PSU/Private Sector.

No. of Post: 02 (01 UR, 01 SC)

Pay Scale: 80000-220000

Age: not exceeding 48 yrs.

Gross Pay (at minimum of basic pay): Rs. 1,65,440/-p.m. (approx.)

Other Benefits: In addition to Gross pay (i.e Basic+applicable IDA+HRA+CA) other fringe benefits e.g. Gratuity, Leave Encashment, Conveyance, Medical Hospitalization, Loan etc. are admissible as per the rules of the Corporation.

5) Management Trainee (Technical - Commercial) - (03 UR, 01 EWS, 01 OBC, 01 ST).

Post Code: MT-C/RE/24/3/05

A) Educational Qualification

Essential

The incumbent must be 10th pass with Diploma in Handloom Technology/ Textile Technology/ Textile Chemistry/ Chemical technology (Full time three years).

Desirable

Working knowledge of computer like MS-Office Packages, Usage of Internet etc. will be preferred.

B) Post Qualification Experience Fresher

C) Training Period

The period of training for Management Trainee (Technical) will be of 03 years. After successful completion of training period, they may be absorbed as Officer (Commercial) on probation for 01 year, subject to the requirement of the corporation and suitability of the candidate.

No. of Post: 06(03 UR,01 EWS, 01 OBC,01 ST)

Age: not exceeding 25 yrs.

Stipend: Rs.27,000/-p.m.

6) Assistant Manager (F&A) - (01 UR Category)

Post Code: AM-FA/RE/24/3/06

A) Educational Qualification

Essential

Chartered Accountant from Institute of Chartered Accountants of India / Cost Accountant from the Institute 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. OR,
M.Com/B. Com from an university recognized by University Grants Commission.

Desirable

Working knowledge of computer like ERP, MS office, Accounting Packages, usages of Internet etc. will be preferred.

B) Post Qualification Experience

Minimum 6 yrs. experience in case of CA/ICWA(CMA) or MBA (8 yrs. in case of CA/ICWA(CMA)- Inter & 11 yrs. in case of M.Com/B. Com) out of which 4 yrs. experience in the scale of 27000-95000 (IDA) or its equivalent in the field of Finance /Accounts / Internal Audit in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

No. of Post: 01 (UR)

Pay Scale: 40000-140000

Age: not exceeding 38 yrs.

Gross Pay (at minimum of basic pay): Rs. 82,720/-p.m. (approx.)

Other Benefits: In addition to Gross pay (i.e Basic+applicable IDA+HRA+CA) other fringe benefits e.g. Gratuity, Leave Encashment, Conveyance, Medical Hospitalization, Loan etc. are admissible as per the rules of the Corporation.

7) Company Secretary - (01 UR Category)

Post Code: CS-FA/RE/24/3/07

A) Educational Qualification

Essential

Associate Company Secretary-ship/ Fellow Company Secretary-ship.

Desirable

Degree in Law with specialization in Corporate Laws OR CA/ICWA/MBA will be an added advantage.
Working knowledge of computer like ERP, MS office, Accounting Packages, usages of Internet etc. will be preferred.

B) Post Qualification Experience

Minimum 08 yrs. Secretarial and Managerial experience, out of which 04 yrs. experience in the scale of 40000-140000 (IDA) or its equivalent in a reputed organization of Central/State Govt./ PSU/ Private Sector.

No. of Post: 01 (UR)
Pay Scale: 50000-160000
Age: Not exceeding 40 yrs.
Gross Pay (at minimum of basic pay): Rs.103400/- p.m. (approx)
Other Benefits: In addition to Gross pay (i.e Basic+applicable IDA+HRA+CA) other fringe benefits e.g. Gratuity, Leave Encashment, Conveyance, Medical Hospitalization, Loan etc. are admissible as per the rules of the Corporation.

8) Management Trainee (F&A) - (01 UR, 01 OBC Category)

Post Code: MT-FA/RE/24/3/08

A) Educational Qualification

Essential

The incumbent must be a Graduate with MBA in Finance (Full time two years) from an University recognized by UGC / Institution recognized by AICTE.

B) Post Qualification Experience Fresher

C) Training Period

The period of training for Management Trainee (F&A) will be 01 year.

No. of Post: 02 (01 UR, 01 OBC)
Age: not exceeding 25 yrs.
Stipend: Rs.30,000/- p.m.

HUMAN RESOURCE DEPARTMENT

9) DGM (HR) - (01 UR Category)

Post Code: DGM-HR/RE/24/3/09

- xi) **Application Fee:** Rs.500/- to be remitted using Credit/Debit Card/Net banking/UPI for the transaction of application fee, as only online payment is applicable from **10-08-2024 to 07-09-2024**. No other mode of payment is acceptable. No fee is payable by SC/ST/PWD & Internal candidates. Application without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall not be refunded any circumstances nor can the fee be held in reserve for any other examination/section.
- xii) Self-attested scan copies of Educational, Experience & Salary certificates as mentioned in the advertisement must be uploaded by the candidates while submitting the online application. Without such certificates, their candidature will not be considered.
- xiii) 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.
- xiv) The decision of NHDC about the mode of selection of eligible candidates, shortlisting 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.
- xv) 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/vacancy shall be called based on order of merit of higher qualification in the following manner:
- | Sr. No. | Commercial | F&A | HR |
|---------|------------|----------------|---------|
| 1 | Degree | CA/ICWA/MBA | Degree |
| 2 | Diploma | CA/ICWA(Inter) | Diploma |
- 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 the 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 informed for interview through e-mail only.
- xix) Candidates called for the interview/ written tests are required to bring original testimonials, two passport size photographs, last pay/salary certificate and experience certificates with them.
- xx) The details of the selected candidates shall be displayed on the website of the Corporation and no communication to this effect shall be entertained by the Corporation.
- xxi) Candidate is allowed to apply against one post only. Application for more than 01 post is not allowed.
- xxii) The cutoff date for considering the age and experience of candidates will be taken as **01st August 2024**.
- xxiii) In case of any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.
- xxiv) For any dispute matter will be referred under the jurisdiction of High Court of Allahabad.

Human Resource Department
National Handloom Development Corporation Limited,
A2-A5, Udyog Marg, Sector 2, Noida-201301 (U.P.)

10. Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of the application.
11. Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.

IMPORTANT DATES

Opening Date for Submitting Online Applications	10 th August 2024
Last Date for Online submission of Application Form	07 th September 2024
Last Date for Hardcopy Documents Submission	19 th September 2024
For any technical queries/clarifications relating to the filling up of ONLINE APPLICATION , please feel free to contact the helpdesk (HR Department) at Email: career@nhdc.org.in or Phone No: 0120-2329600 (Monday to Friday 9:30 AM - 06: 00 PM).	