



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

No: NHDC/HR/RE/22/3

Date: 04-10-2022

VACANCY CIRCULAR

APPLICATIONS ARE INVITED FOR SELECTION OF PERSONNEL ON CONTRACT BASIS

Applications are invited on contract basis in prescribed format from Retired Government Servant of the rank of US/DD/DS/JD or equivalent, retired from any Central Public Sector Undertakings/ Central Govt. Offices/ Attached subordinate Offices/ Autonomous bodies/ having considerable experience in functioning of CPSEs/ Central Govt. Ministries/ Departments/ in HR, Vigilance, Disciplinary Proceedings, framing of rules, establishment, legal matter, RTI handling etc for filling up Consultant (HR) post in National Handloom Development Corporation (NHDC), A Central Public Sector enterprise under Ministry of Textiles, Govt. of India.

The last date for submission of application is 21-10-2022.

The Forms and other details for applying to the above posts can be downloaded from our website i.e. <https://nhdc.org.in/>

Candidates are requested to ensure that they fulfill necessary conditions before applying for the post.

Corrigendum/addendum, if any in the matter will be published only on the NHDC's website.

Dy. General Manager (C)

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.

NHDC intends to invite application from dynamic officers with proven track record fulfilling the eligibility criteria and willing to work on contract basis. To meet the growth plans, NHDC Limited intends to engage the following personnel for its Registered & Corporate Office located in Greater Noida. The details are:

1) Consultant (HR) – (UR Category)

Code: CNS-HR/RE/22/3/01

A) Educational Qualification

Essential

Master of Business Administration with specialization in Personnel Mgt. or HR /Masters in Public Administration/ Master of Industrial Relation & Personnel Mgt./ Master of Personnel Mgt./Master of Social Work (MSW) from an University recognized by University Grants Commission.

Desirable

Degree in Law and Working knowledge of computer like ERP, E-Office, MS-Office Package usage of internet etc. will be preferred.

B) Post Qualification Experience

Minimum 20 yrs. experience in the field of Personnel & Administration / Human Resource Development out of which minimum 10 yrs. experience in functioning of CPSEs/ Central Govt. Ministries/ Departments/ in Human Resources, General Administration & operations, Vigilance, Disciplinary Proceedings, framing of rules, establishment, legal matter, RTI handling etc.

No. of Post: 01 (UR)

Remuneration: Negotiable.

Age: not exceeding 65 yrs.

Tenure: 1 Year (extendable upto 1 year)

Location: Registered & Corporate Office - Greater Noida

Terms and Conditions:

1. Selection of the Candidates will be done through Shortlisting, Interview and Document Verification.
2. Applications giving full particulars in prescribed format along with self-attested copies of Certificates/ testimonials and a recent passport size photograph, should be sent before 21st Oct 2022 to:

Sr. Officer (HR)
National Handloom Development Corporation Limited,
Wegmans Business Park, 4th Floor, Tower-1,
Plot No.3, Sector Knowledge Park-III
Surajpur- Kasna Main Road,
Greater Noida-201306 (UP)

3. NHDC reserves the right for short listing of candidates, relaxing eligibility criteria in case of deserving candidates which will be at the sole discretion of the NHDC as per the requirement of the Corporation. Mere fulfilling of the eligibility criteria does not entitle to call for interview. Experience in the same field of selection will be given priority and if required, accordingly in the interest of NHDC relaxation will be considered by the NHDC in the prescribed experience of eligibility.
4. The decision of the NHDC about the mode of selection of eligible candidates, short listing of candidates for personal interview shall be final and binding. No correspondence will be entertained in this regard. Canvassing in any manner would entail disqualification of candidature.
5. For journeys in connection with his/her duties in the Corporation, the Traveling Allowance Rules of the Corporation will apply to him/her.
6. NHDC reserves the right to post and transfer the officials to any office of NHDC anywhere in India in the interest of the Corporation.
7. Leaves rules of the Corporation will be applicable.
8. For any dispute matter will be referred under the jurisdiction of High Court of Allahabad.
9. MD -NHDC is the Competent Authority for all decisions under these guidelines. Where the MD NHDC is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules with the approval of Chairman.



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APPLICATION FORMAT

Please paste
self-attested
recent passport
size
photograph

(Note: a) All columns should be filled in block letters
b) Incomplete applications/applications without enclosures will be rejected)

1. POST APPLIED FOR:
2. FULL NAME (BLOCKLETTERS):
3. FATHER'S/HUSBAND'S NAME:
4. (a) DATE OF BIRTH :
(b) AGE :
(As on 30-09-2022)
5. RESIDENTIAL ADDRESSES:-
(a) CORRESPONDENCE:
ADDRESS
(b) PERMANENT ADDRESS:
6. SEX : Male Female Trans Gender
7. MARITAL STATUS : Married Unmarried
8. RELIGION :
9. CATEGORY (SC/ST/OBC/GEN/PWD/OTHER):
(In case PWD, please mention the percentage & category of disability)
10. (a) POST HELD ON RETIREMENT:
(b) DATE FROM WHICH POST WAS HELD:
(c) NAME OF ORGANISATION:
(d) WHETHER WORKING UNDER:
(Central Public Sector Undertaking/ Central Govt. /State Govt. / Central
Statutory Authorities/ Central Autonomous bodies/ others)

(e) SCALE OF PAY/ BASIC ON RETIREMENT:

(f) TOTAL EMOLUMENTS:

11. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

NAME OF THE OFFICE/ ORGANIZATION	POST HELD ON REGULAR BASIS	FROM	TO	*PAY BAND & GRADE PAY/ PAY SCALE OF THE POST HELD ON REGULAR BASIS	NATURE OF DUTIES (IN DETAIL) HIGHLIGHTING EXPERIENCE REQUIRED FOR THE POST APPLIED

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned.

12. In case the applicant worked in an Organization which does not follow the CPSE IDA Pay-scales, the last salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc.,(with break-up details)	Total Emoluments
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13. EDUCATIONAL QUALIFICATION:

(Including professional qualifications, if any):

S.No.	COURSE NAME/ EXAM PASSED	NAME OF INSTITUTE/ UNIVERSITY	SUBJECTS STUDIED/ SPECIALIZED	MONTH & YEAR OF PASSING	DIVISION/ PERCENTAGE OBTAINED

14.. Additional information, if any,

<p>A.relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to;</p> <ul style="list-style-type: none"> (i) Additional academic qualifications (ii) Professional training (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement) <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>B. Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	

15. Any other relevant information:

<p>A. Whether Essential Educational, experience and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)</p>	
<p>B. Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and work experience of the post.</p>	

DECLARATION:

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the candidate)

Place: