



## राष्ट्रीय हथकरघा विकास निगम लिमिटेड

(भारत सरकार का उपक्रम)

पंजीकृत कार्यालय:- ए-2 से ए-5, सैक्टर - 2, उद्योग मार्ग, नोएडा, जिला-गौतम बुद्ध नगर - 201306 (यू.पी.)

दिनांक: 10 March 2025

### निश्चित अवधि के आधार पर विशेष कार्य अधिकारी की नियुक्ति

क्रम. सं.	पद	कुल संख्या
1	विशेष कार्य अधिकारी) (OSD)	01

आवेदन की आरम्भ तिथि: 11 मार्च 2025

आवेदन की अंतिम तिथि: 25 मार्च 2025

विस्तृत विज्ञापन/ अपडेट/ शुद्धिपत्र के लिए [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page) पर देखें।

(मानव संसाधन विभाग)



## **NATIONAL HANDLOOM DEVELOPMENT CORPORATION LTD.**

(A Government of India Undertaking)

Regd. Office: A-2 to A5, Sector 2, Udyog Marg, Noida, Gautam Buddha Nagar -201306 (UP)

Dated: 10 March 2025

### **ENGAGEMENT OF OFFICER ON SPECIAL DUTY ON FIXED TERM BASIS**

<b>S.N.</b>	<b>POSITION</b>	<b>TOTAL</b>
1	OFFICER ON SPECIAL DUTY (OSD)	01

Start date for Application Submission: 11<sup>TH</sup> March 2025

Last date of Application Submission: 25<sup>th</sup> March 2025

For detailed advertisement/ updates/ corrigendum visit [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page)

(Human Resource Department)



## **National Handloom Development Corporation Limited**

**(A Government of India Undertaking, Ministry of Textile)**

**Registered & Corporate Office, Noida (UP)**

**Date: 10-03-2025**

### **CIRCULAR**

#### **APPLICATIONS ARE INVITED FOR ENGAGEMENT OF OFFICER ON SPECIAL DUTY (OSD) ON FIXED TERM 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.

NHDC Limited intends to engage OSD for its Corporate office located at Noida. The details are:

Title: **Officer on Special Duty (OSD)**

Location: **Corporate Office, Noida**

Employment mode: **Direct Engagement on Fixed Term basis**

#### **Position Summary:**

The Officer on Special Duty (OSD) will work closely with the Managing Director to oversee, manage, and enhance initiatives within the handloom sector. This role requires expertise in policy formulation and implementation, event management, government relations, market research, and fostering sustainable practices. The ideal candidate should possess strong leadership skills, financial acumen, and a deep understanding of sustainability and social compliance within the handloom sector. The OSD will play a pivotal role in bridging public-private partnerships, promoting skill development schemes, and ensuring financial and social compliance across various handloom activities.

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## Job Description - Responsibilities and Accountabilities:

### **1. Policy formulation & Implementation:**

- Assist in drafting, formulating, evaluating and executing policies aimed at the growth and sustainability of the handloom sector.
- Monitor the impact of implemented policies and suggest necessary revisions.
- Ensure alignment with government regulations and industry standards.

### **2. Market Research and Policy Analysis:**

- Conduct comprehensive market research to identify trends, opportunities, and challenges in the handloom sector.
- Analyze policy changes and provide insights to guide strategic decisions.

### **3. Government Relations and Public-Private Partnerships:**

- Build and maintain relationships with government agencies, industry associations, and private sector partners.
- Advocate for policies that support handloom artisans and entrepreneurs

### **4. Sustainability and Social Compliance:**

- Promote sustainable practices within the handloom sector.
- Develop strategies to enhance the livelihoods of artisans while maintaining ethical standards.

### **5. As deputed by management from time to time.**

### **Skills and Competencies:**

- Knowledge of handloom sector dynamics, sustainability practices, and social compliance requirements.
- Familiarity with government schemes and funding mechanisms for handloom development.
- Proven experience in the handloom or textile sector, with expertise in policy-making and implementation.
- Strong leadership, communication, and project management skills.
- Demonstrated ability to organize trade events and exhibitions.
- Proficiency in market research, financial management, and strategic planning.
- Familiarity with government processes, sustainability practices, and social compliance.

Requirements:

**Age: Maximum 60 Years**

**No. of Vacancy: 01**

**Qualification & Experience:**

- *Must have: Post Graduation in Management from a recognized Institute/ university*

The candidate should have a minimum of 25 years of working experience in Govt./Semi-Govt./ PSU/Autonomous body/Private.

**Compensation & Benefit**

- **Total Emoluments:** In accordance with market standards
- **Leaves:** Entitled to 12 days leave on prorata basis in a calendar year.
- Out station travel, if any, would be compensated as per Corporation rules.

**General Conditions : -**

1. **Method of Selection:** Selection shall be made through Interview, which will be held at NHDC LTD- Registered & Corporate Office - Noida only. Only Indian Nationals need to apply.
2. **Engagement Period:** Initially for two years, may be extended as per the requirement of the Corporation & satisfactory performance of the incumbent.
3. **Compensation:** The engaged person will be entitled to draw a consolidated monthly fixed remuneration + Transport Allowance only. During the validity of this engagement no other allowance, remuneration, shall be payable to him/her on account of working on holidays and/or outside office hours.
4. During the validity of the engagement, while on duty, engaged person shall observe punctuality and discipline.
5. Attend office on all working days, and if necessary, on holidays. If required, he/she will have to work even beyond normal office hours.
6. NO TA/DA shall be allowed for appearing in the Interview.
7. The Candidate should be of sound health & medically fit.
8. Self attested scan copies of - Detailed Bio Data, Date of Birth proof, Educational, Experience & Last Salary drawn must be attached by the applicant along with the Application form. Without such documents & certificates, their candidature will not be considered.

9. 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 Job description, the nature of relevant past employment & work experience, acquired post and prescribed qualification etc.
10. The decision of NHDC about the mode of selection of eligible candidates, shortlisting of candidates for interview shall be final and binding. No correspondence will be entertained in this regard. Canvassing in any manner would entail disqualification of candidature.
11. 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:

S.No	Qualification
1	Degree
2	Diploma

12. If the candidate does not fulfill the Job description & conditions given in the detailed advertisement his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.
13. Shortlisted candidates will be informed for interview through e-mail only.
14. Candidates called for the interview are required to bring original testimonials, two passport size photographs, last pay/salary certificate and experience certificates with them.
15. 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.
16. The cutoff date for considering the age and experience of candidates will be taken as **01<sup>st</sup> March 2025**.
17. In case of any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.
18. For any dispute matter will be referred under the jurisdiction of High Court of Allahabad.
19. Corporation reserves the right to accept or reject all or any application without assigning any reason whatsoever.

## HOW TO APPLY

### (IMPORTANT INSTRUCTIONS FOR SUBMISSION OF APPLICATION)

1. Please read the detailed advertisement and all the instructions carefully before filling the application form.
2. Application form is attached with the Advertisement as Annexure-A.
3. Applicant is required to send filled & signed application form along with all requisite documents viz: Biodata, Date of Birth proof, Educational & Experience Certificates, last salary drawn certificate etc. in a single PDF format file only with size not more than **30MB** to mail id: [career@nhdc.org.in](mailto:career@nhdc.org.in). No other mode for receiving application will be considered.
4. Applicants are advised not to wait till the last date and time to submit their application.
5. Applicants meeting the requirements notified, may send their application from **11-03-2025 to 25-03-2025(Till 6:PM) only** directly on mail id [career@nhdc.org.in](mailto:career@nhdc.org.in). Applications received after the last date i.e 25.03.2025 will not be considered.
6. Applicants should have a valid E-mail ID and Mobile number. It should be kept active during the entire recruitment process. All important communication will be sent on the registered E-mail ID only.
7. No application fee is required for applying.
8. Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.

<b><u>IMPORTANT DATES</u></b>	
<b>Opening Date for submitting of Application</b>	<b>11<sup>th</sup> March 2025</b>
<b>Last Date for receiving of Application</b>	<b>25<sup>th</sup> March 2025</b>
For any technical queries/clarifications relating to the filling up of <b>APPLICATION</b> , please feel free to contact the helpdesk at Email: <a href="mailto:career@nhdc.org.in">career@nhdc.org.in</a> or Phone No: 0120-2329600 (Monday to Friday 9:30AM – 6:00PM).	

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