

**NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED**  
**GREATER NOIDA-201306**

**No. NHDC/Adv./Vacancy/2020-21**

**VACANCY CIRCULAR**

Applications are invited on deputation including short term contract/Immediate absorption basis in prescribed format from suitable officers, working under the Central Public Sector Undertaking/Central Govt./State Govt./Central Statutory Authorities/ Central Autonomous bodies having scale of pay at par with Central Public Sector Undertaking for filling up General Manager, Deputy General Manager 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 through proper channel is **03.02.2021** upto 6PM.

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.

**INCHARGE (HR)**

NHDC is in process of Diversification in New / allied areas such as opening of flagship stores to create niche market for handloom products, providing direct marketing Linkages to weavers and artisans, International Marketing exposure to Weavers via Buyer Seller Meets, Participation in Domestic/International Fairs/Exhibitions, Promotion of India handloom brand etc. To meet the above objectives, NHDC intends to invite application from dynamic officers with proven track record fulfilling the eligibility criteria and willing to work at Head office Greater Noida on deputation including short term contract/Immediate Absorption basis.

The eligibility criteria are as below: -

**ESSENTIAL EDUCATIONAL QUALIFICATION & EXPERIENCE:**

(i)	M.B.A/PGDM with Specialization in Marketing/International Business/Retail Management from a recognized university/Institute, preferably of repute.
(ii)	<p>Twenty years' experience in the Textile Sector including handloom, out of which Minimum 10 years' hands on experience in Marketing/Export /Retail/e- Commerce/cluster sourcing for the Post of General Manager and</p> <p>Fifteen years' experience in the relevant field for the post of Deputy General Manager, out of which Minimum 8 years' hands on experience in Marketing/Export /Retail/e- Commerce/Cluster sourcing of handlooms for the Post of Deputy General Manager.</p>

**The other details and terms of eligibility are as below:-**

1.	Name of the Post	<b>General Manager</b>
a)	No. of posts	1
b)	Scale of Pay	Pay Scale 100000-260000 in the IDA Pattern.
c)	Eligibility	<p>a) Officers of the Central Public Sector Undertaking/Central Government/State Government/ Central Statutory Authorities/ Central Autonomous Bodies:</p> <p>(i) Holding analogous posts on regular basis; or</p> <p>(ii) With three years' regular service in a post in Pay scale 90000-240000 (pre revised 36600-62000) &amp; above; or</p> <p>(iii) With five years' regular service in a post in pay scale 80000-220000 (pre revised 32900-58000) &amp; above; or</p> <p>(iv) With eight years' regular service in a post in Pay Scale 70000-200000 (pre revised 29100-54500) &amp; above</p> <p><b>Relaxation:</b> If officers having experience in same field of selection i.e. Handloom / Textiles sector, NHDC will consider experience by giving relaxation of 3 year in the prescribed experience in eligibility of post as mentioned above in (a) i to iv as under;</p> <ul style="list-style-type: none"> <li>• 20 years Exp in sector: nil relaxation</li> <li>• 21-25 years Exp in sector: 2 years</li> <li>• 26-30 years Exp in Sector: 3 years</li> </ul>

2. a)	Name of the Post	<b>Deputy General Manager</b>
b)	No. of posts	1
c)	Scale of Pay	Pay Scale 90000-240000 in the IDA Pattern.
d)	Eligibility	<p>a) Officers of the Central Government/State Government/ Central Statutory Authorities/Central Autonomous Bodies/ Central Public Sector Undertaking:</p> <p>(i) Holding analogous posts on regular basis; or</p> <p>(ii) With three years' regular service in a post in Pay scale 80000- 220000 (pre revised 32900-58000) &amp; above; or</p> <p>(iii) With five years' regular service in a post in pay scale 70000-200000 (pre revised 29100-54500) &amp; above; or</p> <p>(iv) With eight years' regular service in a post in Pay scale 60000- 180000 (pre revised 24900-50500) &amp; above</p> <p><b>Relaxation:</b> If officers having experience in same field of selection i.e. Handloom /Textiles sector, NHDC will consider experience by giving relaxation of 3 year in the prescribed experience in eligibility of post as mentioned above in (a ) i to iv as under;</p> <ul style="list-style-type: none"> <li>• 15 years Exp in sector: nil relaxation</li> <li>• 16-20 years Exp in sector: 2 years</li> <li>• 21-25 years &amp; above Exp in Sector: 3 years</li> </ul>
3)	Age limit	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.
4)	Period of deputation	5 years
5)	Duties attached to the post	<p>The selected candidate has to proactively pursue process of Diversification in New / allied areas as per directions of the management such as opening of flagship stores to create niche market for handloom products, providing direct marketing Linkages to weavers and artisans, International exposure to Weavers via Buyer Seller Meets, Participation in Domestic/International Fairs/Exhibitions, Promotion of India handloom brand etc. Also in this regard, coordination, liaisoning with regions and zones/ State government/offices etc needs to be done.</p> <p>Further in addition to the above, The selected candidate has to perform normal duties related to the post of General Manager/Deputy general Manager as allocated by the management in the best interest of the corporation which includes Review of Purchase &amp; Sale Policy of Yarn, Dyes &amp; Chemicals, Finalization of various schemes and polices for the benefit of Handloom Sector in the Country, Monitoring of Implementation of various Government Scheme by Regional / Branch Offices, Finalization of action plan for maintaining growth rate of activities on year to year basis, Participation in various meetings/seminars for the improvement in handloom sector, Initiate new proposals for improvement of various activities of the Corporation, etc.,</p>
6)	Location of posting	Head Quarter 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, last 5 years ACR/APAR, integrity certificate/vigilance clearance and a statement showing major/minor penalties should be sent to In charge (HR), National Handloom Development Corporation Limited (NHDC), Wegmans Business Park, Tower-1, Plot No.3, Sector Knowledge Park-III, Surajpur Kasma Main Road, Greater Noida, U.P (201306) within prescribed time limit i.e. by **03.02.2021( upto 6PM)**.
3. All such Candidates employed with Central Public Sector Undertaking/Central Govt. /State Govt. /Central Statutory Authorities/ Central Autonomous bodies may forward their applications in the prescribed format through proper channel. Separate applications are to be submitted for each post applied. It is mandatory that advance copy may reach to the office of NHDC before last date of application; however, proper channel original copy may arrange to reach at the earliest possible but before the date of scrutinizing applications so as to scrutinize received application on time.
4. 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.
5. 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.
6. During the period of deputation, the Governments officers on deputation to CPSE will continue to draw the salary including pay, perks & benefits as per their entitlement in the parent Department. He / She shall not be entitled for any other benefit including PRP from the borrowing organization except the facilities linked with functional requirements.
7. Pay fixation on deputation to NHDC will be as per NHDC pay fixation rules. Employees on deputation will be eligible for deputation allowance as notified from time to time by DPE/DOPT guidelines.
8. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
9. The contribution on account of Provident fund, leave salary, Group Insurance and pension will be paid by the Corporation at the rates as intimated by the Lending Department and accepted by the Corporation, as per rules. All the contributions to which he/she contributes may be recovered from his/her salary and remitted to the Accounts Officer of the lending department every month.
10. For journeys in connection with his/her duties in the Corporation, the Traveling Allowance Rules of the Corporation will apply to him/her.

11. NHDC shall extend medical facilities to the deputationists as per NHDC Medical rules.
12. The period of deputation (ISTC), including the period of deputation held against another ex-cadre post immediately preceding this appointment in the same or some other organization shall not exceed 5 years. However, the tenure of officers of organized services appointed to posts in Public Sector Enterprises should be the same as the tenure that would be permissible in their cases on their deputation to the Centre
13. The maximum age limit for appointment by deputation (ISTC) shall be not exceeding fifty six years as on the closing date of receipt of application. The period of deputation will begin from the date of relieving in the parent organization/department and end on the date of taking over charge in the parent organization/department after reversion from deputation.  
Age of retirement in NHDC is 58 years.
14. NHDC reserves the right to post and transfer the officials including deputations to any office of NHDC anywhere in India in the interest of the Corporation.
15. Leaves rules of the Corporation will be applicable to the deputationists.
16. As and when a situation arises for premature reversal to the Parent organization of the deputationist, his/her services could be returned by borrowing organization even before the end of scheduled deputation period.
17. Court of jurisdiction for any disputes will be at DELHI.
18. 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.
19. Terms & conditions of deputation not provided herewith on the subject matter shall be governed by the DPE / DoPT guidelines applicable from time to time.

**NATIONAL HANDLOOM DEVELOPMENT CORPORATION****APPLICATION FORMAT**

Please paste self-attested recent passport size photograph
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- 1) All columns should be filled in block letters  
 2) 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 the last date of receipt of application)
5. RESIDENTIAL ADDRESS:  
 (a) CORRESPONDENCE:  
 ADDRESS  
  
 (b) PERMANENT ADDRESS:
6. SEX : Male  Female  Trans Gender
7. MARITAL STATUS : Married  Unmarried
8. RELIGION :
9. PRESENT OFFICE ADDRESS:
10. CATEGORY (SC/ST/OBC/GEN/PWD/OTHER):  
 (In case PWD, please mention the percentage & category of disability)
11. (a) PRESENT POST HELD :  
 (b) DATE FROM WHICH HELD:  
 (c) NAME OF ORGANISATION:  
 (d) WHETHER WORKING UNDER:  
 (Central Public Sector Undertaking/ Central Govt. /State Govt. / Central Statutory Authorities/ Central Autonomous bodies/ others)  
 (d) SCALE OF PAY:  
 (e) PRESENT BASIC PAY:  
 (f) TOTAL EMOLUMENTS:

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

Office/institution	Post held on regular basis	From	To	*Pay Band and 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

13. In case the applicant belongs to an Organization which is not following the CPSE IDA Pay-scales, the latest 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

14. EDUCATIONAL QUALIFICATION:

(Including professional qualifications, if any):

SL. NO.	EXAM. PASSED	INSTT./ UNIVERSITY	SUBJECTS STUDIED	YEAR OF PASSING	DIVISION OBTAINED

<p>15. A. Additional information, if any, 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 (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>15. B. Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(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> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	

16. Please state whether you are applying for deputation (ISTC)/Immediate Absorption Basis. # (Officers under Central Public Sector Undertaking/Central/State Governments are only eligible for "Absorption").	
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17. ANY OTHER RELEVANT INFORMATION:

17 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)	
17 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.	

**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.

(Signature of the candidate)

Date:

Place:



**ON LETTER HEAD**

**Certification by the Employer/ Cadre Controlling Authority**

**It is certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is beyond doubt.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case maybe)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)