



National Handloom Development Corporation Limited

(A Government of India Undertaking, Ministry of Textile)

Registered & Corporate Office, Greater Noida (UP)

No: NHDC/HR/RE/24/1

Date: 17-02-2024

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)

Code: ED-C/RE/24/1/01

A) Educational Qualification

Essential

- Degree in Textiles Technology/ Textiles Engineering from an University recognized by UGC or 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/RetirementBenefits 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.

- **No. of Post: 01 (UR)**
- **Pay Scale: 120000-280000**
- **Age: Not exceeding 50 yrs.**
- **Gross Pay (at the minimum of basic pay):** Rs.2,46,840/- 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.

2) DGM (Commercial) – (02 UR Category)

Code: DGM-C/RE/24/1/02

A) Educational Qualification

Essential

- Degree in Textiles Technology/ Textiles Engineering from an university recognized by an 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 AND Working knowledge of computer like MS-Office, Usage of Internet etc. will be preferred.

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:** 02 (UR)
- **Pay Scale:** 90000-240000
- **Age:** not exceeding 50 yrs.
- **Gross Pay (at minimum of basic pay):** Rs. 1,85,130 /-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.

FINANCE & ACCOUNTS DEPARTMENT

3) Executive Director (F&A)– (01 UR Category)

Code: ED-FA/RE/24/1/03

A) Educational Qualification

Essential

- Chartered Accountant from the Institute of Chartered Accountants of India / Cost Accountant from the Institute of Cost Accountants of India / MBA with specialization in Finance (Full time two years) from an university recognized by UGC / Institution recognized by AICTE.

Desirable

- Qualification of Company Secretary will have an added advantage.
- Working knowledge of computer like MS-Office, Accounting Packages, Usage of Internet etc. will be preferred.

B) Post Qualification Experience:

Minimum 20 years of experience out of which minimum 4 years experience in the scale of 100000-260000 (IDA) or its equivalent. Should have all round exposure in Finance, Accounts, taxation, budgeting / cost control and audit in a computerized environment, experience in managing working capital both at Regional and Corporate level. Should have experience of finalizing of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to prepare monitoring budget at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes, experience of handling internal,

statutory and Government audits and conversant with tendering procedure in PSU/Govt. Organization or Private Sector of repute.

- **No. of Post: 01 (UR)**
- **Pay Scale: 120000-280000**
- **Age: Not exceeding 54 yrs.**
- **Gross Pay (at the minimum of basic pay):** Rs.2,46,840/- 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.

HUMAN RESOURCES DEPARTMENT

4) Deputy Manager (HR)– (01 -OBC Category)

Code: DM-HR/RE/24/1/04

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./ Master of Social Work(MSW) from an university recognized by University Grants Commission. OR,
- Post Graduate Diploma in Personnel Mgt. /Industrial Relation /Human Resource Development from an university recognized by University Grants Commission/ Institute recognized by AICTE.

Desirable

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

B) Post Qualification Experience

Minimum 8 yrs. Of experience in the field of Personnel & Administration / Human Resource Development. In case MBA / MIRPM / MPM/MSW (14 yrs. in case of diploma holder) out of which 4 yrs. experience in the scale of 40000-140000 (IDA) or its equivalent) in a reputed organization of Central Govt. / State Govt./PSU / Pvt. Sector.

- **No. of Post: 01 (OBC)**
- **Pay Scale: 50000-160000**
- **Age: Not exceeding 40 yrs.**
- **Gross Pay (at the minimum of basic pay):** Rs.1,02,850/- 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 – HR (01 UR Category)

Code: MT-HR/RE/24/1/05

A) Educational Qualification

- Graduate with MBA in Human Resource/Personnel Management/ Industrial Relations/ Master of Social Work (Full time two years) from an University recognized by UGC / Institution recognized by AICTE.

B) Training Period

- The period of training for Management Trainee (HR) will be 01 year.

- **No. of Post:** 01 (UR)
- **Age:** not exceeding 25 yrs.
- **Stipend:** Rs.20,000/-p.m.

6) Sr. Officer – Rajbhasha (01 UR Category)

Code: SO-RB/RE/24/1/06

A) Educational Qualification

Essential

- Post Graduation in English with Hindi as a subject at Graduation level. OR
- Post Graduate in Hindi with English as a subject at Graduation level.

Desirable

- Diploma in translation i.e. Hindi to English and vice versa.
- Working knowledge of computer like MS Office, usage of internet etc. will be preferred.

B) Post Qualification Experience

Minimum 04 years of experience for implementation of official language policy of Govt. of India along with translation work from English to Hindi and vice versa. Out of which 3 years experience in scale of 22500-80000 (IDA) or its equivalent in Govt. Deptt./Public Sector Undertaking (Central / State) or Private Sector of repute.

- **No. of Post: 01 (UR)**
- **Pay Scale: 27000-95000**
- **Age: Not exceeding 35 yrs.**
- **Gross Pay (at the minimum of basic pay):** Rs.55,539/- 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.

General Conditions : -

- Method of Selection:** Selection shall be made through Interview for Sl. No. 1,2,3,4 Posts. For Sl. No. 5 & 6, written exam and group discussion will be conducted which will be held at NHDC LTD, Registered & Corporate Office - Greater Noida only. Appointment will be made on regular basis and only Indian Nationals need to apply.
- The selected candidates will be placed on probation (Sl. No.1 ,2,3,4 & 6) for one year from the date of joining NHDC. The period of probation shall be regulated as per terms & conditions of the Corporation. Whereas, Sl. No. 5 candidates after successful completion of training period, may be absorbed as an Officer (HR) on probation for 01 year, subject to the requirement of the corporation and suitability of the candidate.
- The appointment will be made on minimum of pay scale + IDA. However, Competent Authority reserves right to sanction additional increment to the exceptionally deserving candidate as per rules of the Corporation.
- Corporation has its presence across the country and incumbent on selection may be posted/ transferred anywhere in India.

- v) Departmental Candidates with requisite qualification & experience working in the next lower scale will only be considered. In such cases internal candidates shall be given age relaxation of 5 years over the prescribed age limit, however this benefit shall be applicable only to those employees who are in service of corporation since last 03 yrs.
- vi) Those working with Central/State Government & Public Sector Undertakings must apply through proper channel only.
- vii) Reservation and age relaxation for SC/ST/OBC/PWD/EWS/Ex-Servicemen shall be as per Govt. directives.
- viii) 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.
- ix) Outstation candidates called for interview/group discussion & written examination will be eligible for TO & FRO by shortest route on production of proof of journey. (AC 2 tier for Sl. No.1 to Sl. No.4 and AC-III/CC train fare for Sl. No. 5 & 6).
- x) The Candidate should be of sound health & have to provide a fitness certificate from a Govt. Registered Medical practitioner at the time of joining in the prescribed format.
- 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 **17-02-2024 to 10-03-2024**. 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 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:

S.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 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 **15th February 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.
- xxv) 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 ONLINE APPLICATION)

1. Please read the detailed advertisement and all the instructions carefully before filling the online application form.
2. Applicants are advised not to wait till the last date and time to submit their applications.
3. Applicants meeting the requirements notified may submit their application through online mode from **17-02-2024 to 10-03-2024** and the facility can be accessed through our website www.nhdc.org.in (Career Page).
4. Applicants are required to ensure that all certificates/documents towards caste certificate, proof of age, qualification, experience & pay to be scanned with self-signature along a recent passport size color photograph to be kept ready for uploading before commencement of the online application process. Application submitted directly or by any other mode will not be accepted.
5. 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.
6. Applicants are required to upload the following while filling application form:
 - i. Latest Color Passport size photograph on light background in jpg/png format with maximum size upto 02MB.
 - ii. Scanned copy of signature on white paper with Black Ink pen in jpg/png format with maximum size upto 02MB.
 - iii. Scanned copy of caste certificate, each educational qualification & experience/service document in jpg/pdf/png format with maximum size of 05 MB per document.

7. Applicants should not submit more than one application. Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case.
8. After applying online, applicants should retain a copy of the online application print out possessing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number will be obtained only upon successful submission of online application.
9. Applicants need to send hardcopy of online application form along with self-attested copies of all supporting certificates/documents towards age proof, caste, qualification, experience & pay/salary Certificate by post on or before **18th March 2024** on the address given below:

Assistant Manager (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)

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	17th February 2024
Last Date for Online submission of Application Form	10th March 2024
Last Date for Hardcopy Documents submission	18th March 2024
For any technical queries/clarifications relating to the filling up of ONLINE APPLICATION , please feel free to contact the helpdesk at Email: career@nhdc.org.in or Phone No: 0120-2329600/0120-2329606 (Monday to Friday 9:30AM – 6:00PM).	
