

**National Handloom Development Corporation Limited**  
**(A Government of India Undertaking)**

10<sup>th</sup> & 11<sup>th</sup> Floor, Vikas Deep Building, 22 Station Road, Lucknow- 226001

National Handloom Development Corporation Limited (NHDC) a Schedule 'B' PSU is wholly owned by Government of India.

Corporation has been implementing Yarn Supply Schemes for supply of yarn at the door steps of weavers. Besides yarn, Corporation has also been arranging supplies of good quality Dyes & Chemicals from reputed manufacturers. As on 31-03-2014 the Corporation turnover is Rs. 1840.00 crores and is rated "Excellent " under MOU parameters.

Corporation has its Registered / Corporate Officer at Lucknow. In addition, it has 06 Regional Offices, 02 Zonal Offices, and 31 Branch Offices across the country, mostly situated at State Capitals or Handloom concentrated areas.

To meet our growth plans, applications are invited for the following positions:

**1. Chief Manager (Commercial)**

**Code: CM-C/15/1**

**Qualification & Experience:**

**A) Educational Qualification**

**Essential:**

**For yarn**

Degree in Textiles Technology/ Textiles Engineering from a university recognized by University Grants Commission or All India Council for Technical Education.

**For Dyes & Chemicals**

Degree in Textiles Chemistry/Chemical Technology from a 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**

16 yrs. Marketing & Technical experience (marketing/production of Yarn) - for yarn and (marketing/working experience in a process house) - for Dyes & Chemicals out of which 5 yrs. experience in the scale of 29100-54500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU / Private Sector. The incumbent must have 10 yrs. experience in marketing and should be well versed with the commercial activities.

**No. of Post : 02 (1-UR, 1-OBC)**

**Pay Scale : 32900-58000 (IDA)**

**Age:** Not exceeding 48 yrs.

**Gross pay (at the minimum of basic pay):**Rs. 71,760/- p.m. (approx.)  
(Basic+IDA+HRA)

## 2. Sr. Manager (Commercial)

Code: SM-C/15/1

### Qualification & Experience:

#### A) Educational Qualification

##### Essential:

##### For Yarn

Degree in Textiles Technology/ Textiles Engineering from a university recognized by University Grants Commission or All India Council for Technical Education.

##### For Dyes & Chemicals

Degree in Textiles Chemistry/Chemical Technology from a 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

14 yrs. Marketing & Technical experience (marketing / production of Yarn) -for Yarn and (marketing/working experience in a process house) - for Dyes & Chemicals out of which 5 yrs. experience in the scale of 24900-50500 or its equivalent in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector. The incumbent must have 08 yrs. experience in marketing and should be well versed with the commercial activities.

**No. of Post** : 01 (UR)

**Pay Scale** : 29100-54500 (IDA)

**Age** : Not exceeding 45 yrs.

**Gross pay (at the minimum of basic pay):** Rs. 63,470/- p.m. (approx.)  
(Basic + IDA + HRA)

## 3. Deputy Manager (Commercial)

Code: DM-C/15/1

#### A) Educational Qualification

##### Essential:

##### For Yarn

Degree in Textiles Technology/ Textiles Engineering from a university recognized by University Grants Commission or All India Council for Technical Education.

##### OR

Diploma in Textiles Technology/ Textiles Engg. / Handloom Technology from a recognized University/ Institute.

##### For Dyes & Chemicals

Degree in Textiles Chemistry/ Chemical Technology / M.Sc. (Organic Chemistry/Textile Chemistry) from a university recognized by University Grants Commission or All India Council for Technical Education.

##### OR

Diploma in Textiles Chemistry/ Chemical Technology from a recognized University/ Institute for Dyes & Chemicals.

**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**

9 yrs. Marketing & Technical experience (Marketing/ Production of yarn) - for yarn, (marketing / working experience in process house) - for Dyes & Chemicals in case of degree holder **AND** (14 Years in case of diploma holder) out of which 5 yrs. experience in the scale of 16400-40500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

The incumbent must have 4 yrs. experience in the field of marketing and should be well versed with commercial activities.

**No. of Post** : 01(SC)  
**Pay Scale** : 20600-46500 (IDA)  
**Age** : Not exceeding 40 yrs.  
**Gross pay (at the minimum of basic pay):** Rs. 44,930/- p.m. (approx.)  
(Basic + IDA + HRA)

**4. Assistant Manager (Event Management)****Code: AM-EM/15/1****A) Educational Qualification:****Essential:**

Full time Degree / Diploma in Applied Management / Event Management / Public Relation & Advertising / Mass Communication from a reputed University / Deemed University/Institute.

**Desirable:**

Working knowledge of computer like MS office & usage of internet etc.

**B) Post Qualification Experience**

05 years experience in case of Degree holder and 9 yrs. in case of Diploma holder in the field of event management out of which 4 yrs. experience in the scale of 10800-24500 or its equivalent in Govt. Department /Public Sector Undertaking (Central/State) or Private Sector of repute.

The incumbent must have ability to lead and motivate the team. Excellent inter personal skills, good at budget planning, knowledge of social media/innovations, effective mileage in traditional media, out of box thinking, strong organizing skills.

**No. of Post** : 01 (UR)  
**Pay Scale** : 16400-40500 (IDA)  
**Age** : Not exceeding 38 yrs.  
**Gross pay (at the minimum of basic pay):** Rs. 35,770/- p.m. (approx.)

## 5. Senior Officer (Commercial)

Code: SO-C/15/1

### A) Educational Qualification

#### Essential

#### For Yarn

Degree in Textiles Technology/Textiles Engineering / Master of Business Administration (Marketing / Rural Management) from a university recognized by University Grants Commission or All India Council for Technical Education.

#### OR

Diploma in Textiles Technology / Textiles Engg. / Handloom Technology from a recognized university / Institution.

#### For Dyes & Chemicals

Degree in Textiles Chemistry/Chemical Technology / Master of Business Administration (Marketing) / M.Sc.(Organic Chemistry / Textile Chemistry) from a university recognized by University Grants Commission or All India Council for Technical Education.

#### OR

Diploma in Textiles Chemistry/ Chemical Technology from a recognized University/Institute.

#### Desirable

Working knowledge of computer like MS Office & usage of internet etc. will be preferred.

### B) Post Qualification Experience

3 years experience in case of Degree Holder/MBA/M.Sc out of which 2 years experience in the scale of 9000-21000 and 5 years in case of Diploma Holder (out of which 3 years in the scale of 9000-21000 or its equivalent) in the field of Marketing / Production of yarn OR Marketing / Working experience in a process house, in a reputed organization of Central Govt./State Govt./PSU/Private Sector.

**No. of Post** : 02 (01-UR, 1-OBC)

**Pay Scale** : 10800-24500 (IDA)

**Age** : Not exceeding 35 yrs.

**Gross pay (at the minimum of basic pay):** Rs. 23,560/- p.m. (approx.)  
(Basic + IDA + HRA)

## 6. Deputy Manager (H.R.)

Code: DM-HR/15/1

### 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 a university recognized by University Grants Commission.

#### OR

Post Graduate Diploma in Personnel Mgt. /Industrial Relation /Human Resource Development from a recognized university. Degree in Law with specialization in Industrial /Labour laws.

#### Desirable

Working knowledge of computer like MS Office & usage of internet etc. will be preferred.

**B) Post Qualification Experience**

9 yrs. experience in the field of Personnel & Administration / Human Resource Development in case of MBA / MIRPM / MPM / MSW ( 14 yrs. in case of diploma holder ) out of which 5 yrs. experience in the scale of 16400-40500 or its equivalent in a reputed organization of Central Govt. / State Govt./ PSU/ Private Sector.

**No. of Post** : 01(UR)

**Pay Scale** : 20600-46500 (IDA)

**Age** : Not exceeding 40 yrs.

**Gross pay (at the minimum of basic pay):** Rs. 44,930/- p.m. (approx.)  
(Basic + IDA + HRA)

**7. Senior Officer (Rajbhasha)**

**Code: SO-RB/15/1**

**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:**

- i) Diploma in translation i.e. Hindi to English and vice versa.
- ii) Working knowledge of computer like MS office & usage of internet etc.

**B) Post Qualification Experience**

03 years 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 2 years experience in scale of 9000-21000 or its equivalent in Govt. Deptt./Public Sector Undertaking(Central/State or Private Sector of repute.

**No. of Post** : 01(UR)

**Pay Scale** : 10800-24500 (IDA)

**Age** : Not exceeding 35 yrs.

**Gross pay (at the minimum of basic pay):** Rs. 23,560/- p.m. (approx.)

**Note - Specific requirements for certain posts :-**

- i) Chief Manager(Comm.) & Sr. Manager(Comm.) are higher position and incumbent selected may be assigned duties as Incharge-Regional/Zonal office, therefore one should be well versed with taxation, vat etc., should have thorough knowledge of market research, product development, sales forecast etc. Besides, incumbent should have ability to lead team and good at interpersonal and communication skills.
- ii) The incumbent selected for the post of Dy. Manager(Comm.) may be assigned to work independently as Branch Incharge therefore he should have knowledge of sales forecast, planning, taxation and good at interpersonal & communication skills.
- iii) The incumbent selected for the post of DM (HR) should have working knowledge of Labour Laws & Regulations applicable on a Trading organization and also have exposure in handling Grievance redressal, Departmental proceedings & Pay fixation activities.

### **Other Benefits:**

In addition to Gross pay (as mentioned above) other fringe benefits like EPF, LTC, Gratuity, Leave Encashment, Children education reimbursement, Medical reimbursement and Conveyance reimbursement etc. are admissible as per extant rules of the Corporation.

### **GENERAL CONDITIONS:-**

- i) Appointment will be on regular basis and only Indian Nationals need apply.
- ii) The selected candidates will be placed on probation for one year from the date of joining NHDC. The period of probation shall be regulated as per terms and conditions of the Corporation.
- iii) 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.
- iv) Corporation has its presence across the country and incumbent on selection may be posted/transferred any wherein in India.
- v) Departmental candidates with requisite qualification working in the next lower scale will only be considered and the prescribed age limit will not apply in such cases. However, employees exceeding age of 55 years shall not be eligible to apply.
- vi) A non refundable "Account Payee" demand draft for Rs. 300/- drawn in favour of National Handloom Development Corporation Limited of any Nationalized Bank payable at Lucknow is to be enclosed along with prescribed application form. No other mode of payment is acceptable. Candidate should mention his/her name and address on reverse side of the demand draft.
- vii) No fee is payable by SC/ST/PWD and departmental candidates.
- viii) Reservation and age relaxation for SC/ST/OBC/PWD/Ex- servicemen shall be as per Govt. directives and such candidates are required to enclose copy of the certificate issued by the Competent Authority to that effect.
- ix) 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.
- x) Incomplete/unsigned applications and applications received without photographs, fee, self attested copies of required certificates e.g. educational qualifications, experience certificate, caste/community certificate etc. and those received after the last date will summarily be rejected without any communication to the candidate. No original certificates are to be annexed with the application form.
- xi) Those working with Government and Public Sector Undertakings must apply through proper channel only.
- xii) Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview. Corporation reserves the right to shortlist the candidates and in case applications are received in large number for any post, in such cases maximum 10 applicants per post shall be considered.
- xiii) The decision of the NHDC about the mode of selection of eligible candidates, shorting of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard. Canvassing in any manner would entail disqualification of candidature.
- xiv) 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.
- xv) 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 caste certificate and other documents submitted by the candidate and subject to meeting the requisite medical standards for the post and other requirements as decided by NHDC.
- xvi) NHDC will not be responsible for any postal delay, wrong delivery etc. Applications received after the last date mentioned in the advertisement would not be considered.

- xvii) Short listed candidates will be called for interview through registered letters and also informed through e-mail. Out station candidates called for interview will be eligible for rail fare by shortest route (AC 3 tier in case of Chief Manager, Senior Manager, Dy. Manager, Asstt. Manager and Sleeper Class in case of Sr. Officer) on production of proof of journey.
- xviii) Candidates called for the interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xix) The cutoff date for considering the age and experience of candidates will be taken as 31-12-2014.
- xx) In case of any ambiguity/dispute that arises on account of interpretation in versions other than English, English version will prevail.
- xxi) Court of jurisdiction for any dispute will be at LUCKNOW.
- xxii) Candidate can apply for only one post.
- xxiii) Number of posts may be increased as per requirement and Corporation also reserves right to accept or reject all or any application without assigning any reason whatsoever.
- xxiv) Applicants who have applied for any post during last 01 year need not required to apply again. However, this condition is not applicable for departmental candidates.

**How to apply:**

Application in the prescribed form (as per attachment) duly filled in enclosing therewith demand draft and a set of self attested photocopies of the relevant certificates in support of qualifications, age, category and affixing passport size photograph at the space provided along with undertaking and checklist of documents enclosed should be sent in sealed cover duly superscribed as “APPLICATION FOR THE POST OF \_\_\_\_\_ (POST CODE \_\_\_\_\_)”, so as to reach at the following address on or before 30.01.2015.

**Dy. General Manager (H.R.)  
National Handloom Development Corporation Ltd.  
10th & 11th Floor, Vikas Deep Building  
22- Station Road  
Lucknow- 226 001 (Uttar Pradesh)  
Ph: 0522-2635437**

**National Handloom Development Corporation Limited**  
(A Government of India Undertaking)  
10<sup>th</sup> & 11<sup>th</sup> Floor, Vikas Deep Building, 22 Station Road, Lucknow- 226 001  
Check list  
**DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION**

Sl. No.	Documents attached	Please mark tick in relevant column		
		Yes	No	N.A.
1	Demand draft for the prescribed amount			
2	Proof of date of birth (SSLC/Matriculation Marks sheet)			
3	<b>Reservation Certificates:</b>			
	3.1 Proof of Caste – SC/ST in the prescribed format			
	3.2 Latest OBC Certificate(Non creamy layer in the format as prescribed by the Govt. and issued by the Competent Authority)			
	3.3 Ex- Servicemen Certificate			
	3.4 PWD Certificate issued by the Competent Authority (Govt. Hospital or Medical Board attached to Special Employment Exchange for the handicap) as per the “Persons with Disabilities (Equal opportunities, protection of right and full participation) Act 1995			
4	<b>Qualification Certificates:</b>			
	4.1 SSLC/ Matriculation Certificate			
	4.2 Inter / Diploma Marks- sheet/Certificate			
	4.3 Degree Marks-sheet/Certificate			
	4.4 PG Diploma Marks- sheet/ Certificate			
	4.5 Other qualification, if any (Pl. specify)			
5	Post Qualification Experience Certificate(s)			
6	NOC from the Parent Department			

**Note:** The self attested copies of the documents / certificates should be attached to this form in the order as mentioned therein.



## APPLICATION FORM

Please paste  
Self-attested  
photograph

1. Post applied

2. Post Code

3. Candidate's Name (in Block Letters - Please leave a box blank between First Name, Middle Name & Surname).

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4. Father's /Husband's name (in Block Letters - Please leave a box blank between First Name, Middle Name & Surname).

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5. Date of Birth

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Date      Month      Year

6. Age as on 31.12.2014

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Year      Month      Days

7. Are you (i) Govt. Employee / PSU  (ii) Others  (Please tick the appropriate)

8. Category

SC	ST	OBC	PH	Ex-Mn	Gen.

9. Are you a NHDC employee  10. Religion  11. Gender   
Yes/No M/F

12. Are you fulfilling the Eligibility Criteria as per the advertisement  (Yes/No)

13. Particulars of Demand Draft Details (if applicable)

D.D. No.	Date	Drawn on	DD issuing Bank Branch Address	Amount (Rs.)

14. **Address (for correspondence ) in (Block Letters):**


<b>E- mail ID:</b>
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<b>Contact Details: STD Code</b>	<b>Telephone No.</b>	<b>Mobile. No.</b>

15. **Educational qualification (starting from High School/ Matriculation level)**

Name of Examination passed	Name of College / Institute	Name of University	Year of passing	Division	% age of marks

16. **Professional Qualification**

Name of Examination passed	Name of College/ Institute	Name of University	Year of passing	Division	%age of marks

17. **Whether applied in NHDC earlier - (Yes/No)**

If Yes, post applied for : \_\_\_\_\_

Month & Year when applied : \_\_\_\_\_

18. **Total Work Experience** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months (As on 31-12-2014)**

Name of the Organization with address	Post Held	Scale of pay / total salary drawn	Period of service		Name & Designation of Reporting Officer	Nature of Duties (Pl. specify the job carried out / area of Specialization)
			From	To		

**Note:** The details should be started from the present organization. Additional sheet may be attached in case space is not sufficient.

**DECLARATION**

I hereby declare that all statements made in this application are true and correct to the best of my knowledge and belief.

I understand that in the event of any information being found false or incorrect or not satisfying the prescribed eligibility for the post applied, my candidature is liable to be cancelled / rejected at any stage of selection without any notice to me.

Signature of Candidate

Place:

Date:

**UNDERTAKING**

I.....S/o / D/o .....

have applied for the post of ..... in National Handloom Development Corporation Limited. In case of my selection on the said post, I undertake following conditions in advance in addition to the terms of employment:

- i) Since the Corporation has its offices across the country, I undertake to work anywhere in India.
- ii) I also undertake that I will not use any out side influence/ political approach on my higher authorities in the matter relating to my recruitment, transfer, promotion and other service relating issues.
- iii) I also undertake that in case I am found guilty of said act at any point of time during my service period, Corporation is free to take suitable disciplinary action against me.

Date:.....

Signature:.....

Place:.....

Name: .....