

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

10th & 11th Floor, Vikas Deep Building, 22 Station Road, Lucknow- 226 001

Applications are invited from the interested candidates' fulfilling the eligibility criteria given as under –

1. Chief Manager (Comm.)

Code: CM(c)/10

Qualification & Experience:

Degree in Textiles Technology /Textiles Engineering / Handloom Technology from a recognized university. MBA with specialization in Marketing will be preferred. 16 yrs experience out of which 5 yrs. 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 7 yrs. experience in the field of marketing/production of yarn.

Essential: Working knowledge in computer applications such as MS Office and internet etc.

No. of Post : 02 (01 General, 01 reserved for SC)
Pay Scale : 32900-58000 (IDA)
Age : Not exceeding 48 yrs.

2. Sr. Manager (Comm.)

Code : SM(c)/10

Qualification & Experience:

Degree in Textiles Technology /Textiles Engineering / Handloom Technology from a recognized university. MBA with specialization in Marketing will be preferred. 14 yrs experience out of which 5 yrs. 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 7 yrs. experience in the field of marketing/production of yarn.

Essential: Working knowledge in computer applications such as MS Office and internet etc.

No. of Post : 01 (Reserved for SC)
Pay Scale : 29100-54500 (IDA)
Age : Not exceeding 45 yrs.

3. Dy. Manager (Comm.)

Code: DM(c)/10

Qualification & Experience:

Degree in Textiles Technology /Textiles Engineering / Handloom Technology from a recognized university OR Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized university. MBA with specialization in Marketing will be preferred. 5 yrs experience in case of Degree holder and 12 yrs in case of Diploma holder (out of which 5 yrs. 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 3 yrs. experience in the field of marketing/production of yarn.

Essential: Working knowledge in computer applications such as MS Office and internet etc.

No. of Post : 04 (02 General, Reserved posts 01 ST, 01 OBC)
Pay Scale : 20600-46500 (IDA)

Age : Not exceeding 45 yrs.

4. Superintendent (Comm.)

Code: Supdtt.(c) /10

Qualification & Experience:

Degree in Textiles Technology /Textiles Engineering / Handloom Technology from a recognized university OR Diploma in Textiles Technology/ Textiles Engg./ Handloom Technology from a recognized university. Fresher in case of Degree holder and 4 yrs experience in case of Diploma holder in the field of marketing and production of yarn (out of which 3 yrs. in the scale of 9000-21000 or its equivalent) in a reputed organization of Central Govt. /State Govt./ PSU / Private Sector.

Essential: Working knowledge in computer applications such as MS Office and internet etc.

ii) Candidates having working knowledge on Tally / Baan ERP will be given preference.

No. of Post : **05** (02 General, Reserved posts -01SC, 01 ST, 01 OBC)

Pay Scale : 10800-24500 (IDA)

Age : Not exceeding 35 yrs.

Other Benefits:

In addition to pay, HRA and other fringe benefits e.g. LTC, Gratuity, Leave Encashment, Children education reimbursement, Medical reimbursement and Conveyance reimbursement etc. are admissible as per rules of the Corporation.

General Conditions:

- i) Appointment will be on regular basis and only Indian Nationals need apply.
- ii) Corporation has its presence across the country and incumbent on selection may be posted/transferred any wherein in India.
- iii) Internal candidates with requisite qualification working in the next lower scale will only be considered.
- iv) A non refundable "Account Payee" demand draft for Rs. 300/- drawn in favour of National Handloom Development Corporation Limited on any Nationalized Bank payable at Lucknow is to be enclosed along with prescribed application form. No other mode of payment is acceptable. Candidate should mentioned his name and address on the reverse side of DD.
- v) No fee is payable by SC/ST/PWD and internal candidates.
- vi) Incomplete/unsigned applications and applications received without photographs, fee, attested copies (attested by Gazetted officer) of required certificates such as 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.
- vii) Those working with Government and Public Sector Undertakings must apply through proper channel only.
- viii) Candidates working with Government and Public Sector Undertakings may also apply for selection on deputation basis.
- ix) Reservation and age relaxation for SC/ST/OBC/PWD/Ex- servicemen shall be as per Govt. directives.
- x) Candidates belonging to SC/ST/OBC/PWD/ Ex- servicemen category should enclose copy of the certificate issued by the Competent Authority to that effect.
- xi) Candidate 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.
- xii) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per directives of the Company.
 - xiii) Age and experience may be relaxed at the discretion of the competent authority in deserving cases.
 - xiv) Mere eligibility will not vest any right on any candidate for being called for the interview. The management's decision in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview.
 - xv) Canvassing in any manner would entail disqualification of candidature.
 - xvi) Management will not be responsible for delayed receipt/non receipt of the applications.
 - 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 paid train fare by the shortest route (AC 3 tier in case of Ch. Mgr, Sr. Mgr. & Dy. Manager and sleeper class in case of Superintendent) 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.

How to apply :

Application in the prescribed form (as per attachment) duly filled in enclosing therewith demand draft and a set of attested photocopies of the relevant certificates in proof of qualifications, age, category and affixing passport size photograph at the space provided along with checklist of documents enclosed should be sent in sealed cover duly superscribed as "APPLICATION FOR THE POST OF-----"as the case may be, so as to reach the address given below within 60 days from the date of advertisement:

Ch. Manager (P&A)
National Handloom Development Corporation Ltd.
10th & 11th Floor, Vikas Deep Building
22 Station Road
Lucknow- 226 001

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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	Reservation Certificates:			
	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	Qualification Certificates:			
	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 attested copies (attested by a Gazetted officer) of the documents/ certificates should be attached to this form in the order as mentioned therein.