



**National Handloom Development Corporation Limited**  
(A Government of India Undertaking, Ministry of Textile)  
Registered & Corporate Office, Greater Noida (UP)

**No: NHDC/HR/RE/23/3**

**Date: 15-04-2023**

**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:

**1. Sr. Manager (F&A) – (01 UR Category)**

**Code: SM-FA/RE/23/3/01**

**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 University Grant Commission/Institution recognized by AICTE.

**Desirable**

Working knowledge of computer like MS Office, ERP, Accounting Packages, usage of internet etc. will be preferred.

**B) Post Qualification Experience**

Minimum 12 yrs. experience in the field of Finance/Accounts/ Internal Audit out of which 4 yrs. experience in the scale of 60000-180000 (IDA) or its equivalent in a reputed organization of Central Govt./ State Govt./ PSU/Private Sector.

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

**Pay Scale:** 70000-200000

**Age:** not exceeding 45 yrs.

**Gross Pay (at minimum of basic pay):** Rs.1,14,940/-p.m. (approx.)  
(Basic+IDA+HRA)

**Other Benefits:**

In addition to Gross pay (i.e Basic+IDA+HRA) other benefits e.g. Provident Fund, NPS, Cafeteria allowance, Gratuity, Leave Encashment, Medical Hospitalization, Loan, etc. are admissible as per the rules of the Corporation.

## 2. Company Secretary– (01 UR Category)

Code: CS/RE/23/3/02

### A) Educational Qualification

#### Essential

Associate Company Secretary-ship / Fellow Company Secretary-ship.

#### Desirable

Degree in Law with specialization in Corporate Laws OR CA/ICWA/MBA will be an added advantage.

Working knowledge of computer like MS Office, Accounting Packages, Usage of Internet etc. will be preferred.

### B) Post Qualification Experience

Minimum 08 yrs. Secretarial and Managerial experience, out of which 04 yrs. experience in the scale of 40000-140000 (IDA) or its equivalent in a reputed organization of Central/State Govt./ PSU/ Private Sector.

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

**Pay Scale: 50000-160000**

**Age: Not exceeding 40 yrs.**

**CTC (at the minimum of basic pay): Rs.82100/- p.m. (approx)**

(Basic+IDA+HRA)

#### **Other Benefits:**

In addition to Gross pay (i.e Basic+IDA+HRA) other benefits e.g. Provident Fund, NPS, Cafeteria allowance, Gratuity, Leave Encashment, Medical Hospitalization, Loan, etc. are admissible as per the rules of the Corporation.

## 3. Junior Officer– 12 (06 UR, 02 SC, 01 ST, 02 OBC, 01 EWS Category) Code: CS/RE/23/3/03

### A) Educational Qualification

#### Essential

A Graduate with speed of 40 wpm in English Typewriting

Working knowledge of computer like MS Office, usage of internet etc. is essential.

#### Desirable

Knowledge of Hindi Typewriting will be preferred.

### B) Post Qualification Experience

Minimum 3 years typing experience in Govt. Department/Public Sector Undertakings (State/Central) or Private Sector of repute.

**No. of Post: 12 (06 UR, 02 SC, 01 ST, 02 OBC, 01 EWS)**

**Pay Scale: 20000-70000**

**Age: Not exceeding 25 yrs.**

**CTC (at the minimum of basic pay): Rs.32840/- p.m. (approx)**

(Basic+IDA+HRA)

#### **Other Benefits:**

In addition to Gross pay (i.e Basic+IDA+HRA) other benefits e.g. Provident Fund, NPS, Cafeteria allowance, Gratuity, Leave Encashment, Medical Hospitalization, Loan, etc. are admissible as per the rules of the Corporation.

## **General Conditions : -**

- i) **Method of Selection:** Selection shall be made through Interview for posts S.No 1 & 2, i.e. whereas the selection will involve Typewriting test & Group Discussion for the post of S.No 3 i.e. Junior Officer to be held at NHDC LTD, Registered Office - Greater Noida only. The candidates who will score 60% and above marks in typing test shall only be eligible for Group Discussion.
- ii) Appointment will be made on regular basis and only Indian Nationals need to apply.
- iii) The selected candidate will be placed on probation for one year from the date of joining NHDC. The period of probation shall be regulated as per terms & conditions of the Corporation.
- iv) 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.
- v) Corporation has its presence across the country and incumbent on selection may be posted/ transferred anywhere in India.
- vi) Departmental Candidates with requisite qualification & experience will only be considered, in such cases internal candidates shall be given age relaxation over the prescribed age limit.
- vii) Those working with Government & Public Sector Undertaking must apply through proper channel only.
- viii) Reservation and age relaxation for SC/ST/OBC/PWD/EWS/Ex-Servicemen shall be as per Govt. directives.
- 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) Outstation candidates called for interview/ group discussion/ typewriting test will be eligible for TO & FRO by shortest route on production of proof of journey. (AC 2 tier for S.No. 1 & 2 and Sleeper Class for S.No. 3).
- xi) 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.
- xii) **Application Fee:** Rs.500/- to be remitted using Online QR payment option through the Online Application facility, which can be accessed through our website [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page) from **15<sup>th</sup> Apr 2023 to 15<sup>th</sup> May 2023**. No other mode of payment is acceptable. No fee is payable by SC/ST/PWD & Internal candidates.
- xiii) 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.



- xiv) Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview/ typewriting test & group discussion. NHDC reserves the right to shortlist the candidates based on the nature of past relevant experience, acquired post and prescribed qualification.
- xv) The decision of the NHDC about the mode of selection of eligible candidates, shortlisting of candidates for interview/typewriting 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.
- i) The prescribed essential qualifications are minimum requirements and the mere possession of the same does not entitle candidates to be called for interview. If the numbers of applications, received in response to advertisement are large, it will not be convenient nor possible to call all candidates for interview/test. Hence, Corporation may restrict the number of candidates to be called for interview before Selection Committee to the reasonable limit through screening process.

The criteria for screening of the applications will be based on candidates qualifying credentials against:

- a) The essential requirements specified above.
- b) Date of birth
- c) Completeness of the application in terms of providing accurate details and submission of the passport size photograph, and copies of the marks list, academic and experience certificates, signature.
- d) Essential experience.
- e) Desirable qualification and experience as specified above, consistent academic performance at one or more levels, etc. The candidates experience certificates should clearly specify whether they possess the experience/knowledge/skills/technology/software platform requested in the essential/desirable experience requirements against the post. The benchmark for screening the applications will be set by a Committee consulted to screen/shortlist the applications.

In such cases, maximum 10 applicants per post 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) The number of posts to be filled may vary. The corporation reserves the right to cancel the recruitment without assigning any reason thereof.
- xix) The names of candidates screened in for interview before the Selection Committee will be displayed on Corporation's website. Shortlisted candidates will be informed for interview/typewriting test & group discussion through e-mail only.

- xx) Candidates called for the interview/typewriting test & group discussion are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xxi) 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.
- xxii) Candidate is allowed to apply against one post only. Application for more than 01 post is not allowed.
- xxiii) The cutoff date for considering the age and experience of candidates will be taken as **1<sup>st</sup> April 2023**.
- xxiv) In case of any ambiguity/dispute that arises on account of interpretation in versions other than English, English version will prevail.
- xxv) For any dispute matter will be referred under the jurisdiction of High Court of Allahabad.
- xxvi) Corporation reserves the right to accept or reject all or any application without assigning any reason whatsoever.
- xxvii) Any discrepancies found in the certificates or uploading of wrong certificates/documents will attract the disqualification of application. Non-production of the original certificates also make the candidate disqualified. The disqualified candidate will not be allowed to appear in the interview. Candidates currently working in private sector should bring a proof of their current employment.
- xxviii) The candidates presently working in Central Govt./State Govt./PSUs/Govt. Bodies/University etc are required to provide No Objection/cadre clearance from current employer at the time of interview failing which he/she will not be allowed to appear on the interview.
- xxix) No correspondence will be entertained from the candidates who are not appointed/selected.

**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 **15<sup>th</sup> Apr 2023 to 15<sup>th</sup> May 2023** and the facility can be accessed through our website [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page).
4. Applicants are required to ensure that all certificates/documents towards caste certificate, proof of age, qualification, experience 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 05MB 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 through 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 copy of all supporting certificates/documents towards age proof, caste, qualification & experience, etc. should reach on or before **26<sup>th</sup> May 2023** on the address given below:
 

**Asst. Manager (HR)**  
**National Handloom Development Corporation Limited,**  
**Wegmans Business Park, 4<sup>th</sup> 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.

<b>Important Dates</b>	
<b>Opening Date for submitting Online Applications</b>	<b>15<sup>th</sup> April 2023</b>
<b>Last Date for Online submission of Application Form</b>	<b>15<sup>th</sup> May 2023</b>
For any technical queries/clarifications relating to the filling up of <b>ONLINE 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: 0120-2329600/0120-2329606 (9:30AM – 6:00PM).	

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