



**NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED**  
**GREATER NOIDA-201306**  
**(HR DEPARTMENT)**

**No: NHDC/HR/Rectt/CE/2017/07/01**

**12<sup>th</sup> July 2017**

**APPLICATIONS ARE INVITED FOR THE SELECTION OF FINANCE & ACCOUNTS OFFICIALS ON CONTRACT 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.

NHDC Limited intends to engage the following personnel on contract basis for its field offices located across India purely for temporary requirement. The contract would be for a minimum period of one year, extendable by another one year tenure up to a maximum period of two years depending upon requirement and the performance of the individual. The details are:

**1. Deputy Manager (Finance & Accounts)**

**Code: DM-F&A/CE/17/7/1**

**A) Educational Qualification**

**Essential**

- (i) Chartered Accountant from the Institute of Chartered Accountants of India/Cost Accountant from the Institute of Cost Accountants of India.
- (ii) Knowledge of ERP, Tally, MS Office, Usage of Internet is essential for said post.

**B) Post Qualification Experience**

Minimum 03 yrs exp. in the field of Finance/Accounts/Internal Audit in a reputed organization of Central Govt/State Govt/PSU/Private Sector.

- **No. of Posts: 04 (Locations - Bhubaneshwar, Guwahati, Hyderabad, Kannur)**
- **Age: Not exceeding 40 yrs.**
- **Remuneration: Consolidated Fixed pay of Rs.45,000/- pm.**

## **2. Assistant Manager (Finance & Accounts)**

**Code: AM-F&A/CE/17/7/2**

### **A) Educational Qualification**

#### **Essential**

- (i) 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 02 Years) from a University recognized by University Grants Commission/Institution recognized by AICTE.
- (ii) Knowledge of ERP, Tally, MS Office, Usage of Internet is essential for said post..

### **B) Post Qualification Experience**

Minimum 01 Year experience in case of CA/ICWAI & 03 Years experience in case of MBA in the field of Finance/Accounts/Internal Audit in a reputed organization of Central Govt/State Govt/PSU/Private Sector.

- **No. of Posts: 05 (Locations - Coimbatore, Kolkata, Panipat, Varanasi, Vijaywada)**
- **Age: Not exceeding 38 yrs.**
- **Remuneration: Consolidated Fixed pay of Rs.32,000/- pm.**

### **General Conditions : -**

- i) **Method of Selection:** Through Personal Interview to be held at NHDC LTD, New Delhi/Greater Noida.
- ii) Appointment will be on contract basis and only Indian Nationals need to apply.
- iii) Outstation candidates called for interview will be eligible for To & Fro by shortest route on production of proof of journey. (AC 3 tier).
- iv) The engagement will not confer any right on the Candidate for regularization in NHDC.
- v) 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.
- vi) Corporation has its presence across the country and incumbent on selection may be posted/transferred any where in India.
- vii) **Application Fee:** Rs.200/- to be remitted using Online payment options(Debit Card/Credit Card/Internet Banking) through the Online Application facility, which can be accessed through our website [www.nhdc.org.in](http://www.nhdc.org.in) (Career Page) from **14<sup>th</sup> July 2017 to 31<sup>st</sup> July 2017**. No other mode of payment is acceptable. No fee is payable by SC/ST/PWD candidates.
- viii) 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.
- ix) 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.

- x) The decision of the NHDC about the mode of selection of eligible candidates, short listing 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.
- xi) Corporation reserves the right to shortlist the candidates, in case applications are received in large number for any post. In such cases, maximum 05 applicants per post shall be called based on order of merit of higher qualification.
- xii) 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.
- xiii) 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.
- xiv) Shortlisted candidates will be informed for Interview through e-mail only.
- xv) Candidates called for the interview are required to bring original testimonials, one passport size photograph, last pay certificate and experience certificates with them.
- xvi) 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.
- xvii) The cutoff date for considering the age and experience of candidates will be taken as **30<sup>th</sup> June 2017**.
- xviii) In case of any ambiguity/dispute that arises on account of interpretation in versions other than English, English version will prevail.
- xix) Court of jurisdiction for any dispute will be at LUCKNOW.
- xx) 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 from **14<sup>th</sup> July 2017 to 31<sup>st</sup> July 2017** 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 towards proof of age, qualification, experience, self signature scan document and a recent passport size colour photograph are ready for uploading before commencement of the online application process. Application submitted direct 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 Colour Passport size photograph on light background in jpg/png format with maximum size upto 01MB
  - ii. Scanned copy of signature on white paper with Black Ink pen in jpg/png format with maximum size upto 01MB.
  - iii. Scanned copy of each educational qualification & experience/service document in jpg/pdf/png format with maximum size of 01MB 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 the online submitted application print out only, by post to:**
- Deputy General 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>   |                            |
|--|----------------------------|
| Opening Date for submitting Online Applications  | 14 <sup>th</sup> July 2017 |
| Last Date for Online submission of Application Form  | 31 <sup>st</sup> July 2017 |
| 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:akshatvatsa@nhdc.org.in">akshatvatsa@nhdc.org.in</a> or Phone No: 0120-2329606 (9:30AM – 6:00PM) |                            |