National Handloom Development Corporation Limited

(A Government of India Undertaking, Ministry of Textile)

Registered & Corporate Office, Greater Noida (UP)

No: NHDC/HR/RE/23/1 **Date: 04-02-2023**

VACANCY CIRCULAR

APPLICATIONS ARE INVITED FOR SELECTION OF MANAGEMENT TRAINEES

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 its growth plans, online applications are invited for recruitment of Management Trainees (Technical) in NHDC Limited for its offices located across India. The details are:

COMMERCIAL DEPARTMENT

1. Management Trainee (Technical) - Commercial 09 Post (06 UR,02 OBC,01 SC)

Code: MT-C/RE/23/1

A) Educational Qualification

Essential

- The incumbent must be 10th pass with Diploma in Handloom Technology/ Textile Technology/ Textile Chemistry/ Chemical technology (Full time three years).

Desirable

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

B) Age

- Age of applicant should not exceed 25 years.

C) Training Period

- The period of training for Management Trainee (Technical) will be of 03 years. After successful completion of training period, they may be absorbed as Officer (Commercial) on probation for 01 year, subject to the requirement of the corporation and suitability of the candidate.

- Monthly Stipend: Rs.20,000/-

GENERAL CONDITIONS

i) **Method of Selection:** Selection shall be made through Written Test & Group Discussion to be held at NHDC LTD, Registered Office - Greater Noida only.The candidates who will score 60% and above marks in written examination shall only be eligible for Group Discussion.

ii) The selected candidate will be placed on training for three years from the date of joining NHDC. The training shall be regulated as per terms & conditions of the Corporation.

iii) Corporation has its presence across the country and incumbent on selection may be posted/ transferred anywhere in India.

iv) Reservation and age relaxation for SC/ST/OBC/PWD/EWS shall be as per Govt. directives.

v) Applicant should clearly mention under which category of reservation (UR/SC/OBC) is he/she applying for.

vi) 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.

vii) Reimbursement of travel fare for outstation candidates called for Written Test & Group Discussion will be restricted to Sleeper class train fare from the candidates place of residence (in India) to New Delhi/ Ghaziabad by the direct shortest route and back. The cost will be reimbursed on submission of tickets.

viii) 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.

ix) **Application Fee:** Rs.500/- 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** (Career Page) from **04-02-2023 to 23-02-2023**. No other mode of payment is acceptable. No fee is payable by SC/ST/PWD candidates.

x) Self-attested scan copies of Educational 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.

xi) Mere fulfilling the minimum requirement of qualification will not vest any right on the candidates to be called for the written test & group discussion. NHDC reserves the right to shortlist the candidates.

xii) The decision of the NHDC about the mode of selection of eligible candidates, shortlisting of candidates for 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.

xiii) 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.

xiv) 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.

xv) Shortlisted candidates will be informed for written test & group discussion through e-mail only.

xvi) Candidates called for the written test & group discussion are required to bring original certificates for proof of age, community, education/ professional qualification, 02 latest passport size photograph, with one set of self-attested photo copy of all documents.

xvii) 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.

xviii) The cutoff date for considering the age of candidates will be taken as **31st Jan 2023.**

xix) In case of any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.

xx) For any dispute matter will be referred under the jurisdiction of High Court of Allahabad**.**

xxi) 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 only from **04-02-2023 to 23-02-2023** 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, 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 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 (if any) by post on or before **5th March 2023** on the address given below:

   Asst. 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	**4th February 2023**
Last Date for Online submission of Application Form	**23rd February 2023**
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).	

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