



राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, नया संग्रहालय)

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED
(A Government of India Undertaking, Ministry of Textiles)

चीन नं. / CIN NO: U17299UP198360005974

No. NHDC/HR/Corp. Off/ 2016/71

1st August 2016

To

Under Secretary Govt. of India
Ministry of Textiles
Ministry of Home affairs
Ministry of Human Resource & Development
Ministry of Industries
Ministry of Railways
Ministry of Heavy Industries
Ministry of Agriculture
Ministry of IFB, Deptt of Public Enterprises

Sir/Madam,

The National Handloom Development Corporation Ltd. (NHDC), a public sector undertaking under the ministry of textiles proposes to fill up the vacancy of Private Secretary/ Executive Assistant purely on deputation basis. The details about the qualification, experience required, pay scale and other allowance etc. is given in the Circular attached.

It is requested that, this may be circulated amongst the employee in your Ministries and applications from the willing and interested candidates may kindly be forwarded to:

Dy. General Manager –HR
The National Handloom Development Corp. Ltd.
Wegmans business park, Tower-1, Plot No.-3
Sector Knowledge Park-III, Surajpur- Kasana Road
Greater Noida – 201308 (UP)

With regards,

Sincerely Yours,

(SS Dhakarwal)

Dy. General Manager-HR

कारपोरेट कार्यालय : वेगमंस बिजनेस पार्क, टॉवर - 1, प्लॉट नं. 3, सेक्टर नॉलेज पार्क-तृतीय, सुरजपुर कासना मेन रोड, ग्रेटर नोयडा (उ.प्र.)
Corporate Office : Wegmans Business Park, Tower-1, Plot No. 3, Sector Knowledge Park-III, Surajpur Kasna Main Road, Greater Noida (U.P.)
पंजीकृत कार्यालय : 10वीं एवं 11वीं मंजिल, 'विकास दीप' 22 स्टेशन रोड, लखनऊ - 226 001 / Registered Office : 10th & 11th floor, 'Vikas Deep' 22 Station Road, Lucknow - 226001
दूरभाष / Phone : +91-522-2635133, 2635287 (EPABX) | फैक्स / Fax : 0522-2635282 | ई-मेल / E-mail : nhdc@nhdcltd.co.in / वेबसाइट / Website : www.nhdcltd.co.in

Subject to Jurisdiction of Lucknow Court Only

ANNEXURE-I

APPLICATION FORM

Please affix
your latest
photo

Name of the candidate (in block letters)						
Father's name						
Date of birth						
Correspondence address						
Permanent address						
Religion						
Caste						
Name of present organization						
Present designation and scale of pay						
Total work experience						
Educational qualification (write from graduation level onwards)				<u>Qualification</u>	<u>Year of passing</u>	<u>% of marks</u>
Work experience – In the order from current employment to 1 st employment				Separate sheet duly authenticated with self signature may be attached in space provided is not sufficient:		
Name of the organization	Post held	From	To	Scale of pay	Nature of duties (in details)	

Nature of present employment i.e. ad-hoc, Temporary, Quasi- Permanent, Permanent					
Details of allowances (monthly)					
Total monthly emolument (separate Sheet may be attached with details)					

DECLARATION

I hereby declare that, the particulars furnished by me above, are true and correct to the best of my knowledge. If, the information furnished by me is found to be false or incomplete I understand that, my services will be terminated without any notice.

Date:
Place:

Signature of the candidate

Name- _____

C I R C U L A R

Sub: Filling up the post of Private Secretary/ Executive Assistant in the pay scale of 16400-40500 for its Corporate Office, Greater Noida or subordinate offices located across the country.

It is propose to fill up one post of Private Secretary/ Executive Assistant in the pay scale of 16400-40500 for its Corporate Office, Greater Noida or at any of its Regional office located across the country.

The eligibility conditions for deputation are as under:

1.	Qualification	
a	Academic	Graduate in any stream.
b	Professional	Should have proficiency in stenography and Computer operation.
c	Experience	Minimum 20 yrs experience out of which at least 10 yrs as Private Secretary in the scale of 10800-24500 or its equivalent. Preference will be given to more experience and higher qualification.
d	Place of posting	Greater Noida or its subordinate offices across the country.
e	Period of deputation	2 years (which can be extended up to 5 years)
f	Selection	Selected candidates will be eligible to draw his present pay + deputation allowance as per the Govt. of India rules.
g	Dearness Allowance & HRA	DA & HRA shall be regulated according to the orders of the NHDC.

h	Medical facilities	Selected candidate has option to either to avail facilities of his parent department or of NHDC.
2	Leave rules	Selected candidates will be governed by the leave rules of NHDC.
3	Provident Fund	Selected candidate will be governed by the Employees Provident Fund Act 1952 as applicable in the NHDC.
4	Other perquisites	The selected candidates will be eligible to avail other perquisites e.g. leave encashment, gratuity, conveyance allowance and Leave travel concession as per rules of NHDC.

Interested candidates may submit their applications in prescribed format (which is also available on our website- www.nhdcltd.co.in under jobs) through proper channel within 15 days of the receipt of this Circular or latest by 15/8/2016.

(SS Dhakarwal)
Dy. General Manager (HR)



राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, बस्त्र मंत्रालय)

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED
(A Government of India Undertaking, Ministry of Textiles)
संसाधन नं. / CIN NO: U17289UP1983000008974

No. NHDC/HR/Corp.Off/

70

Dated: 1/8/2016

CIRCULAR

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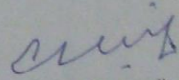
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