

# Advertisement No. NTC/Pers/FR-2019

Dated : 05.03.2019



## NATIONAL TEXTILE CORPORATION LTD.

( A Government of India Undertaking )

5<sup>th</sup> Floor, Core IV, SCOPE Complex, 7, Lodhi Road, New Delhi 110 003

NTC Limited is a major Schedule 'A' Central Public Sector Undertaking having Textile Mills, Retail Marketing Outlets and other Offices spread across the country. The Company engaged in manufacturing and marketing of Clothes and Yarn, both in domestic and international markets, offers challenging career opportunities to professionals and is currently in the lookout for qualified and experienced professionals in various disciplines for recruitment on regular basis as per details given below:

S.No	Discipline	Positions/No. of Post (indicative)	Upper age Limit	Essential Qualification	Grade/ Scale of pay
1.	Technical	General Manager (4)	50 years	Graduate Engineer in Textile Engineering/Textile Technology or equivalent	E-6 (Rs 36600-62000) Pre-revised
		Deputy General Manager (5)	45 Years	Graduate Engineer in Textile Engineering/Textile Technology or equivalent or Diploma in textile Engineering / Technology.	E-5 (Rs 32900-58000) Pre-revised
		Senior Manager (6)	45 Years		E-4 (Rs 29100-54500) Pre-revised
		Manager (08)	45 Years		E-3 (Rs 24900-50500) Pre-revised

2	Finance	Senior Manager (1)	45 Years	CA/ICWA	E-4 (Rs 29100- 54500) Pre-revised
		Manager (1)	45 Years	CA/ICWA	E-3 (Rs 24900- 50500) Pre-revised
		Joint Manager (7)	40 Years	CA/ICWA	E-2 (Rs 20600- 46500) Pre-revised
		Deputy Manager (16)	35Years	CA/ICWA	E-1 (Rs 16400- 40500) Pre-revised
3	HR	Deputy General General (04)	45 years	MBA (HR)/MSW OR equivalent	E-5 (Rs 32900- 58000) Pre-revised
		Sr Manager (04)	45 Years	MBA (HR)/MSW OR equivalent	E-4 (Rs 29100- 54500) Pre-revised
		Manager (1)	45 Years	MBA (HR)/MSW OR equivalent	E-3 (Rs 24900- 50500) Pre-revised
		Deputy Manager (25)	35 Years	MBA (HR)/MSW OR equivalent	E-1 (Rs 16400- 40500) Pre-revised
4	Asset Mgmt	Senior Manager (2)	45 Years	LL.B	E-4 (Rs 29100- 54500) Pre-revised
		Joint Manager (2)	40 Years	LL.B	E-2 (Rs 20600- 46500) Pre-revised
5	Information Technology	Senior Manager (2)	45 Years	B.Tech/B.E.(Computers Science) or equivalent	E-4 (Rs 29100- 54500) Pre-revised
6	Legal	Dy General Manager (02)	45 Years	LLB	E-5 (Rs 32900- 58000) Pre-revised

		Deputy Manager (2)	35 Years		E-1 (Rs 16400- 40500) Pre-revised
7	Marketing	Manager(5)	45 Years	MBA (Marketing) or equivalent	E-3 (Rs 24900- 50500) Pre-revised
		Joint Manager(5)	40 Years		E-2 (Rs 20600- 46500) Pre-revised
		Deputy Manager(7)	35 Years		E-1 (Rs 16400- 40500) Pre-revised

<b>1. TECHNICAL</b>	
<b>GENERAL MANAGER ( Technical)</b>	<b>DY GENERAL MANAGER (Technical)</b>
<p>Minimum 16 years of post qualification experience out of which the Incumbent should have at least 4 years in senior management level as a Head Of the Department of a reasonably organisation.</p> <p>Out of the total experience of 16 years mentioned above, the incumbent should have 8 years experience in a company or composite textile unit/mills not less than 30000 spindles and 40 looms , and or coordinating, monitoring two or three mills having combined capacity not less than 30000 spindles.</p>	<p>Minimum 14 years of post-qualification experience and minimum 16 years in case of Diploma in Textile Engineering, out of which at least 2 years in senior management level.</p> <p>Out of the total experience of 14 years mentioned above, the incumbent should have 7 years experience in a company or composite textile unit/mills not less than 30000 spindles and 40 looms , and or coordinating, monitoring two or three mills having combined capacity not less than 30000 spindles.</p>
<b>SENIOR MANAGER ( Technical)</b>	<b>MANAGER ( Technical)</b>
<p>Minimum 10 years of post-qualification experience and minimum 12 years in case of Diploma in Textile Engineering, out of which the incumbent should have at least 5 years of experience in textile mill with at least 20000 spindle age capacity.</p>	<p>Minimum 08 years of post-qualification experience and minimum 10 years in case of Diploma in Textile Engineering, out of which the incumbent should have at least 3 years of experience in textile mill with at least 15000 spindle age capacity</p>
<b>2. FINANCE</b>	
<b>SENIOR MANAGER -Finance</b>	<b>MANAGER- Finance</b>

<p>Minimum 10 years of post-qualification experience, out of which the incumbent should have 5 years experience in Finance and Accounts / Costing in any manufacturing industry.</p> <p>The incumbent should have hands on experience in Preparation of budget, consolidation and finalization of Annual account, Taxation, Audit, Managing Investments, liaison with Government bodies etc.</p>	<p>Minimum 08 years of post-qualification experience, out of which the incumbent should have 3 years experience in Finance and Accounts / Costing in any manufacturing industry.</p> <p>The incumbent should have hands on experience in Preparation of budget, consolidation and finalization of Annual account, Taxation, Audit, Managing Investments, liaison with Government bodies etc.</p>
<b>JOINT MANAGER-Finance</b>	<b>DEPUTY MANAGER-Finance</b>
<p>Minimum 5 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in Finance and Accounts / Costing in any manufacturing industry.</p> <p>The incumbent should have hands on experience in Preparation of budget, consolidation and finalization of Annual account, Taxation, Audit, Managing investments, liaison with Government bodies etc.</p>	<p>Minimum 3 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in Finance and Accounts / Costing in any manufacturing industry.</p> <p>The incumbent should have hands on experience in Preparation of budget, consolidation and finalization of Annual account, Taxation, Audit, Managing investments, liaison with Government bodies etc</p>
<b>3. HUMAN RESOURCE</b>	
<b>DY GENERAL MANAGER ( HR)</b>	<b>SR MANAGER (HR)</b>
<p>Minimum 14 years of post qualification experience out of which the Incumbent should have at least 7 years of hands on experience in any manufacturing industry with not less than 400 workers / employees. He/she should be well versed with activities related to Recruitment, Training and Development, Manpower planning, PMS, Policy matters, Establishment matters, IR related issues, pay revision, wage settlement, etc .</p>	<p>Minimum 10 years of post qualification experience out of which the Incumbent should have at least 5 years of hands on experience in any manufacturing industry with not less than 200 workers / employees.</p>
<b>MANAGER ( HR)</b>	<b>DEPUTY MANAGER (HR)</b>
<p>Minimum 8 years of post qualification experience out of which the Incumbent should have at least 3 years of hands on experience in any manufacturing industry with not less than 150 workers / employees</p>	<p>Minimum 3 years of post qualification experience out of which the Incumbent should have at least 2 years of hands on experience in HR in any manufacturing industry.</p>
<b>4. ASSET MANAGEMENT</b>	
<b>SR MANAGER ( Asset Mgmt)</b>	<b>JOINT MANAGER (Asset Mgmt)</b>

Minimum 10 years post qualification experience out of which the incumbent should have at least 5 years of hands on experience on legal matters and dealing with asset and liabilities of immovable properties (land, building etc.,)	Minimum 05 years post qualification experience out of which the incumbent should have at least 2 years of hands on experience on legal matters and dealing with asset and liabilities of immovable properties (land, building etc.,)	
<b>5. Senior Manager (Information Technology)</b>		
Minimum 10 Years of post qualification experience out of which the incumbent should have at least 5 years of hands experience in software development, installation & updating of networking setups, business firewalls, data backup, data protection, document management systems. Hardware knowledge and integration, networking knowledge. Must have exposure in ERP implementation preferably in Textile Industry.		
<b>6. Legal</b>		
<b>Deputy General Manager (Legal)</b>	<b>Deputy Manager (Legal)</b>	
Minimum 14 years of post qualification experience out of which the incumbent should have at least 7 years of hands on experience in legal matters including labour laws of a corporate company.	Minimum 03 years of post qualification experience out of which the incumbent should have at least 2 years of hands on experience in legal matters including labour laws of a corporate company.	
<b>7. Marketing</b>		
<b>Manager (Marketing)</b>	<b>Joint Manager (Marketing)</b>	<b>Dy. Manager (Marketing)</b>
Minimum 8 years of post qualification experience out of which the incumbent should have at least 3 years of hands on experience in marketing of Textile related commodities /products/field.	Minimum 5 years of post qualification experience out of which the incumbent should have at least 2 years of hands on experience in marketing of Textile related commodities /products/field.	Minimum 03 years of post qualification experience out of which the incumbent should have at least 2 years of hands on experience in marketing of Textile related commodities /products/field.

Note: Candidates selected against the specified discipline may be posted to other relevant discipline as and when required and vice versa. Postings will be across Country at the discretion of Management.

## **2. COMPENSATION PACKAGE:**

In addition to basic pay of the Pay Scale, the Executives are also entitled to DA on IDA pattern, Company accommodation if available / HRA and Conveyance allowance as applicable from time to time. Besides, other normal facilities, benefits such as EPF, Gratuity, Medical reimbursement, leave encashment, LTC, etc as per Rules are also available. Apart from these NTC offers excellent career progression opportunities for the qualified professionals.

## **3. EDUCATIONAL QUALIFICATION**

The qualification which qualifies the applicant should be from National Level institute of repute, recognized universities/institutes under the full time/regular scheme only.

#### 4. GENERAL CONDITIONS:

- (1) Only Indian Nationals need apply.
- (2) Appointment to the above mentioned posts will be on regular basis. Applicants appointed on regular basis will be on probation for a period of one year.
- (3) Selected applicants during the period of his/her employment will be required to serve at any location/ office of NTC situated across India.
- (4) Applicants currently working in PSE's under Central/State Government or any other autonomous Government organizations and applying for a particular post must have an experience of working in a grade below the grade of the post as given here under for a minimum of 2 years.

Post applying for	Minimum Pay Scale for candidates to be eligible to apply (if currently working in PSE's under Central / State Government or any other autonomous Government Organizations)	Minimum Gross Monthly emoluments for candidates to be eligible to apply ( if currently working in Private sector)
General Manager	Rs. 32900-58000/- or equivalent	Rs 80,000-90,000/-
Dy. General Manager	Rs.29100 - 54500/-or equivalent	Rs 70,000-80,000/-
Sr. Manager	Rs. 24900-50500 /-of equivalent	Rs. 60,000-70,000/-
Manager	Rs. 20600-46500/- of equivalent	Rs. 50,000-60,000/-
Joint Manager	Rs. 16400-40500 /- of equivalent	Rs. 40,000-50,000/-
Deputy Manager	Rs. 120600-32500 /- of equivalent	Rs. 30,000-40,000/-

- (5) Depending on the requirement, the company reserves the right to cancel /restrict/ curtail/increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- (6) NTC will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
- (7) The cut off date for considering the age and experience of candidates will be taken as **31.03.2019.**
- (8) Internal candidates of NTC, currently working in lower scales will also be considered for selection on merit as per the eligibility criteria for Internal candidates as per NTC Recruitment rules.  
. However the **application received through proper channel will only be considered.**
- (9) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary,

prescribe a competitive written test/ personal interview or both or raise the Standard of Specifications to restrict the number of candidates to be called for interview.

- (10) A non-refundable 'Account Payee' demand draft for **Rs. 300/- drawn** in favour of National Textile Corporation Ltd. on any Nationalized Bank payable at New Delhi is to be enclosed along with the prescribed application form. No other mode of payment is acceptable. Candidates should mention their name and address on the reverse side of the Demand Draft. No fee is payable by SC / ST candidates and persons with disability (PWD).
- (11) Applicants serving in Government / Public Sector Enterprises / Semi-Government organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- (12) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- (13) Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen/EWSs etc., are as per Govt. of India Directives.
- (14) Candidates belonging to SC/ST/OBC (non creamy layer) /PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (15) Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government(Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (16) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (17) Candidates belonging to EWSs category are required to produce the EWSs certificate as per the government policy.
- (18) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
- (19) No correspondence will be entertained with the candidates not short listed for interview.
- (20) Incomplete application or application without prescribed fee will be rejected and no correspondence in this regard will be entertained.
- (21) Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- (21) Management will not be responsible for delayed receipt / non-receipt of applications.
- (22) The decision of Management regarding selection will be final.
- (23) Court of jurisdiction for any dispute will be New Delhi.

## 5. SELECTION PROCEDURE

Eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually.

6. Out-station candidates called for interview will be paid train fare by the shortest route on production of proof of journey as per NTC TA rules .

7. NTC reserves the right to conduct preliminary interview / test/GD etc depending upon the response of candidates in respect of all the positions as deemed fit by NTC Management.

## 8. HOW TO APPLY:

Candidates those who are eligible and interested are requested to **download the application Form uploaded on the company's website**. Candidates should read all instructions given in above advertisement and also on the website for the same.

9. Candidates must check their eligibility/ suitability thoroughly before applying and must apply for only one position/category.

## 10. Submission of application:

Once you download the Application Form, take a print out of the Application Form and fill the same.

Please send this original duly filled in Application form, duly signed along with following documents :

- Original Demand Draft (for Gen/OBC candidates only).
- Self attested copies of all educational qualifications and experience certificates mentioned in the application.
- Candidates belonging to SC/ST/OBC/PWD/Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect. Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government (Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- Original application form along with above enumerated documents are to be sent by **ORDINARY** post only to **National Textile Corporation Ltd, Post Bag No: 7 (Seven), Lodhi Road Head Post Office, New Delhi, Pin – 110003, so as to reach us latest by 12.04.2019. Speed post/ Registered letter will not be accepted. The incomplete applications and Applications received after due date will not be considered.**



(a) **FEE:**

General /OBC/ ex-servicemen candidates are required to pay a non-refundable fee of Rs.300.00 (Rupees Three hundred only), drawn in favour of **National Textile Corporation Ltd, Payable at New Delhi**. The draft no., date of issue, amount, and issuing Branch should be entered in the application form. Also please write your name and post applied for on reverse of Demand draft.

The fee once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before paying the registration fee.

<b>Important Dates:</b> <b>Last date or receiving Physical Copy of application form along with requisite documents</b>	<b>12.04.2019</b>
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# National Textile Corporation Ltd

## Application Form

1. Name of the Post Applied for

Self attested  
Passport size  
photograph

2. Name in full

(In Capital Letters)

3. Father's / Husband's  
Name

4. Date of Birth

(dd mm yyyy format)

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5. Category

(SC/ST/OBC/GENERAL)

6. If belonging to PH/Ex-service/Any Other Reservation Categories (Pls Specify):

7. Sex

(Tick whichever is applicable)

Male	<input type="checkbox"/>
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Female	<input type="checkbox"/>
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8. Marital Status

(Tick whichever is applicable)

Married	<input type="checkbox"/>
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Single	<input type="checkbox"/>
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9. Correspondence Address	10. Permanent Address

**11. Telephone No.**

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(STD Code)

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(Phone number)

**12. Mobile No.**

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(do not prefix  
'0' or '+91')

**13. Email id**

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**14. Educational Qualification**

Sl. No.	Name of the Examination	Year of Passing	Board / College / Institution / University	Percent age of Marks
(i)	High School / 10 <sup>th</sup> / Equivalent			
(ii)	Inter / 12 <sup>th</sup> / Equivalent			
(iii)	Graduation / Degree .....			
(iv)	Post Graduation			
(v)	Professional Qualifications (if any) .....			
(vi)	Any other .....			

**15. Experience** (Start from the current experience)

Sl.No.	Name of the Organization and Address	Designation & Scale of Pay / Grade	Period		Last Salary (Gross / Month)	Annual CTC	Total Service
			From	To			
(a)							
(b)							
(c)							
(d)							
(e)							

**16. Briefly describe your job profile in the current organisation (Please enclose additional sheets if required):**

**17. Any other relevant information :**

I hereby declare that all the information given above is true to the best of my knowledge. In case it is found, at any stage of recruitment process or even after appointment, that I have furnished any incorrect / false information or have suppressed any fact in this regard, my candidature / service is liable to be rejected / terminated without any notice.

**Date**

**Place**

**Signature of the candidate**

### Index for Check List

Candidate should mark (√) against relevant column to indicate the documents enclosed with the application form. Please note that the applications without supporting enclosures are liable to be rejected.

Sl. No.	Enclosure details	Attached	
		YES	NO
(i)	Passport size Photograph		
(ii)	Photocopy of Age Proof (10 <sup>th</sup> Certificate / Mark sheet etc.)		
(iii)	Photocopy of Caste / Category Certificates		
(iv)	Photocopy of Certificates and Mark sheets of Educational Qualifications (10th, 12th, Graduation, Post graduation, Professional Qualifications or others if any)		
(v)	Photocopies of Experience Certificates		
(vi)	Photocopy of Latest Salary Slip		
(vii)	Photocopies of Other certificates and testimonials, if any		
<b>(viii)Details of Demand Draft (if applicable)</b>			
DD Number- <input type="text"/>			
Date of Issue- <input type="text"/>			
Name of issuing Bank- <input type="text"/>			

**Note: All the above documents are to be self attested**

**No. documents attached**

**Signature of the candidate**