



**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:

Sl. No	Discipline	Positions/No. of Post (indicative)	Location	Upper age Limit	Essential Qualification	Grade/ Scale of pay
1.	Technical	Executive Director (3)	(1) Head Office, New Delhi. (2) Western Regional Office, Mumbai. (3) Southern Regional Office, Coimbatore.	52 Years	Graduate Engineer in Textile Engineering / Textile Technology or equivalent	E-8 (Rs 51300-73000)
		Chief General Manager (1)	Head Office, New Delhi.	50 Years		E-7 (Rs 43200-66000)
2.	Marketing	Executive Director (1)	Head Office, New Delhi.	52 Years	MBA (Marketing) or Equivalent	E-8 (Rs 51300-73000)
		Chief General Manager (1)	Head Office, New Delhi.	50 Years	MBA (Marketing) or Equivalent	E-7 (Rs 43200-66000)
		General Manager (Corporate Sales) (1)	Head Office, New Delhi.	50 Years	MBA (Marketing) or equivalent	E-6 (Rs 36600-62000)
		General Manager (Technical Textiles) (1)				
		Dy. General Manager (Yarn & Cloth) (1)	Southern Regional Office, Coimbatore.	45 Years	MBA (Marketing) or equivalent	E-5 (Rs 32900-58000)

3.	Finance	Executive Director (1)	Head Office, New Delhi.	52 Years	CA/ICWA	E-8 (Rs 51300-73000)
		Chief General Manager (1)	Head Office, New Delhi	50 Years	CA/ICWA	E-7 (Rs 43200-66000)
		Dy. General Manager (1)	(1) Head Office, New Delhi.	45 Years	CA/ICWA	E-5 (Rs 32900-58000)
4.	HR	Executive Director (1)	Head Office, New Delhi	52 Years	MBA (HR)/MSW or equivalent	E-8 (Rs 51300-73000)
		Chief General Manager (1)	Head Office, New Delhi.	50 Years	MBA (HR)/MSW or equivalent	E-7 (Rs 43200-66000)
5.	Legal	Chief General Manager (1)	Head Office, New Delhi.	50 Years	LL.B	E-7 (Rs 43200-66000)

### 1. EXPERIENCE

<b>Technical</b>	
<b>Executive Director (Technical)</b>	<b>Chief General Manager (Technical)</b>
<p>Minimum 20 years of post-qualification experience, out of which at least 8 years in senior management level as a Head of the department of a reasonably sized organization. Should have been reporting to CMD/Director/CEO for the last minimum of 3 years.</p> <p>Out of the total experience of 20 years mentioned above, the incumbent should have 10 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 and also has experience of marketing related products.</p>	<p>Minimum 18 years of post-qualification experience, out of which at least 6 years in senior management level as a head of the department of a reasonably sized organization.</p> <p>Out of the total experience of 18 years mentioned above, the incumbent should have 9 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 and also has experience of marketing related products.</p>
<b>MARKETING</b>	
<b>Executive Director (Marketing)</b>	<b>Chief General Manager (Marketing)</b>
<p>Minimum 20 years of post-qualification experience, out of which at least 8 years in senior management level as a Head of the department of a reasonably sized organization. Should have been reporting to CMD/Director/CEO for the last minimum of 3 years.</p> <p>Out of the total experience of 20 years mentioned above, the incumbent should have 10 years experience in marketing of Textile related commodities/products/field. Generate and manage sales through various Govt institutions, PSU's etc, should be well aware of technical details of textiles and uniforms, should have experience of handling bulk orders of 20 crores or more and handling of total sales of Rs. 100 crores or more in a year. Handling of bulk orders, well aware of taxation policies, should be aware of DGS&amp;D rules, marketing and promoting NTC products by writing &amp; designing sales literature.</p>	<p>Minimum 18 years of post-qualification experience, out of which at least 6 years in senior management level as a head of the department of a reasonably sized organization.</p> <p>Out of the total experience of 18 years mentioned above, the incumbent should have 9 years experience in marketing of Textile related commodities/products/field. Generate and manage sales through various Govt institutions, PSU's etc, should be well aware of technical details of textiles and uniforms, should have experience of handling bulk orders of 20 crores or more and handling of total sales of Rs. 100 crores or more in a year. Handling of bulk orders, well aware of taxation policies, should be aware of DGS&amp;D rules, marketing and promoting NTC products by writing &amp; designing sales literature.</p>

<b>MARKETING</b>		
<b>General Manager (Corporate Sales)</b>	<b>General Manager (Technical Textiles)</b>	<b>Deputy General Manager (Yarn &amp; Cloth)</b>
Minimum 16 years of post qualification experience out of which the Incumbent should have at least 9 years of hands on experience in marketing of Textile related commodities/products/field. Generate and manage sales through various Govt institutions, PSU's etc, should be well aware of technical details of textiles and uniforms, should have experience of handling bulk orders of 20 crores or more and handling of total sales of Rs. 100 crores or more in a year. Handling of bulk orders, well aware of taxation policies, should be aware of DGS&D rules, marketing and promoting NTC products by writing & designing sales literature.	Minimum 16 years of post qualification experience out of which the Incumbent should have at least 9 years of hands on experience in marketing of Technical Textile products of Geo-textiles, agro textiles, extreme weather clothing and other such products. Should have experience in handling technical textile orders of Rs. 50 lacs or more and Rs. 5.00 crores annually. The incumbent should have worked in Technical Textile Industry/ Unit, responsible for generating sales revenue.	Minimum 14 years of post qualification experience out of which the Incumbent should have at least 7 years of hands on experience in marketing of Textile related commodities/products/field. Experience of sales and marketing of Yarn & Cloth (greige, dyes and processed), manage customer relationship; planning of sales target, ensuring achievement of targeted MOM growth and YTD growth target. Review/ recommend/suggest pricing, planning of sales target Dealer wise/ Distributer wise/ Agent wise/any other Route wise, tracking the sales, analyse the same and take corrective actions.
<b>Finance &amp; Accounts/Costing</b>		
<b>Executive Director</b>	<b>Chief General Manager</b>	
Minimum 20 years of post-qualification experience, out of which at least 8 years in senior management level as a Head of the department of a reasonably sized organization. Should have been reporting to CMD/Director/CEO for the last minimum of 3 years.  Out of the total experience of 20 years mentioned above, the incumbent should have 10 years experience in Finance and Accounts / Costing in any industry. 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.	Minimum 18 years of post-qualification experience, out of which at least 6 years in senior management level as a head of the department of a reasonably sized organization.  Out of the total experience of 18 years mentioned above, the incumbent should have 9 years experience in Finance and Accounts / Costing in any industry. 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.	
<b>Finance &amp; Accounts/Costing</b>		
<b>Dy. General Manager</b>		
Minimum 14 years of post qualification experience out of which the Incumbent should have at least 7 years of hands on experience in Finance and Accounts / Costing in any industry. 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.		
<b>Human Resources</b>		
<b>Executive Director</b>	<b>Chief General Manager</b>	
Minimum 20 years of post-qualification experience, out of which at least 8 years in senior management level as a Head of the department of a reasonably sized organization. Should have been reporting to CMD/Director/CEO for the last minimum of 3 years.  Out of the total experience of 20 years mentioned above, the incumbent should have 10 years 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	Minimum 18 years of post-qualification experience, out of which at least 6 years in senior management level as a head of the department of a reasonably sized organization.  Out of the total experience of 18 years mentioned above, the incumbent should have 9 years 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.	

### Chief General Manger - Legal

Minimum 18 years of post qualification experience out of which the incumbent should have at least 6 years in senior management level as a head of the department of a reasonably sized organization.

Out of the total experience of 18 years mentioned above, the incumbent should have 9 years of hands on experience in legal matters including labour laws of a corporate company.

\*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)
Executive Director	Rs.43200 - 66000/- or equivalent	Rs. 90,000-1,00,000/-
Chief General Manager	Rs.36600 - 62000/- or equivalent	
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/-

- (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 cutoff date for considering the age and experience of candidates will be taken as 31.10.2016

- (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 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) 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.
- (18) No correspondence will be entertained with the candidates not short listed for interview.

- (19) Incomplete application or application without prescribed fee will be rejected and no correspondence in this regard will be entertained.
- (20) 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/ex-servicemen 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 31.12.2016. 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.

**Important Dates:**

<b>Last date of receiving Physical Copy of application form along with requisite documents</b>	<b>31.12.2016.</b>
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