



## **The Handicrafts & Handlooms Exports Corporation of India Ltd.**

(A Government of India Undertaking, under the Ministry of Textiles)

Corporate Office, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301, UP

### **Applications are invited from interested and eligible Retired Persons for full time "Consultants (Administration)" in Noida on purely contractual basis.**

Applications are invited from persons retired from Central Govt/ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services below the age of 65 years for engagement on contractual basis as **Consultants (Administration)** in The Handicrafts and Handlooms Exports Corporation of India Ltd. Detailed instructions are as under:

1. The applicants, in their own interest, may apply through speed post/e-mail. No other mode will be accepted.
2. This engagement will be selected on merit by computing consolidated weightage of age, length of service, qualification and experience in the relevant field and marks of interview.
3. Retired persons already engaged in Central Govt/ Delhi Govt./any State Govt./Local Bodies/Defence services or equivalent services as contractual Consultant (Administration) can also be apply with '**No Objection Certificate**' to join in shorter notice period.

#### **4. Eligibility:**

- (i) The candidate should have retired from the services of Central/Delhi/State Government, Local Bodies, Defence service or equivalent services such as LIC, GIC, Public Sector Undertaking, Public Sector Banks etc.
- (ii) The candidate should have at least 8 years experience in the relevant field.
- (iii) He/she should be less than 65 years of age.
- (iv) The candidate should be medically fit for which a medical certificate from a Registered Medical Practitioner having at least an MBBS or equivalent medical degree will have to be given.
- (v) The candidate should be free from vigilance angle at the time of retirement. As a proof of this, a copy of the Pension Payment Order/ Gratuity Payment Authority will have to be submitted. In addition to this, an undertaking will have to be obtained from such

person to the effect that he/she has no criminal case pending against him at the time of hiring.

(vi) The person should have working knowledge of Computer such as MS-Office (Words & Excel), PPT, Internet and e-mail. Knowledge of MS Office is essential for persons to be appointed as Consultant (Administration) and an undertaking shall, therefore, be obtained from the candidate that he/she has adequate working knowledge of MS Office.

## **5. Essential Qualification:**

I. Graduate in any subject from a UGC recognized university. Master of Business Administration/MSW would be preferable.

II. Must have a working knowledge of computer and should be acquainted with the functioning of Government /Ministries/PSUs. Must be well aware of various rules/regulations of Govt. of India/DPE Guidelines; Should be capable of handling various administrative matters (including General Administration, framing of rules, regulations, vigilance matters, procurement matters, Tender, GFR Rules for procurement, Parliamentary matters, Union Matters, Employee Attendance, Disciplinary proceedings etc.).

## **6. Duties and responsibilities:**

The Consultant (Administration) will perform his/her duties in respect of all administrative matters of the Corporate Office at Noida and take appropriate action as deemed fit within rules and regulations, maintain discipline, handle union issues, Framing and implementing rules, analysis and reducing of administrative and establishment costs. Economic Procurement of administrative expenditure by following GFR , MSME rules. Matters in respect of Hindi Division, Publicity, Logistics etc. Work related to Important days, approval, issue of office order, arranging meetings. All Protocol work for Senior officials like Airport duties, Buyer's /officials guests duties, arrangement of Visa, Hotel, Rail, Air Ticket booking etc, Foreign TA/DA, arrangement of Ministry passes and all type of protocol work etc.. Liaison with Government bodies (police/ Municipalities/ Okhla and Noida Authorities/Electricity/Water and air pollution/fire/tribunals/factory license) for timely completion of statutory norms. Shifting of office to new locations and closure of shops and sitting arrangements.

**7. Remuneration:** (i) INR 3,60,000 - 4,20,000 P.A..

(ii) There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

(iii) Actual re-imburement for local conveyance will be given for official duty only. No TA/DA will be given to the Consultant except for official requirement sanctioned by CMD.

(iv) Consultants (Administration) shall not be entitled for any allowance.

## **8. Location of Posting : Noida, Uttar Pradesh**

## **9. Mode of application and selection:**

(i) Applications to be send to

Dy. Manager (HR & Admin)  
The HHEC of India Ltd.  
A-2, Sec-2, Udyog Marg, Gautam Budh Nagar,  
Noida-201301, UP  
E-mail: hhecjobs@hhecworld.in

Candidates may send their details CV and supporting documents relating to their Qualifications and Experience of their applications through Speed post/ E-mail.

The top of the envelope should superscripted as **"Application for the Post of Consultants (Administration) on Contractual Basis"**

**Applications should be reached within 21 days from the date of the publication i.e. On or before 25.06.2018 upto 05:00 pm. Applications received after due date and time will not be considered.**

(ii) On the date and time fixed for interview, the applicant will present himself/herself along with self attested copies and originals for verification namely:

- (a) a hard copy of the application,
- (b) self attested photo copies of the documents of educational qualification and previous experience (if any)
- (c) Proof of defence service, if any
- (d) Medical fitness certificate of a registered medical practitioner (having M.B.B.S. or equivalent degree),
- (e) Pension Payment Order or any equivalent document showing length of earlier qualifying service,
- (f) an undertaking to the effect that he/she has no criminal case pending against him at the time of hiring

(iii) The applicant who fails to appear before the Selection Committee for interview on the scheduled date and time or to resume duty within shorter notice of 10 working days after issue of engagement letter, he/she will forfeit his/her candidature.

(iv) Selection will be done on merit prepared by giving weightage of age, qualification, ex-serviceman and length of service rendered before retirement in Central Govt/ Delhi Govt./any State Govt. /Local Bodies /Defence services or equivalent services as well as interview.

(v) The weightage of 05 marks for 'Ex-serviceman' will be given only to a person who has retired from any rank (whether a combatant or as non-combatant) in the Regular Army, Navy and Air Force of the Indian Union but not to a person who has served in the defence Security Corps, the General Research Engineering Force, Lok Sahayak Sena and the paramilitary forces.

(vi) Top three will be empanelled and Topper of the Selection panel candidate will be issued Engagement Order by the HHEC. Remaining Two eligible applicants will remain empanelled for future engagement, if any. The Validity of the empanelment is One year.

#### **10. Term of Engagement:;**

(i) The Contractual engagement will be initially for one year or such candidate attains the age of 65 years, whichever is earlier. However, the Management may terminate the engagement at anytime if the work and conduct of the contractual Consultants (Administration) is not satisfactory.

(ii) In case, the need for hiring contractual staff still persists/depending upon requirement of the Corporation after one year, contractual engagement of Consultant (Administration) will be reviewed and renewed by the Management on yearly basis but not beyond the age of 65 years after reviewing work and conduct report/ performance.

(iii) The performance will be reviewed in every six months.

(iv) Candidature will be cancelled at any stage of engagement process or after joining in case any information provided by the candidate is found to be false. Management has reserve its rights to increase/decrease the no. of posts based on requirement.

(v) This contract does not confer upon any right for regular appointment/absorption in the Corporation and will have no legal claim for it.

(vi) During the period of contract, consultant will work with HHEC on full time basis and not to be allowed to take up any other assignment during the period of consultancy.

(vii) The retired Government Servant engaged as Consultants shall continue to draw his/her pension and Dearness Relief on pension during the period of his engagement as Consultants.

(viii) The engagement as Consultant shall not be considered as a case of reemployment.

(ix) The Consultant shall be bound to hand over the entire set of records of assignment to the HHEC before the expiry of the contract and before the final payment is released by the HHEC.

(x) The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the HHEC nor will he/she indulge in any activity outside the terms of the contractual assignment.

**11. Tenure of Engagement:** The tenure of engagement shall be for a period of one year from the date of joining. The period may be renewed every year as per requirement of the Corporation and based on the performance of the Candidate.

**12. Working Hours:** The duration of working hours is from 9.30 am to 5.30 pm with half an hour lunch break from 1.30 p.m. to 2.00 p.m. on five working days from Monday to Friday. In exigency of work you may require to work beyond office hours / holidays / weekly days of rest for which no extra remuneration will be paid but normal conveyance will be paid as per HHEC rule. The punctuality should be maintained.

**13. Accommodation:** HHEC's Residential Staff Quarters will be allotted, On request and as per the entitlement of HHEC's Residential Apartment's Allotment rules subject to availability of the quarters. If quarters is allotted and in case of availing HHEC's Accommodation, HHEC will be recovered rent Rs.5,000/- (Rupees Five Thousands only) per month from the consolidated pay.

**14. Termination of services:** The services of contractual **Consultants (Administration)** may be terminated by the Management without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior sanction of HOD or on attaining the age of 65 years. However in normal course both the party will serve one month notice period or payment in lieu of.

**15. Entitlement of leave:** The person engaged as **Consultants (Administration)** shall be eligible for 12 days Casual leave in a calendar year on pro-rata basis. Thereafter, he/ she shall not draw any remuneration in case of his/ her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year or en-cashed at the end of the tenure.

**16. Integrity and devotion:** Candidate shall faithfully serve for HHEC, obey its lawful commands, keep in secret, diligently and carefully learn, perform the job/duties assigned to him/her. You shall also maintain absolute integrity and devotion to duty. Misconduct or causing loss to HHEC property, if any, during the contract period of engagement, will attract penal action. Candidate shall be

responsible for the charge and care of items / property entrusted to him/her by the HHEC.

**17. Execution of Bond:** Candidate are required to execute a bond, before the joining to the post, on non-judicial stamp paper of Rs.200/- . The Text format to be provided along with the appointment letter..

**Important Note:**

1. The furnishing of false information or suppression of any factual information in the Form would be a disqualification for the engagement.
2. If the fact that false information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated without any notice immediately and the remuneration paid will be refunded/deposited to HHEC. Any action as deemed fit by HHEC Management may be taken.

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