



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

NO. HHEC/9(1)/2011-Hqrs January 13, 2018

**VACANCY CIRCULAR**

**Sub: Filling up two posts of General Manager in the scale of pay of Rs. 43,200- 66,000/- in the HHEC on deputation basis one at Noida Office and another at Chennai Office.**

The Handicrafts & Handlooms Exports Corporation of India Ltd., a Central Public Sector Enterprise under the Ministry of Textiles, invites applications from Central Government/ State Government Officers/ All India Service Officers for filling up two cadre posts of General Manager in the scale of pay Rs. 43,200- 66,000/- or one level below on deputation basis. The period of deputation shall initially be for a period of two years, which may be curtailed or extended as per the rules.

A detail of the post and the eligibility criteria is given below:

<b>Name of the post</b>	General Manager
<b>Scale of pay</b>	Rs. 43,200- 66,000/-
<b>Educational qualification and other qualifications</b>	Officers of the level of Deputy Secretary of the Government of India and above at least 15 years' experience, out of which minimum three years' experience in the export/ marketing of handloom products and development of hubs/ clusters of handloom
<b>Location</b>	Noida- 1, Chennai-1

2. The duties and responsibilities of the post shall be carried out in accordance with the management policies, procedures and rules, as established by the Management.

3. Applications in the prescribed format (Annexed) are invited from eligible candidates, who are working in the same scale of pay or one level below within a month from the date of publication of the advertisement through proper channel, i.e. by the cadre controlling authority

duly verified/ countersigned by the Head of Office or an officer authorized to sign on his behalf along with the following documents to the Deputy Manager (HR), The Handicrafts & Handlooms Exports Corporation of India Ltd., Corporate Office, “Noida Complex”, A -2, Sector 2, Udyog Marg, Noida – 201301, GautamBudh Nagar (U.P.):

- (i) Cadre clearance in respect of the candidate
- (ii) Vigilance clearance
- (iii) Copies of up-to-date Annual Performance Appraisal Reports (APARs) or the Annual Confidential Reports (ACRs), as the case may be of the last 5 years. If the report for a particular period is not available, for any reason whatsoever, copies of earlier reports for the corresponding period may be sent to ensure that copies of at least five APARs/ACRs are sent.
- (iv) A certificate indicating major/minor penalties imposed, if any, on the officer during the last 10 years. If no penalty has been imposed, a ‘Nil’ statement may invariably be furnished.

4. Candidates may send advance copies of their applications through post/ Courier/ E-mail ([hhecjobs@hhecworld.in](mailto:hhecjobs@hhecworld.in)) but these will be subject to consideration only on receipt of the relevant documents and ‘NOC’ from the parent organizations. Applications received after the due date i.e. 07.07.2018 and not in the prescribed format will not be considered.

Yours faithfully,

(Jitendra Pal Singh)  
Deputy Manager (HR)

[Download Performa for post](#)