

No. 6625 HHEC/CI/2018

G-2-294/51-1-2018



दि हैंडिक्राफ्ट्स एण्ड हैंडलूम्स एक्सपोर्ट्स  
कार्पोरेशन ऑफ इण्डिया लिमिटेड  
भारत सरकार का उपक्रम (वस्त्र मंत्रालय)  
**The Handicrafts & Handlooms  
Exports Corporation of India Ltd.**

"नौएडा परिसर" ए-2 सेक्टर-2,  
उद्योग मार्ग, नौएडा-201301  
गौतम बुद्ध नगर, (यू०पी०) इण्डिया  
दूरभाष : 0120.2539155, 2539156  
फैक्स : 0120-2537003  
ई-मेल : hhecnd@hhecworld.in  
hhecnd@bol.net.in  
वेब : http://www.hhecworld.in  
ई-शॉप : http://www.hheconline.in

"Noida Complex" A-2, Sector-2,  
Udyog Marg, Noida - 201301  
Gautam Budha Nagar, (U.P.) INDIA  
Tele. Off.: 0120-2539155, 2539156  
Fax : 0120-2537003  
E-mail : hhecnd@hhecworld.in  
hhecnd@bol.net.in  
Web : http://www.hhecworld.in  
E-Shop : http://www.hheconline.in

A Govt. of India Undertaking (Ministry of Textiles)  
CIN No. : U74899DL 1958GOI002925

हमेशा हिंदी में पत्र व्यवहार करके देश का गौरव बढ़ाएं, इस कार्यालय/उपक्रम में हिंदी में प्राप्त पत्रों का स्वागत है।

*Handwritten signature*



संदर्भ सं०  
Reference No.

दिनांक  
Date

June 13, 2018

5237A/110  
VSCS)

NO. HHEC/9(1)/2011-Hqrs

*Handwritten signature*

( विजय विश्वास पन्त )  
विशेष सचिव एवं स्टाफ आफिसर  
मुख्य सचिव  
उत्तर प्रदेश शासन।

The Chief Secretary,  
Government of Uttar Pradesh,  
1st Floor, Room No. 110,  
Lalbahadur Sastri Bhawan,  
Uttar Pradesh Secretariat,  
Lucknow- 226001

26.6.10

Sub: Filling up two posts of General Manager (Marketing) 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.

59/VSCS/10

JS (D) Dear Sir,

Please refer to our letter No. NO. HHEC/9(1)/2011-Hqrs dated May 03, 2018 (copy enclosed) regarding filling up two posts of General Manager (Marketing) 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. ( संजय कुमार सिंह ) already forwarded the proforma and the last date to apply was June 08, 2018. In this विशेष सचिव and, this is to inform you that the date has been extended from 08.06.2018 to 07.07.2018.

नियुक्ति एवं कार्यालय विभाग  
उ० प्र० शासन  
Kindly calculate it in your organization.

Thanking You.

5405/JSCD/10  
Yours faithfully,

*Handwritten signature*  
(Jitendra Pal Singh)  
Deputy Manager (HR)

( धनंजय शुक्ल )  
संयुक्त सचिव  
नियुक्ति एवं कार्यालय विभाग  
उत्तर प्रदेश शासन

श्री रमेश  
29/6/18



दि हैंडिक्राफ्ट्स एण्ड हैंडलूम्स एक्सपोर्ट्स  
कार्पोरेशन ऑफ इन्डिया लिमिटेड  
भारत सरकार का उपक्रम (वस्त्र मंत्रालय)  
**The Handicrafts & Handlooms  
Exports Corporation of India Ltd.**  
A Govt. of India Undertaking (Ministry of Textiles)



सूचना का  
अधिकार

“नौएडा परिसर” ए-2, सैक्टर-2  
उद्योग मार्ग, नौएडा-201301  
गौतम बुद्ध नगर, (यूपी) इंडिया  
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संदर्भ सं०

Reference No.

NO. HHEC/9(1)/2011-Hqrs

दिनांक

Date

May 03, 2018

The Chief Secretary,  
Government of Uttar Pradesh,  
1st Floor, Room No. 110,  
Lalbahadur Sastri Bhawan,  
Uttar Pradesh Secretariat,  
Lucknow- 226001

**Sub: Filling up two posts of General Manager (Marketing) 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.**

Dear Sir,

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:

Name of the post	General Manager
Scale of pay	Rs. 43,200- 66,000/-
Educational qualification and other qualifications	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
Location	Noida- 1, Chennai-1

*Prashant Singh*  
7-5-18  
स्पीड पोस्ट  
SPEED POST

पंजीकृत कार्यालय : जवाहर व्यापार भवन एनेक्सी, 1, टालस्टाय मार्ग, नई दिल्ली - 110001

Regd. Office : Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi-110001

Tele. Off : 011-23701086, 23701016, Fax : 23701051

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, Gautam Budh 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. 08.06.2018 and not in the prescribed format will not be considered.

**It is requested to kindly circulate the above advertisement in your organization.**

Thanking You,

Yours faithfully,



(Jitendra Pal Singh)  
Deputy Manager (HR)

**PROFORMA FOR APPLICATION FOR THE POST OF  
General Manager (Marketing)**

1. Name:
2. Present Post held:
3. Scale of Pay/Pay Band and Grade Pay of the post held
4. Present Basic Pay with Grade Pay, if any:
5. Office Address:
6. Date of Birth:
7. Due date of retirement on superannuation as Per the rules

Of the concerned organization:

8. Educational Qualifications:
9. Details of employment in chronological order in a separate sheet, duly authenticated by your signature in the following format:

Office/Institution	Post held	From	To	Pay Scale/Pay Band/Grade Pay	Nature of duties performed (in brief)


[Period of ad-hoc promotion in any post should be mentioned separately]

10. Nature of the duties of the post held at present in detail:

11. Nature of present employment, i.e. ad-hoc, temporary, permanent or quasi- permanent:

12. In case the present employment is held on deputation/contract basis, please state-

(a) The date of initial appointment

(b) Period of appointment on deputation/contract

(c) Name of the parent office/organization to which you belong

13. Additional details about present employment (please state whether you are working under)-

(a) Central Government

(b) State Government

(c) Autonomous Organization

(d) Government Undertaking

(e) Others

14. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale of pay.

15. Total emoluments drawn per month with break-up:

16. Additional information, if any.

17. Whether you belong to SC/ST/OBC:

(Signature of the candidate)

Mobile No.:

E-mail ID

Fax No. (Office)

Date:

Address (Office)

Countersigned by

Employer with date and Seal