



Advt.No. NTCL/SRO/2012/02

Dated 12th December 2012

NATIONAL TEXTILE CORPORATION LIMITED
(A Government of India Undertaking)

REQUIRES

Highly Motivated Professionals for its Unit Mills & Offices under Southern Region

NTC Limited, a major Schedule 'A' Central Public Sector Undertaking under Ministry of Textiles invites applications from qualified and experienced professionals to man some key roles in the senior, middle and junior management levels in the following positions on regular basis in various unit mills and offices under Southern Region located in Tamil Nadu, Kerala, Karnataka, Andhra Pradesh and Pondicherry:

S. No.	Position/ Discipline/	No.	Position open for category	Minimum Educational Qualification	Upper Age Limit	Minimum years of experience (post qualification)	Applicable pay-scale /CTC(Annual approximate)	Indicative Job description
1	Deputy General Manager (Finance)	1	SC/ST/ OBC	CA/ICWA/ MBA(Finance) or equivalent (2 year Full Time)	45	14	Rs 32900-58000 (E-5) CTC: Rs 9.85 Lakh	Responsible for handling the entire Finance & Accounts activities related to the company; audit related matters; tax related matters, Supervision of financial statements; Liaisoning with external agencies such as Bank, Insurance, Excise dept, Commercial Tax dept etc. Experience of textile mill desirable.
2	Manager (Finance)	2	GEN	CA/ICWA/ MBA(Finance) or equivalent (2 year Full Time)	40	6	Rs 24900-50500 (E-3) CTC: Rs 7.61 Lakh	Responsible for all the activities of accounts, finance and office administration in the mills; Liaison with the external agencies, monitoring of sales & purchase; maintaining books of accounts, monitoring remittance details. Experience of textile mill desirable.
3	Deputy Manager (Finance)	4	SC/ OBC/ GEN	CA/ICWA/ MBA(Finance) or equivalent (2 year Full Time)	40	3	Rs 16400-40500 (E1) CTC: Rs 5.03 Lakh	Experienced in yarn and fabric financial, costing, audit, purchase and sales activities. Experience of textile mill desirable.

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4	Assistant Manager (Trainee-Costing)	9	SC/ST/ OBC/ GEN	CA/ICWA/ MBA(Finance) or equivalent (2 year Full Time)	28	Nil	Rs 12600-32500 (E0) CTC: Rs 3.9 Lakh	Adequate knowledge of financial statements; costing methods, allocation of expenses and arriving at cost per unit.
5	Assistant Manager (Trainee-HR)	2		MBA/MSW or equivalent With specialization in HR/Industrial Relation/ Labour Welfare (2 year Full Time)	28	Nil	Rs 12600-32500 (E0) CTC: Rs 3.9 Lakh	Interaction with the unions; statutory compliances and follow up of industrial disputes with the Labour Courts/Tribunals etc.; Establishment matters such as, promotions, increments, pay & salary administration, leave etc; administration matters; Liasion with Government Authority. Candidates must be fluent in speaking, reading and writing Tamil/Malayalam.
6	Supervisor (Technical)	1	ST	B.Tech/ Diploma in Textile Engineering/ Technology	28	For B.Tech, 3 years & For D.T.T., 5 years	Rs 11600-26000 (S1) CTC: Rs 3.13 Lakh	Candidates must be fluent in speaking, reading and writing Tamil/Malayalam. The candidates must be experienced in working in shifts in a textile mill. Will be responsible for the utilization and productivity of the mill

The above Job Description is only indicative and not exhaustive.

Pay Scales & Other Benefits:

In addition to the Basic Pay as per the respective pay scale, the executives are also entitled to applicable Dearness Allowance on IDA pay pattern, HRA (in case not availing the company accommodation), canteen facilities and conveyance allowance. Besides, other regular facilities and benefits admissible such as EPF, Gratuity, Medical Reimbursement, Leave Encashment and LTC as per rules.

In the cases of exceptionally deserving candidates, management may consider a higher start of pay for candidates possessing higher qualifications, special relevant experience and in consideration of the emoluments drawn in the previous employment etc.

General Conditions:

1. **Before Applying for the post, the applicants should ensure that s/he fulfills the MINIMUM ELIGIBILITY AND OTHER CRITERIA as mentioned in this advertisement. NTC Limited, being the Appointing Authority would be free to reject any application at any stage of the recruitment process or after the recruitment process or on joining, if any information provided by the applicant is found to be false or not in conformity with the eligibility criteria as per this advertisement. No correspondence shall be entertained in this regard.**
2. Only Indian Nationals need apply.
3. A) For all the positions except Assistant Manager (Trainee), appointment will be on regular basis and selected candidates will be on probation for a period of one year in their respective IDA pay scale.
B) In the case of Assistant Managers (Trainee), the selected candidates will be first placed on the six months training period on regular salary in their discipline. On successful completion of the training, they will be placed on one year probation in the IDA pay-scale of ₹12600-32500/- (E-0) as Assistant Manager in their discipline.
4. The location/posting requirement mentioned above is only indicative, selected candidates shall be required to work in any location in India.
5. A candidate's single application should be sent in one envelope. Applications by a single candidate for more than one post must be sent separately, in marked envelopes. Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained.
6. No. of vacancies shown against the post can be increased or decreased or even reduced to zero, purely on need basis at any point of time during the recruitment process at the discretion of the management without assigning any reason. NTCL will not be liable to compensate the applicant for the consequential damages, if any.
7. NTC Limited will not be responsible for any postal delay/wrong delivery/non-delivery of communication at any stage of the recruitment process.
8. **The cut of date for considering the age and experience of candidates will be taken as on 12.01.2013.**
9. **Minimum qualifications mentioned shall be from a recognized University / Institution under the full time/regular scheme.**
10. Only those experiences gained after acquiring the minimum qualification will be considered for assessing the eligibility.
11. Internal candidates of NTC Limited, currently working in lower scales may also be considered for selection on merit, subject to fulfillment of eligibility criteria. Experience and Upper age limit will be relaxed for internal candidates.
12. Mere conformity to the job requirements will not entitle a candidate to be called for written test/ direct interview. Management reserves the right to reject the application without assigning any reason and to increase / decrease the number of posts depending on the requirement or to raise the Standard of Specifications to restrict the number of candidates to be called for written test / direct interview.
13. 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.
14. Appointment of selected candidates is subject to verification of Caste and Character and Antecedents, as the case may be, from the concerned authorities as per the rules of the Company.

15. A non-refundable 'Account Payee' demand draft for ₹300/- drawn in favour of "**NATIONAL TEXTILE CORPORATION LIMITED**" on any Nationalized Bank payable at **Coimbatore**, is to be enclosed along with the prescribed application form, applicable for General and OBC candidates only. No other mode of payment is acceptable. **Candidates should clearly mention their Name, Category and Address on the reverse side of the DD.**
16. No fee is payable by SC / ST candidates and persons with disability (PWD).
17. **The fee of Rs 300/- once paid as above will not be refunded under any circumstances. Candidates are therefore, requested to verify their eligibility before paying the Fee.**
18. Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.
19. Category (SC/ST/OBC/PWD/General) once mentioned in the application form will not be changed at any point of time and no benefit of the other category will be admissible later on.
20. 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.
21. The OBC candidates belonging to "Creamy Layer" are not entitled for relaxation of age and / or for consideration against the reserved positions.
22. 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 of India, issued by Competent Authority.
23. Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim.
24. 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.
25. No correspondence will be entertained with the candidates who are not short listed at any stage of recruitment.
26. Incomplete application or applications will be rejected and no correspondence in this regard will be entertained.
27. Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
28. The decision of Management regarding selection will be final.
29. Management may consider candidates for lower posts also depending upon the suitability.
30. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Coimbatore Court only.
31. At the time of interview, candidates are allowed to answer in Hindi also.

Mode of Selection:

For Finance discipline, only those candidates, short-listed based on the initial scrutiny and found prima facie eligible based on the applications submitted, will be called for direct interview. Suitable instructions in this regard, will be sent to the shortlisted candidates individually. Out-station candidates called for direct interview, will be paid eligible train fare by the shortest route on production of proof of journey, as per rules of the Company.

For Assistant Manager (Trainee) and Supervisor position, a written test in English will be conducted. Only the shortlisted candidates based on the applications submitted, would be informed about the date, time and venue for such. The candidates appearing for the written test have to attend the same at their own expenses. No request for reimbursement of expenses for appearing in the written test will be entertained. Further communication will be done with only those candidates who are shortlisted for appearing in the interview based on their performance in the written test. The written test will comprise questions from the General Aptitude and their own discipline.

No communication will be done or entertained from those candidates who are not shortlisted at any stage of recruitment process at any point of time.

How to Apply:

Candidates should apply by downloading and then filling the Application Form available on the company website only (www.ntcltd.co.in) with has the same advertisement number as that mentioned on the top right corner of this Advertisement.

For submission of applications, the candidates should download and take the printout of the Application Form. Please send this original properly filled and duly signed Application Form along with the following documents:

1. **Original demand draft for Rs 300/- for General and OBC Candidates only drawn in favour of National Textile Corporation Limited, payable at Coimbatore. The fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the fee.**
2. **A set of attested photocopies of the relevant certificates in proof of qualifications, experience, age and category.**
3. **Candidates belonging to SC/ST/OBC/PWD/Ex-Servicemen category should enclose a copy of the certificate issued by the Competent Authority.**
4. **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 issued by the Government of India issued by the Competent Authority.**
5. **Candidates belonging to PWD/Ex-servicemen are required to furnish attested copies of the certificates in support of their claim.**

All the above should be sent in a sealed cover duly superscribing the **"NAME OF THE POST / CATEGORY"** as the case may be so as to reach the undersigned by **12.01.2013** by ordinary post addressed to

**Senior Manager (HR)-HOD,
National Textile Corporation Limited,
Southern Regional Office,
35-B Somasundaram Mills Road,
Coimbatore-641009
Tamil Nadu**