



NATIONALTEXTILECORPORATIONLIMITED
 (A Government of India Undertaking)
Western Region Office, NTC House, 15 N M Marg, Ballard Estate- 400 001

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 and is currently in the lookout for Clerical Staff and Security Supervisors as per details given below:

S.No	Post	Location (Tentative)	Nos	Essential Qualification	Grade/ Scale
1.	Clerical Staff	Various Locations	26	Graduate in any stream from the recognized University / Institutions with computer related course (Not less than 6 months)	Starting grade of Clerical staff of Respective Location (excluding grade of Semi Clerk) (Scale : 4200-35-4725-45-4625)
2.	Security Supervisors	Various Locations	14	Graduate in any stream from the recognized University/Institutions	Revised IDA Payscale (Effective from 01.01.2007) of Rs.11600 – 26000 (S-1))

National Textile Corporation – WR, Mumbai is having viable and closed Mills / Offices and RMD's located in the state of Maharashtra, Madhya Pradesh, Gujarat, West Bengal, Bihar, Assam and Orissa. New Inductees may be posted any where depending upon the requirement.

However, the positions are transferable across India only in case of Security Supervisors.

1. **COMPENSATION PACKAGE:**

- **Clerical Staff:-**

Starting Basic Pay of the respective Pay scale + Dearness Allowance (D.A.) and HRA as per the applicability to the respective place. Only Dearness Allowance (DA) will be paid on-lines with the IDA Pay Pattern Employees on the basis of Pay Revision w.e.f. dt.01.01.1997 to the permanent clerks. No other benefits / Allowances which are payable to IDA pay pattern employees applicable to Mill Grade Clerks.

- **Security Supervisors :-**

Starting Basic Pay of the IDA Pay Scale of Rs. 11,600 – 26,000 + DA of the IDA pay pattern employees (pay revision w.e.f. 01.01.2007) and HRA as per the applicability to the respective place.

2. **AGE:-**

- **Clerical Staff:-**

Maximum 28 years and relaxation of 5 years to SC / ST candidates and 3 years to OBC candidates.

- **Security Supervisors :-**

Maximum 35 years and relaxation of 5 years to SC / ST candidates and 3 years to OBC candidates.

3. **EXPERIENCE:-**

- **Clerical Staff:-**

To carry out the clerical nature of work in discipline of Finance, Marketing, Material, HR, Technical, costing, IT Personnel Secretaries, Legal etc. with full knowledge of computer in respective department. Minimum two years experienced of the clerical work and computer knowledge is required

- **Security Supervisors :-**

Candidates should have served in the armed forces minimum 15 years and at the time of retiring from the services should have held in the rank of atleast Naib Subedar.

OR

Registration in Distirct Sainik Welfare Board is essential

OR

Persons having experience for minimum 10 years in the same field.

4. **RESERVATIONS:-**

Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives

5. GENERAL CONDITIONS:

- Only Indian Nationals need apply.
- Appointment to the posts will be on regular basis. Initially selected candidates will be engaged for a period of 6 months training in the regular pay scale. The training period will be subject to extension, in the event of not attaining desired performance level. On successful completion of training period they may be placed in the regular pay scale on probation for a period of one year.
- Selected candidates in the category of Security Supervisors during the period of his / her employment will be required to serve at any location / office of NTC situated across India.
- 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.
- The cutoff date for considering the age of candidates will be taken as on 30.10.2017.
- Applicants serving in Government / Public Sector Enterprises /Semi-Government organizations etc., should apply through proper channel or produce 'No Objection Certificate along with the application. Applications without No Objection Certificate will not be considered.
- Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- 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.
- 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 form at prescribed by the Government of India, issued by Competent Authority.
- 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.
- 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.
- No separate correspondence shall be entertained with any candidate seeking any enquiry.
- Management reserves the right to consider or not to consider any / all of the candidates who have responded against this advertisement.
- Management will not be responsible for delayed receipt / non-receipt of applications.

6. SELECTION PROCEDURE:-

- Screening of the Applications
- Competitive examination / written examination
- Personal interview

7. HOW TO APPLY:

The application form will be available on the website www.ntcltd.org./Careers. Candidates are requested to download the application form and fill the form and send the duly filled form through ordinary post along with the requisite documents. Candidates should read all instructions before filling up the form.

8. Candidates must check their eligibility / suitability thoroughly before applying.

9. Submission of application:

- Once you download your application form, take a print out of the form.
- Please send this original filled in Application form, duly signed along with following Documents:
- 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 of India, issued by Competent Authority.
- Candidates belonging to PWD / Ex-Servicemen are required to furnish attested Copies of certificates in support of their claim.

Original application form along with above enumerated documents are to be sent by ORDINARY post only to National Textile Corporation Ltd (A Government of India Undertaking) Western Region Office NTC House, 15 N M Marg Ballard Estate- 400 001 , so as to reach us latest by 30th October 2017. Speed post/ Registered letter will not be accepted. Applications received after due date will not be considered.

10. Important Dates:

Last date of receiving Physical Copy of application form along with requisite documents.	-17.00 hrs. 30.10.2017
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