



The Handicrafts & Handlooms Exports Corporation of India Ltd.

(A Government of India Undertaking - Ministry Of Textiles)

Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi-110001

Applications are invited for engagement of Consultant (Legal and Finance & Administration) on contract basis

The Handicrafts & Handlooms Exports Corporation of India Ltd. (HHEC) intends to hire talented, innovative and dynamic Professionals as Independent Consultants (ICs) for positions of Associate on contractual basis.

2. The engagement for 02 Independent Consultants shall be as under:

| Post No. | Position | Eligibility |
|-----------------|----------------------------------|--------------------|
| 1 | Associate (01), Legal | As per Annexure-I |
| 2 | Associate (01), Finance & Admin. | As per Annexure-II |

3. The Upper Age Limit, required overall and relevant post Qualification Experience and remuneration range for the positions shall be as follows:

| Position | Upper Age Limit (as on 01st July 2024) | Post qualification Experience Years* | Relevant experience (No. of years) | Remuneration per Month (Rs.) |
|-----------------|--|---|---|-------------------------------------|
| Associate | 45 years | Minimum 3 year | 2 | Rs. 80,000 – Rs. 1,45,000/- p.m. |

*Experience includes up to 3 years for Ph.D. holder, provided no work experience is counted during these 3 years.

2. Terms of engagement

- a. The Contract of hiring will be for one year. However, after expiry of the term of engagement the same may be extended further as per the MoT Guidelines and requirement of HHEC.
- b. During the period of contract, associate will work with HHEC on full time basis and not to be allowed to take up any other assignment during the period of consultancy.

- c. The appointment of Associate is of a temporary (non-official) nature against the specific jobs/ assignments.
- d. This contract does not confer upon any right for regular appointment/absorption in the Corporation and will have no legal claim for it.
- e. The Associate 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.
- f. While working in HHEC, Associates will adhere to HHEC Employees' (Conduct, Discipline & Appeal Rules), 1976.
- g. Working Hours shall normally be from 9.00 a.m. to 5:30 p.m. during working days. However, in exigencies of work, they may be required to sit late and may be called on Saturday/ Sundays or other holidays.
- h. They may be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person (s) any information/ data that may come to their notice during the period of their engagement as 'Associate' in the Corporation.
- i. They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the Department without the express written consent of the Corporation.
- j. They must act, at all times in the interest of the Corporation and render any advice/ service with professional integrity.
- k. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as associate in this Corporation.
- l. The associates so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Corporation nor will they indulge in any activity outside the terms of the contractual engagement.
- m. The Independent Consultant will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.

- n. Only shortlisted candidates will be called for interview. Selection will be made on the basis of Eligibility Criteria, Experience and performance in the interview.
- o. Management reserves the right to cancel the process and may increase or decrease number of posts/ requirement at any point of time without assigning any reason therefor.
- p. This is NOT an offer for employment in Handicrafts & Handlooms Exports Corporation of India Limited (HHEC) and is solely directed towards providing exposure to motivated professionals to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India. This opportunity DOES NOT confirm anyright to the Independent Consultants to any position or job in HHEC or any other wing of the Government on any preference in employment after end of this programme or anytime in future.
- q. He/she should have excellent communication and interpersonal skills with excellent computer knowledge and computer operation.
- r. Please attach self attested documents to support educational qualification, experience and last pay drawn/ latest pay slip.

3. Tax Deduction at Source (TDS):

TDS as admissible shall be deducted from the monthly remuneration of associates.

4. Leave:

Associate shall be eligible for Eighteen (18) days leave in a calendar year on pro-rata basis. No remuneration for the period of his/her absence in excess of admissible leave will be paid to Associates/ contractual employees. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

5. TA/DA:

For attending the interview and joining the post no TA/ DA will be paid. However, the TA/DA will be paid only for official tour during the contract period, as applicable to the regular officers in the appropriate level of Officers of the Corporation or as per his/her last entitlement drawn at the time of retirement/VRS, whichever is less. No office vehicle will be provided to the Associates for attending duty.

6. Termination of Consultancy:

The engagement of Associates can be terminated by HHEC at any time without assigning any reason thereof. However, Associate will have to give 30 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

7. Mode of Application and selection:

The interested and eligible candidates may mail/send their application in the prescribed format, on hhecrect01@gmail.com or through courier/post addressed to **The CMD, The Handicrafts & Handlooms Exports Corporation of India Ltd, Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi- 110001** by **September 11, 2024 upto 5:00 p.m.** along with self attested copies of their certificates of Educational qualification, Age, Experience, etc. The Applications received after due date/ not meeting the eligibility criteria and / applications not in the prescribed format will be rejected.

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.

Annexure-I

| Sl. No. | Particulars | For the Position of Associate (Legal) |
|----------------|----------------------------|---|
| 1 | Number of Position | 1 (one) |
| 2 | Method of Recruitment | Contract based through open Advertisement |
| 3 | Age Limit | Candidates should be below 45 years of age as on 31 st July 2024 |
| 4 | Tenure | The Contract of hiring will be for one year. Further, after expiry of the term of engagement the same may be extended further as per the MoT Guidelines and requirement of the HHEC. |
| 5 | Remuneration (per month) * | Rs. 80,000-1,45,000 p.m. (Consolidated inclusive of all) * |
| 6 | Educational Qualification | Essential Qualification : Masters Degree or equivalent in Law from recognized University / LLB Desirable Qualification : Professional Qualification like Company Secretary (ICSI), etc. |
| 7 | Experience | Minimum 3 Years post qualification work experience with minimum 1 Year extensive experience relevant to Job description. |
| 8 | Roles and Responsibilities | (i) To handle legal matters related to HHEC, (ii) Works as a Compliance Officer, works related to Company Secretary, (iii) Registrar of Companies (ROC) matters, (iv) Liaisoning with empanel Legal Advisors/ Union Councils and Reply of RTI & Grievances,0 (v) Others as assigned by Competent Authority from time to time. |

* **Remuneration for any selected candidates shall be fixed, based on the following:**

1. The range of Remuneration proposed in the above table for the position in which the candidate has been selected.
2. Years of Experience
3. Last Pay Drawn (Shall be considered in Special Cases where the selection Committee determined that the candidate is exceptional).

Annexure-II

| Sl. No. | Particulars | For the Position of Associate (Finance & Admin) |
|----------------|----------------------------|---|
| 1 | Number of Position | 1 (one) |
| 2 | Method of Recruitment | Contract based through open Advertisement |
| 3 | Age Limit | Candidates should be below 45 years of age as on 31 st July 2024 |
| 4 | Tenure | The Contract of hiring will be for one year. Further, after expiry of the term of engagement the same may be extended further as per the MoT Guidelines and requirement of the HHEC. |
| 5 | Remuneration (per month) * | Rs. 80,000-1,45,000 p.m. (Consolidated inclusive of all) |
| 6 | Educational Qualification | Essential Qualification : Masters degree or equivalent in Commerce/ HR/ Finance/ Accounts from a recognized university. Desirable Qualification : Chartered Accountant (CA/ Cost Accountant (ICWA) / MBA (full time) with Finance as one of specialization, from Reputed Management Institutes. |
| 7 | Experience | Minimum 3 Years post qualification work experience with minimum 1 Year extensive experience relevant to Job description. |
| 8 | Roles and Responsibilities | (i) Accounts (ii) Audit (iii) Bills Payable and Bills Receivables (iv) Arranging documents and Coordinating with other Companies for disposal of HHEC Properties, (v) Preparing salary for all the employees, (vi) Settlement of PF payment of ex-employees, (vii) Settlement of Vendor and other Payments, (viii) Banking statutory Compliances, (ix) Others as assigned by Competent Authority from time to time. |

* **Remuneration for any selected candidates shall be fixed, based on the following:**

1. The range of Remuneration proposed in the above table for the position in which the candidate has been selected.
2. Years of Experience
3. Last Pay Drawn (Shall be considered in Special Cases where the selection Committee determined that the candidate is exceptional).



**“THE HANDICRAFTS & HANDLOOMS EXPORTS CORPORATION OF INDIA LIMITED”
Jawahar Vyapar Bhawan, 1, Tolstoy Marg, New Delhi- 110001**

Application for engagement of

| |
|------------|
| Photograph |
|------------|

| | | |
|---|--|--|
| 1 | Name : | |
| 2 | Father's / Husband's name : | |
| 3 | Sex (Male / Female) : | |
| 4 | Date of Birth & Age (as on the date of publication of the advertisement) : | |
| 5 | Category (Gen/SC/ST/OBC/Disabled) : | |
| 6 | Permanent Address : | |
| 7 | Present Address for communication : | |
| 8 | Telephone/ Mobile: | |
| 9 | E-mail : | |

10) Educational Qualifications (Starting from Matriculation/Secondary Examination):

| S.No | Degree/ Diploma | Name of the Educational Institute | Name of the Board/University | % of Marks Obtained | Class/ Division |
|------|--------------------|---|---------------------------------|------------------------|-----------------|
| | | | | | |
| | | | | | |

Note:-You may attach additional sheet if the space above is insufficient.

11) Work Experience:

| Name of Organization/Type of Organization – Central Government / State/ Central /State PSU | Post(s) held | From | To | Years & Months | Scale of Pay | Job Responsibility |
|--|--------------|------|----|----------------|--------------|--------------------|
| | | | | | | |
| | | | | | | |

Note:-You may attach additional sheet to the hard copy for Qualification/ Experience if the space above is insufficient.

12) Details of present/ previous employer, if any:

| | |
|---|--|
| Name of the Organization | |
| Address: | |
| Nature of the Organization | |
| Name & Address of the HR Head/Personnel Dept. Head: | |

13) Additional relevant information, if any, in support of your suitability for the said engagement (Attach a separate sheet if necessary)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle. I have read this document and ready to accept the terms and conditions for engagement of consultants. I also understand that action against me will be taken by the concerned authorities, if I am declared by them to be guilty.

Place:
Date:

(Signature of candidate)