



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 Consultants on contract basis

Applications are invited from citizens of India, meeting the following conditions for engagement of
1 (One) Consultants at locations mentioned purely on contract basis for a period of one year.

2. The candidates should meet the following conditions:

S. No.	Post/ Area	No. of posts	Work Profile	Location	Academic & Professional Qualifications	Relevant post qualification Experience	Maximum Age (Years)	Monthly Fixed Emoluments per month
1	Consultants (Company Secretary & Legal)	1 (One)	Company Secretary is a Compliance Officer. Entire work of Company Secretary Division, Compliances of Companies Act, ROC matters, handle all ongoing legal matters. Liaisoning with empanel Legal Advisors/ Union Councils and RTI & Grievances	Delhi/ NCR	Graduate in any discipline from a recognized university (regular full-time course) with professional qualifications of Company Secretary (ICSI). LLB from recognized University is Preferable.	Not less than 12 years of total experience in handling Company Secretary Work in a PSU /reputed company. Experience in handling Legal matters and estate matters would be preferable.	55	60,000.00

3. Terms of engagement:

The Contract of hiring will be for one year. However, after expiry of the term of engagement may be extended as per the requirement, if any.

During the period of contract, consultant will work with HHEC on full time basis and not to be allowed to take up any other assignment during the period of consultancy.

The appointment of Consultants is of a temporary (non-official) nature against the specific jobs/ assignments.

This contract does not confer upon any right for regular appointment/absorption in the Corporation and will have no legal claim for it.

The Consultant 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.

While working in HHEC, Consultants will adhere to HHEC Employees' (Conduct, Discipline & Appeal Rules), 1976.

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.

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 'Consultant' in the Corporation.

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.

They must act, at all times in the interest of the Corporation and render any advice/ service with professional integrity.

They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in this Corporation.

The consultants 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.

Only shortlisted candidates will be called for interview. Selection will be made on the basis of Eligibility Criteria, Experience and performance in the interview.

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.

He/she should have excellent communication and interpersonal skills with excellent computer knowledge and computer operation.

Please attach self attested documents to support educational qualification, experience and last pay drawn/ latest pay slip.

4. Allowances:

Consultant engaged shall not be entitled to any kind of allowance except mobile and internet charges at the rates of Rs.1,000/- per month and Conveyance Allowance Rs.800/- per month.

5. Tax Deduction at Source (TDS):

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

6. Leave:

Consultant shall be eligible for Twelve (12) days leave in a calendar year on pro-rate basis. No remuneration for the period of his/her absence in excess of admissible leave will be paid to consultants/ contractual employees. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.

7. 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 Consultants for attending duty.

8. Termination of Consultancy:

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

9. Mode of Application and selection:

The candidates may mail their resumes on hhecrect@gmail.com or send applications through courier/ post to The Senior Consultant, The Handicrafts & Handlooms Exports Corporation of India Ltd, Jawahar Vyapar Bhawan Annexe, 1, Tolstoy Marg, New Delhi- 110001 by October 18, 2023 upto 5:00 p.m. The Applications received after due date/ not meeting the eligibility criteria, Educational Qualification, Age, Experience/ 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.