



# Handloom Export Promotion Council

(Under the aegis of Development Commissioner - Handlooms,  
Ministry of Textiles, and Government of India)

Vacancy Notification No. 1007 dated 29.05.2024

## HEPC INVITES APPLICATIONS FOR THE POST OF ASSISTANT DIRECTOR (FAIRS) ON CONTRACT BASIS

Handloom Export Promotion Council (HEPC) has an opening for the post of Assistant Director (Fairs) at its Head Office in Chennai. HEPC, is an autonomous institution under the aegis of Development Commissioner (Handlooms), Ministry of Textiles, and Government of India. HEPC was incorporated in 1965. It is one of the oldest trade promotion councils with offices across country and is the nodal agency to promote exports of handlooms from India. HEPC offers technical assistance and market information to its members and seeks to expand existing markets as well as open new markets for Indian Handlooms which is one of the important export items of India.

### **Job Profile**

Coordination among various stake holders to Organise and Participate in International Trade Fair / Abroad / India and related fair activities. He / She will assist the Joint Director (Export Promotion) in handling the files related to the organisation of international trade fair within India and Abroad. Liaising with Ministries of Textiles, Commerce, Finance and State Governments are all part of the job. He / She is also expected to liaise with other stakeholders, associations connected to textiles industry. Good communication skills to represent the Council successfully in Domestic and International forums is critical. Job will involve travel all over India and occasionally overseas travel.

### **Educational qualification & Experience**

Diploma in Handloom Technology / Degree in Textiles / Handloom from any Govt. recognized institution with minimum 10 years of experience in Textiles.

Work experience in Textiles / Trade Promotion and Handloom industry is must. Good connection with Government and demonstrated skills in Networking with Central, State Governments at medium to high levels of administration would be added asset. Knowledge in computers skills like Microsoft Office Suite, Presentation Software is must.

- ✚ Applicant should be minimum of 35 years and maximum of 40 years as on 01.05.2024
- ✚ Knowledge in Hindi is preferred.

**Salary:** Rs. 10 Lakhs per Annum and other prerequisites as per eligibility

**How to Apply:** Interested candidates may send their applications along with updated resume and recent passport size photograph within 15 days from the release of this advertisement to:

**The Executive Director, #34, cathedral Garden Street, Nungambakkam, Chennai-34, Tamilnadu.**

**Or Email at: [ed@hepcindia.com](mailto:ed@hepcindia.com) / [hepc@hepcindia.com](mailto:hepc@hepcindia.com)**