



Handloom Export Promotion Council

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

Vacancy Notification No. 1005 dated 29.05.2024

HEPC INVITES APPLICATIONS FOR THE POST OF ASSISTANT DIRECTOR (POLICY) 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 seminars, meeting and workshop. He/ She will assist Joint Director. He / She will prepare reports of various meetings / seminars/ workshop etc., He / She is expected to Provide technical assistance and training to handloom weavers and expected to monitor and compile data regarding implementation of all the handloom schemes. Necessary measures are to be taken to facilitate the marketing of handloom products. To Prepare and present reports to the Ministries on the progress of the handloom & textile sector.

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

Degree in Textile Technology or Handloom Technology / Degree in Textiles 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.
- ✚ Mandatory: Knowledge in Hindi.

Salary: Rs. 10 lakhs per Annum and other Perquisites will be according to 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 / hepc@hepcindia.com