

**Tamil Nadu Handloom Development Corporation Ltd.,
Kuralagam, II-Floor, Chennai – 600 108**

e.mail: tnhdc.handloom@gmail.com

Phone:044 - 25331221

Notification No. PMU-01/2023

Dated: 11.08.2023

Recruitment of Programme Management Assistants and Data Entry Operators

Objective:

To provide intellectual input to the functioning of the Department and study, observe and suggest suitable inputs to the changing trends in Handlooms and Textiles Sector.

The Tamil Nadu Handloom Development Corporation Ltd., wishes to recruit eligible candidates on contractual basis for the following posts.

Position	Programme Management Assistants- 3 Nos.
Qualification	MBA, B.Tech (Textiles), Bachelor of Design, P.G.in Economics/ Applied Research.
Relevant Experience	Minimum domain experience of 2 years
Job Description	To assist the Senior Consultant in preparing evaluation, monitoring and implementation of schemes and programs implemented by the Department. Identify and analysis policies, schemes and incentives offered by the Government of India and other States in this connection with Handlooms, Handicrafts, Textiles and Khadi Sector. Provide better solution to address the issues related to on field implementation. Devise skill development programme.
Salary	Rs.50,000/- per month.

Position	Data Entry Operators- 2 Nos.
Qualification	Graduate degree with knowledge of computers, Office Automation and good typing speed.
Relevant Experience	Minimum 1 year experience in data collection/data maintenance / data management / MS Excel or other similar data management or data analytical tools.
Job Description	Creating and maintaining MIS. Undertaking periodic (Monthly, Quarterly, Half yearly and Annual) data collection. Prepare central data bank of project details. Preparing evaluation, monitoring and implementation of Schemes.
Salary	Rs.25,000/- per month.

Mode of application: Online

Application Website: www.loomworld.in

Note: Application link in the website www.loomworld.in will be activated on 11.08.2023 by 6.00 P.M.

Instruction to the Applicants:

1. Candidates from Tamil Nadu only need to apply.
2. Candidates canvassing in any form will be disqualified
3. The TNHDC has the right to increase the no. of posts mentioned above or decrease the same.
4. The TNHDC has the right to change or modify any condition regarding recruitment.
5. Candidates are advised to apply through online only. Applications submitted through any other mode will not be considered.
6. All notifications / updates related to this recruitment process will be posted only through TNHDC website: www.loomworld.in
7. The positions are purely by contractual basis, based on the requirement it will be extended further.
8. All the grievances will be addressed to the following e-mail id: tnhdc.handloom@gmail.com

Deadline for application: 31.08.2023.

Managing Director