

National Institute of Fashion Technology
Establishment Department
Head Office, New Delhi

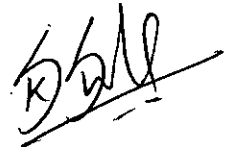
1253(1)/NIFT/HO/Estt-II/BOG-Action Taken/2018(Part-I)

04.02.2019

OFFICE MEMORANDUM

The Board of Governors in its meeting held on 11.12.2018 has approved "Revised Recruitment Rules for the post of Junior Assistant" which is annexed herewith.

2. These Recruitment Rules shall come into effect prospectively from the date of notification.



(Sunil Sharma)
Assistant Director (I/C)

Copy to:

- 1- Director(Admin), NIFT Head Office
- 2- Director(F&A), NIFT Head office
- 3- Campus Directors of NIFT
- 4- Dean(A), NIFT Head Office
- 5- Joint Director & COE, NIFT Head Office
- 6- Vigilance Officer, NIFT Head Office
- 7- PS to DG-NIFT
- 8- Guard file.

S.No.	CATEGORIES	DETAILS
1.	Name of the Post	Junior Assistant
2.	Classification	Group C
3.	Pay Scale	PB-1 Rs.5200-20200 + GP Rs.1900/- (6 th CPC)/level-2(7 th CPC)
4.	Whether Selection post or non-selection post	'Selection' Selection process will include a written test, computer proficiency test and typing test (qualifying only).
5.	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension Rules), 1972	NA
6.	Age limit for Direct Recruitment	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualification/experiences
7.	Educational Qualifications and experience for Direct Recruitment	i) Passed 10 +2 examination from a Board or its equivalent recognized by the Govt. ii) A typing speed of 30 w.p.m in English or 25 w.p.m. in Hindi iii) Computer proficiency, which includes: a) Competency in MS Word / applicable software for written / mail correspondence b) Competency in management of mail accounts c) Competency in retrieving information through search applications iv) Candidates who have done diploma in Computers shall be given preferential weightage.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	NA
9.	Period of probation if any	2 years
10.	Method of appointment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the post to be filled by various methods	33% by Promotion, failing which by direct recruitment. 67% by direct recruitment

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11.	In case of appointment by promotion	<p>i) MTS with 5 years regular service who possess the qualifications of 10+2 or above, based on Written Test, Computer Proficiency Test and Typing Test (typing test only qualifying and taken as per GOI norms while merit shall be on the basis of written test and computer proficiency test).</p> <p>ii) Computer proficiency, which includes:</p> <ul style="list-style-type: none">a) Competency in MS Word / applicable software for written / mail correspondenceb) Competency in DDFS/ E -officec) Competency in management of mail accountsd) Competency in retrieving information through search applications <p>iii) Candidates who have done diploma in Computers shall be given preferential weightage.</p>
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