



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A Statutory Institute governed by the NIFT Act 2006)
(Ministry of Textiles, Government of India)
NIFT Campus, Hauz Khas, New Delhi – 110016

(Advt. No. 03/Hindi Officer/Contract/August 2018)

SUBJECT: RECRUITMENT TO THE POST OF HINDI OFFICER ON CONTRACT BASIS.

National Institute of Fashion Technology (NIFT), a statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 16 Campuses located across the country invites applications from Indian nationals in the prescribed proforma for the following post on direct recruitment on contract basis for five years (with possibility of regularization following due procedure to assess performance):

Post Name	Pay Level/ Pay Band	No of post	Location
Hindi Officer	Level-10 of Pay Matrix as per 7 th CPC (PB-3, Rs.15600-39100/- + Grade Pay Rs.5400/- as per 6 th CPC)*	01 (UR)	NIFT Head Office, New Delhi

* (Gross salary includes Basic Pay-Rs.56100+Allowances i.e. Dearness Allowance, Transport Allowance & HRA at prescribed rates).

Eligibility Criteria:

Essential Qualification and Experience:-

1.	Master's Degree of a recognized University in Hindi / English with English/ Hindi as a compulsory / elective subject or as medium of examination at Degree level. OR Master's Degree of a recognized University in any subject other than Hindi / English, with Hindi and English as Compulsory / Elective subject or either of the two as medium of examination and the other as a compulsory / Elective Subject at Degree level. OR Master's Degree of a recognized University in any subject other than Hindi/ English with Hindi / English as medium and English / Hindi as Compulsory / Elective subject or as medium of examination at Degree level.
2.	Must have worked as Senior Hindi translator for at least three years or Hindi Translator for five years.

Selection Process:

Selection shall be on the basis of the performance in the personal interview.

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AGE LIMIT:

25 – 40 years as on the last date of receipt of applications. Age is relaxable as per GOI/ NIFT rules.

RELAXATIONS:

- a) Age relaxation is as per GoI / NIFT rules issued from time to time.
- b) **Age relaxation to SC/ST/OBC:** Nil (single cadre post).
- c) **Age relaxation to physically Handicapped (PH) persons:** Age relaxation of 10 years is allowed to OA, OL & HH. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' posts to be filled by Direct Recruitment by Selection.
- d) Age is relaxable upto 05 years in case of NIFT employees* and deserving candidates possessing higher educational qualifications/ experience.

* who are working in NIFT on regular basis or long-term contact basis

GENERAL INSTRUCTIONS:

- a) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.
- b) The application should be accompanied by self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
- c) The appointment to the post of Hindi Officer shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) All employment under Government of India/ State Government etc like adhoc, contract, part-time which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary.

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- e) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- f) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- g) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- h) Only outstation candidates called and *found eligible for interview* will be paid to and from single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Railway Station on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey *for the purpose of attending the interview*.
- i) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- j) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates.
- k) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- l) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**
Candidates are advised to visit NIFT website for updates.
- m) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- n) Applications from employees of Government Departments and/or PSUs/autonomous bodies under Government will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Vigilance clearance should also be recorded.
- o) The institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- p) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.

शुभ चिन्ता



- q) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form or on NIFT website www.nift.ac.in.
- r) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
- s) Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.

OTHER CONDITIONS:

- a) The applicant must be a citizen of India.
- b) The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the interview.

APPLICATION FEE:

- a) SC/ST/PWD/Women candidates and NIFT employees* are exempted from payment of application fee. The candidates are required to pay application fee of Rs.1000/- through Demand Draft/ Banker's Cheque drawn in favour of NIFT, payable at New Delhi.
- b) Fee once paid will not be refunded under any circumstances.
- c) Demand Draft should have been drawn on or after publication of the advertisement.
- d) Applicant must write his / her name, address and post applied for on back of the demand draft.

HOW TO APPLY:

Interested applicants are requested to send their applications in the prescribed format downloaded from Institute's website www.nift.ac.in alongwith self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience and non-refundable demand draft on account of application fee in an envelope superscribing the name and the post applied for to Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 on or before 15th October, 2018 by 5:30 P.M.

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