

# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

National Institute of Fashion Technology

वस्त्र मंत्रालय, भारत सरकार

(Ministry of Textiles, Govt. of India)

निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली-११००१६

NIFT Campus, Hauz Khas, Near Gulmohar Park,

New Delhi -110016

Tender No. : 1351(43)/NIFT/Pur-HO/Hiring Agency for conducting written  
test/2021

## **Tender Document for Hiring Agency for Conducting Written Test (Offline Mode) of Administrative posts in NIFT**

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I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 1

### Notice Inviting Tender

National Institute of Fashion Technology (NIFT) – Head Office invites Online tenders under “Two Bid System” from interested registered agencies for “Hiring of Agency for Conducting Written Test (Offline Mode) of Administrative posts in NIFT with all necessary statutory registrations, having experience of at least three years in the relevant field and should have provided related services to various educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Manual bids will not be accepted. Tender documents may be downloaded from NIFT website [www.nift.ac.in](http://www.nift.ac.in) (for reference only) and from CPP site <https://eprocure.gov.in/eprocure/app>. Tender shall be submitted online only at CPP site <https://eprocure.gov.in/eprocure/app>

#### निविदा प्रक्रिया की समय सारिणी (Time Schedule for Tender Process):

S. No.	Description	Details
1.	NIT No.	1351(43)/NIFT/Pur-HO/Hiring Agency for conducting written test/2021
2.	Availability of Tender Document	A complete set of Tender Document in English may be downloaded free of cost from CPP Portal (URL: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and NIFT, New Delhi Website (URL: <a href="https://www.nift.ac.in">https://www.nift.ac.in</a> ).  Corrigendum / addendum, if any, will be published only on the CPP portal & NIFT Website and separate communication will not be sent for the same.  Tender should be submitted online only on CPP portal. Manual / physical bids will not be accepted.
3.	Date of Publication of Bid notification on CPP portal and NIFT website	31/12/2021
4.	Download of Bid Document Commence from	31/12/2021
5.	Last Date & Time for online submission of duly filled in Bids	13/01/2022 upto 02.00 p.m.
6.	Place of opening of Tender Bids	Purchase Department, NIFT-HO
7.	Date and Time of the opening of Technical Bids	14/01/2022 at 3:00 p.m.
8.	Date and Time of the opening of Price Bid	Will be notified to the Technically qualified Bidders

**Note: This tender document contains 39 pages (Total no. of pages including Annexure). Tenderers are requested to the signed all the pages of this Tender Document and submit scan copy online.**

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Page 2

## INDEX

Sl.No.	Description	Page No.
1.	Introduction	4
2.	Details of Administrative posts for conducting written exam	4
3.	Process of Online Registration & Submission of Bids	5
4.	Selection / Evaluation of Criteria	5
5.	Documents Required with Bid	5-6
6.	General Terms & Conditions	6-8
7.	Penalty	8
8.	Bid Validity	8
9.	Terms of Payment	8
10.	Technical Bid - <b>Annexure -I</b>	9-10
11.	Price Bid - <b>Annexure -II</b>	11
12.	Scope of Work - <b>Annexure -III</b>	12-14
13.	Bid Securing Declaration Form in place of EMD - <b>Annexure - IV</b>	15
14.	Bank Guarantee Format for Furnishing Security Deposit - <b>Annexure - V</b>	16-17
15.	Declaration by Bidder - <b>Annexure -VI</b>	18
16.	Tender Acceptance Letter- <b>Annexure - VII</b>	19
17.	Details of advertisements for reference of selection process and eligibility criteria – <b>Annexure - VIII</b>	20 onwards

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### **Introduction:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 17 Campuses. It provides four years under graduate (UG) program in design and technology, two years Post Graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its Head Office at New Delhi with its Campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong, Srinagar and Panchkula.

### **1. Details of Administrative posts for conducting written examination (Offline mode) :-**

National Institute of Fashion Technology (NIFT) – Head Office invites Online tenders under “Two Bid System” from interested registered agencies for “Hiring of Agency for Conducting Written Test (Offline Mode) of the following Administrative posts in NIFT as per Scope of work attached at **Annexure - III** :-

Sl. No.	Name of post	Number of Posts	Approximate number of applicants to be processed by the agency	Scope of Work
1.	Junior Hindi Translator/Junior Translation Officer	16	517	Scope of Work of all the 05 posts are attached at Annexure – III
2.	Software Engineer	01	22	
3.	Junior Software Engineer	03	34	
4.	MIS Coordinator	16	179	
5.	Senior MIS Coordinator	01	24	
	<b>Total</b>		<b>776</b>	

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## **2. Process of Online Registration & Submission of Bids**

The process of online submission of bids are available on CPP portal i.e. <https://eprocure.gov.in/eprocure/app>

- a) The tender document can be downloaded from the NIFT's official website i.e. [www.nift.ac.in](http://www.nift.ac.in) and also from <https://eprocure.gov.in/eprocure/app>
- b) Applications to this tender will be accepted only through the online mode <https://eprocure.gov.in/eprocure/app>. No other mode of application will be considered and application will not be accepted.
- c) The interested bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and /or are found incomplete in any respect will summarily be rejected.
- d) In case of any further clarification required relating to this tender, the same can be sought from the following officers of NIFT: -
  - **(Query related to Scope of Work) :** -Asst. Director (Estt.) National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi –110016, Phone No. 011-26542011, 011-26542055, 9999003975, Email ID: [establishment2.ho@nift.ac.in](mailto:establishment2.ho@nift.ac.in)
  - **(Query related to Tender Document) :** -Assistant Director (Purchase), National Institute of Fashion Technology, Head Office, Near Gulmohar Park, Hauz Khas, New Delhi – 110016. Phone No. 011-26542071/26542176, 9810136563 and email id : [purchase.ho@nift.ac.in](mailto:purchase.ho@nift.ac.in).

## **3. Selection / Evaluation Criteria:**

The selection of agency will be based as per following terms and conditions: -

- **Technical Bid :** The financial bid will be opened only of those bidders / companies / agencies who will qualify the technical bid as per required document vide clause number '4'.
- **Financial Bid:** Contract may be awarded to the successful bidder who will quote lowest rate (L-1 bidder).

## **4. Documents Required with Bid : -**

Tender shall be accompanied by the relevant documents with Technical Bid (Annexure – I) duly certified by the agency : -

- (i) The proof of annual turnover of the company / agency should be at least Rs. 10 Lakhs (Rupees Ten Lakhs) each year during the last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21 in the form of certificate duly certified by Chartered Accountant.

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- (ii) As per OM No. F9/4/2020-PPD, GOI Ministry of Finance, Deptt. of Expenditure, Bid Securing Declaration is required to be submitted by bidder in lieu of Bid Security / EMD. **(Format attached at Annexure – IV) (Submit scanned copy online).**
- (iii) The bidder must have working experience of conducting offline written examination for recruitment process of at least 3 years in the relevant field and should have provided related services in educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard. **(Submit scan copy of work order / successfully completion certificate online).**
- (iv) Bidder should have conducted 02 similar offline recruitment exams for at least 1000 candidates in each recruitment process during the last three years i.e. from 2019 to 2021 with using paper based / OMR technology. As a proof bidder should submit order copy / work completion certificate of paper based / OMR based work for recruitment process issued by concern department.
- (v) List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during the last 3 years. **(Submit the self-attested scanned list of the clients with their contact person and mobile No. online).**
- (vi) Copy of Registration Certificate in support of GST and PAN No. **(Submit scanned copy online).**
- (vii) The bidder / agency must be a registered firm from concerned authority. (Submit scanned copy of proof of registration).
- (viii) Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per **Annexure-VI.** (Submit scanned copy online).
- (ix) The agency should be ISO certified. **(Submit scanned copy of the same).**
- (x) The agency has operational office in Delhi / NCR. **(Submit scanned copy of proof).**

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED / INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHROIZED PERSON(S).**

#### **5. General Terms & Conditions:**

- 5.1 The selected agency will conduct the written exam for above mentioned 05 posts as per the scope of work & other terms & conditions for approximately 776 applicants. Agencies will quote the per candidate rate for approximately 776 applicants for the said process. Actual payment will be based on the actual number of candidates who appear in the written exam for the recruitment.

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- 5.2 The bidder must enclose adequate documents and if not enclosed, NIFT reserves the right to reject any or all the Bids either fully or partly without assigning any reasons and is not bound to accept the lowest bid. The decision of the NIFT will be final and shall be binding on bidders at any time and at its sole discretion.
- 5.3 Tender shall be submitted in prescribed tender form through online only. The tender shall be liable for rejection if not submitted in the prescribed format.
- 5.4 All the pages of the Tender document should be duly signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions.
- 5.5 Bids received after the specified date and time, due to whatever reason, shall not be considered for bidding.
- 5.6 Conditional Bids / Vague offers shall not be considered.
- 5.7 The losses to the institute which are directly attributable to the agency shall be deducted from the bills / adjusted from the Security deposit.
- 5.8 The tender work awarded is not transferable under any circumstances.
- 5.9 NIFT reserves the right to accept or reject any or all the tenders without assigning any reason.
- 5.10 TDS and other Taxes as applicable will be deducted from bidder / company bills as per Govt. instructions from time to time.
- 5.11 **Relaxation in turn over & Experience:** As per the Govt. of India policy circular No. 1(2)/2016/MA dated 10th March 2016 Provides relaxation to Startups in public procurement on prior experience & Turn over criteria subject to meeting quality and technical specifications.
- 5.12 The L1 bidder / company will be required to submit the Security deposit @ 10% of the work value in the form of Demand Draft / FDR / Bank Guarantee (Copy of Format is enclosed at **Annexure-V**) / Online in favour of NIFT payable at New Delhi. This Security amount must be deposited within 10 days from the date of receipt the work order. No interest shall be paid on the security deposit. Refund of Security deposit will be released after successful completion of works indicated in the Scope of Work.
- 5.13 The date of examination will be mutually decided by NIFT and the party which preferably will be on Sunday / holiday.
- 5.14 Duration of contract for above assignment will be for a period of 6 months from the date of awarding the contract.
- 5.15 The above activities are to be time bound and transparent maintaining absolute confidentiality of the process.

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Page 7

- 5.16 The agency will be responsible for providing information in the legal matters, RTIs, etc.
- 5.17 Agency will have to start working on the recruitment process immediately after receipt of work order. Terms & conditions of work will be discussed mutually with the Agency.

**6. PENALTY:**

Agency will complete the work as per the agreed schedule, Scope of Work and strictly in accordance with the terms and conditions of the tender. A penalty @ 1% of total value of the work value per day subject to maximum of 10% of the total work value for delay will be charged except due to any reasons beyond the control of the Agency (Force Majeure). The Competent Authority of NIFT shall have the sole discretion to waive off such penalty or part of penalty as deems fit, provided further that the Agency provides a satisfactory explanation in writing giving the reasons which caused such delay. In the event of failure to complete the work in the stipulated period, the NIFT reserves the right to get the work done from any other Agency at the risk and cost of the successful agency.

**7. BID VALIDITY:**

Bid submitted by agency shall remain valid for a period of 03 (Three) Months from the date of opening of price bid. The Security Deposit shall be forfeited in case of bidder / company withdraws his bid during the validity period.

**8. TERMS OF PAYMENT:**

The payment will be released after successful completion of recruitment process for respective posts and after receipt of successful completion report from Establishment Department of NIFT-Head Office.

**(Purchase Department)  
NIFT - Head Office**

Encl. As above.

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**TECHNICAL BID for "Hiring of Agency for Conducting Written Test (Offline Mode) of Administrative posts in NIFT"**

1. Name of the Company / Agency :
2. Name of Authorized Person  
(Who signs on the tender document) :
3. Office Address :
4. Phone No. :
5. e-mail address :
6. Mobile No. :

**Eligibility Criteria :-**

<b>S No.</b>	<b>Document to be submitted</b>	<b>Proof Required</b>
1.	The proof of annual turnover of the company / agency should be at least Rs. 10 Lakhs (Rupees Ten Lakhs) each year during the last 03 (three) financial years i.e. 2018-19, 2019-20 & 2020-21 in the form of certificate duly certified by Chartered Accountant.	(Submit Scanned copy online)
2.	As per OM No. F9/4/2020-PPD, GOI Ministry of Finance, Deptt. of Expenditure, Bid Securing Declaration is required to be submitted by bidder in lieu of Bid Security / EMD. <b>(Format attached at Annexure – IV)</b>	(Submit scanned copy online).
3.	The bidder must have working experience of conducting offline written examination for recruitment process of at least 3 years in the relevant field and should have provided related services in educational institutions / University / Government Sector / PSU / Corporate bodies / Private Sector. Bidder shall furnish documentary evidence i.e. work order / successfully completion certificate in this regard	(Submit scan copy of work order / successfully completion certificate online).
4.	Bidder should have conducted 02 similar offline recruitment exams for at least 1000 candidates in each recruitment process during the last three years i.e. from 2019 to 2021 with using paper based / OMR technology. As a proof bidder should submit order copy / work completion certificate of paper based / OMR based work for recruitment process issued by concern department.	(Submit scan copy of work order / successfully completion certificate online).

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5.	List of clients in Educational Institute / University / Government Sector / PSU / Corporate bodies / Private Sector where agency has provided the similar services during the last 3 years.	(Submit the self-attested scanned list of the clients with their contact person and mobile No. online).
6.	Copy of Registration Certificate in support of GST and PAN No.	(Submit scanned copy online).
7.	The bidder / agency must be a registered firm from concerned authority.	(Submit scanned copy of proof of registration).
8.	Declaration on the company / agency letter head that the bidder has not been debarred from participating in tender anywhere in NIFT HO and its Campuses and have not been blacklisted by any Govt. / Semi Govt./ Institute / organization as per <b>Annexure-VI</b> .	(Submit scanned copy online).
9.	The agency should be ISO certified.	(Submit scanned copy of proof online).
10.	The agency has operational office in Delhi / NCR.	(Submit scanned copy of proof).

**ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED / INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).**

Signature of Tenderer :-----

Name of the Authorized Signatory :-----

Name of the Company/Firm :-----

Seal of the Company/Firm :-----

Address :-----

Contact No.:-----

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**PRICE BID for "Hiring of Agency for Conducting Written Test (Offline Mode) of Administrative posts in NIFT"**

**NIFT Head Office GSTIN. - 07AAATN2067J1ZI**

Name of Post	Approximate number of applicants of each post to be processed by the agency	Per candidate rate for conduct of written exam for appx. 776 candidates including social distancing measures as per the Govt. guidelines as given in the Scope of Work attached at Annexure – III (in Rs.)	Taxes in Rs. (if any)	Total Amount (in Rs.) including Taxes
Junior Hindi Translator/Junior Translation Officer	517			
Software Engineer	22			
Junior Software Engineer	34			
MIS Coordinator	179			
Senior MIS Coordinator	24			
<b>Total</b>	<b>776 *</b>			
<b>Total amount including GST in words</b>				

**Please Note :-**

- \* The selected agency will conduct the written exam for above mentioned 05 posts as per the scope of work & other terms & conditions given above for approximately 776 applicants. Accordingly, agencies will quote the per candidate rate for approximately 776 applicants for the said process. Actual payment will be based on the actual number of candidates who appear in the written exam for the recruitment.
- The contract will be awarded to the agency who will quote the overall lowest rate.
- Rates should be quoted in words as well as in figure, if discrepancy is found in words and in figure than rates written in words would be considered.

**Signature:**.....

**Name:**.....

**Designation** .....

**Agency Address:**.....

**Agency Seal:**.....

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**SCOPE OF WORK for "Hiring of Agency for Conducting Written Test (Offline Mode) of Administrative posts in NIFT"**

1. Agency will conduct written test (offline mode) of the following Administrative posts in NIFT : -

Sl. No.	Name of post	Number of Posts	Advertisement No.	Number of applicants to be processed by the agency (Approx.)
(1)	(2)	(3)	(4)	(5)
1.	Junior Hindi Translator/Junior Translation Officer	16	03-2020-Direct Rectt-Contract-JTO	517
2.	Software Engineer	01	02/2020-Direct Rectt-Contract-Software Engineer	22
3.	Junior Software Engineer	03	06/Direct Rectt-Contract/ERP Posts/2019	34
4.	MIS Coordinator	16		179
5.	Senior MIS Coordinator	01	07/Direct Rectt-Contract/MIS Posts/2019	24
	Total			776

2. The selection process for the posts mentioned above at Sl. No. 1 to 4 comprises of Written Exam i.e. Paper-I & Paper-II. The selection process for the post mentioned at Sl. No. 5 comprises Written Exam i.e. Paper-I & Paper-II and Interview. Arrangement of Interview shall be done by NIFT.

3. The advertisements given above as per column (4) may be referred for the Selection Process and eligibility conditions defined for the above posts (copy of advertisements is attached for reference at Annexure VIII).

**4 (a) Application Data Processing**

- To receive database/applications (Hard copy/soft copy) of the candidates from NIFT, Head Office.
- To process the requisite information, from all the application forms and maintain the database of all the applications.
- To screen the applications and provide list of eligible and ineligible candidates with the reasons.
- To generate reports as per the requirement of NIFT, Head Office by maintaining the confidentiality and integrity of the process.
- Sending information via sms / email to candidates regarding conducting of Examination

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**(b) Fixation / Liaisoning with the Test Centre**

- The test will be conducted on a single day.
- To arrange for venues at New Delhi (East, West, North & South Delhi) with facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc. Two to four Centres as required will be planned for the conduct of the written exam for the recruitment. \*
- To detail Centre Superintendents, Invigilators and other staff at the test centre.
- To make all necessary arrangements at New Delhi for conducting of test in a smooth and fair manner.

**(c) Generation of Admit Cards for Written Test**

- To generate and allot unique roll number, test centre for all candidates.
- To design Admit Cards for all provisionally eligible candidates.
- To create portal for uploading of admit cards on the dedicated website with facility for candidates to download their admit cards online.

**(d) Development of Question Papers and Answer Sheets**

- The agency will develop 3-4 sets of question paper and out of which NIFT Authority will decide/select the question paper as per the NIFT's requirement. However, NIFT may develop question papers and will hand over it to agency well in advance enabling to get the print outs accordingly to number of candidates found eligible for Written Test.

Sl. No.	Name of Post	No. of questions for Screening/Q ualifying Test	No. of questions for Technical/Domain Test	Type of questions
1.	Junior Hindi Translator/Junior Translation Officer	60*	60**	Objective MCQ
2.	Software Engineer	60*	60**	
3.	Junior Software Engineer	60*	60**	
4.	Senior MIS Coordinator	100*	100*	
5.	MIS Coordinator	60*	60**	

\* Questions based upon verbal ability / analytical reasoning / numerical ability / General Awareness.

\*\* Questions based upon professional knowledge. The percentage distribution of questions in terms of 'difficulty level' to have a balance mix, comprising of easy, average and tough questions.

• Question booklet Will be bilingual i.e. in Hindi and English.

• Designing and generating OMR Answer Sheets.

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- To print required copies of question paper Part I & Part II as per registration.
- To design and print the required no. of OMR Answer Sheets.
- To make sealed envelopes of question paper booklets.

**(e) Conduct of the Written Test**

- To generate the attendance sheets.
- To position the sealed question paper booklets and answer sheets at the test centre.
- To design and print guidelines for conducting the written test, instructions for invigilators and centre superintendents and to hand over the same to the test centre.
- Sanitized exam centre along with social distancing pattern to be considered for allotment of the candidates at exam centres.
- Sanitization + Thermal scanning of candidates at the time of entrance.
- To organize and conduct written examination simultaneously at the centre/ venue on the same day in two sessions as given below:

Test Name	Session	Timings	Type
Comprehensive Test	Morning	10:00 am to 12:00 Noon	Objective
Professional Aptitude	Afternoon	2:00 pm to 4:00 pm	Subjective

- To retrieve back test materials both used and unused directly from the test centre.

**(f) Post Written Test Activities**

**Result Processing**

- To evaluate the OMR Answer Sheets by scanning.
- Handover the scores of Paper I and Paper II in sealed envelope to NIFT Head Office.
- To provide the results to NIFT in a mutually agreeable format

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**BID SECURING DECLARATIO FORM IN PLACE OF EMD**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To(insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because

I/We

- a) Have withdrawn /modified/ amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid;

or

- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

- (i) fail or reuse to execute the contract, if required,

or

- (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/ we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder ;

or

- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

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**Bank Guarantee Format for Furnishing Security Deposit**

1. In consideration of National Institute of Fashion Technology, having its Head Office at NIFT Campus, Near Gulmohar Park, HauzKhas, New Delhi – 110016

( hereinafter referred to as NIFT which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to-----with its Registered / Head Office at -----(hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a contract by issue of NIFT's Letter of Intent No.-----dated-----and the same having been unequivocally accepted by the contractor resulting in a 'Contract' bearing No.-----dated-----valid at Rs.------(Rupees-----only) for -----and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to Rs.------(Rupees-----value of the contract to NIFT, we -----having its Head Office at shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), do hereby guarantee and undertake to pay NIFT, on demand any and all money payable by the Contractor to the extent of Rs.------(Rupees-----only) as aforesaid at any time upto without any demand reservation contest, recourse for protest Bank shall be conclusive and binding notwithstanding any difference between NIFT and Contractor or any dispute pending before any Court, Tribunal or any other authority.

2. We, the -----Bank undertake not to revoke with guarantee during its currency without previous consent of NIFT and further agree that the guarantee herein contained shall continue to be enforceable till NIFT discharges this guarantee or -----which is earlier.
3. NIFT shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the contract by the Contractor. NIFT shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner and either to enforce or two forbear to enforce any covenants, contained or implied, in the Contract between NIFT and the Contractor or any other course or remedy or security available to NIFT. The Bank shall not be released of its obligations under this guarantee by any exercise by NIFT of its liberty with reference to the matter aforesaid or any of them or by reason of any other acts of omission or commission on the part of NIFT or any other indulgence shown by NIFT or by any other matters or thing whatsoever which under law would , but for this provision have the effect of relieving the Bank.
4. The Bank also agrees that NIFT and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without processing against the Contractor and notwithstanding any security or other guarantee that NIFT may have in relation to the Contractor's liabilities.

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5. This guarantee shall not be affected by any changes in the constitution of Contractor nor shall it be affected by any charges in the constitution of NIFT or by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by absorbing or amalgamated company or concern.
6. Notwithstanding anything contained hereinabove, our liability under this guarantee is restricted to Rs.-  
----- (Rupees-----only) subject to the clause as stated immediately hereafter. This guarantee shall remain in force till.
7. This guarantee shall continue and hold good until it is released by NIFT on the application of the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor has discharged all their obligations under the said Contract and produced a certificate from NIFT's representative certifying the due completion of the work under the said contract and submitted 'No-demand Certificate' provided always that unless extended this guarantee shall remain in force till-----  
----- should it be necessary to extend this guarantee beyond the said date on account of extension being granted by NIFT to the Contractor in respect of completion of works under the said contract or otherwise, we undertake to extend forthwith the period of the guarantee on NIFT's request till such time as may be required by NIFT.
8. We-----Bank shall be discharge of our liability under the guarantee unless a claim is made by NIFT within 3(three) months from the date of expiry of this Bank Guarantee.

---

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

Page 17

**Declaration by Bidder**

1. I ..... Son / Daughter / wife / of  
Sh..... authorized signatory of the agency hereby declare that I am  
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide by them.
3. I declare that neither the agency nor myself are debarred by any of the Govt./ PSU organization /  
NIFT Campuses.
4. The information / documents furnished along with the technical and financial bids are true and  
authentic to the best of my knowledge and belief. I have no objection to NIFT verifying any or all  
the information furnished in this document with the concerned authorities, if necessary. I / we, am  
/ are well aware of the fact that furnishing of any false information / fabricated document would  
lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate  
law.

**Signature the authorized signatory of the agency:** -----

**Name of the Authorized Signatory:** -----

**Name of the Agency:** -----

**Seal of the Agency:** -----

**Address:**-----  
-----  
-----

**Contact No.** -----

**Date:**

**Place:**

---

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

**Tender Acceptance Letter**

(To be given on Firm's Letter Head)

Date:

**Sub.: Acceptance of Terms & Conditions of Tender.**

**Tender Bid No.**

**NAME OF WORK:**

1. I / We have downloaded / obtained the tender document(s) from the above mentioned Websites.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 1 to 39 (including all documents like annexure, schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We certify that all information furnished by me/us our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Bidder, with Official Seal)

---

I accept the above Terms & Conditions

(Full Signature & Stamp of the Tenderer)

## 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.07/ Direct Rectt-Contract/MIS Posts/2019)

Direct Recruitment to the MIS posts 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 through online mode for the following posts 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 Posts*							PWD** (Included in total No. of posts)	Location
		UR	SC	ST	OBC	EWS	Total			
✓ Senior MIS Coordinator	#Level-10 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 <sup>th</sup> CPC	01	-	-	-	-	01	--	Head Office	
✓ MIS Coordinator	#Level-7 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 <sup>th</sup> CPC	08	02	01	04	01	16	01	Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong & Srinagar(J&K)	

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

\*Note : UR – Unreserved, SC – Schedule Caste, ST – Scheduled Tribe, OBC – Other Backward Class, EWS- Economically Weaker Sections, PWD – Person with Disability (PWD\*\* reservation will be lateral – i.e. within the categories of UR, SC, ST, OBC or EWS)

*62* *Advt. No.*

**A. Eligibility Conditions for Direct Recruitment on Contract Basis:**

S.No.	Post Name	Age Limit	Eligibility Criteria for Direct Recruitment on Contract Basis
1.	Senior MIS Coordinator #Level-10 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 <sup>th</sup> CPC	30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	B.Tech.(Computer Science/IT)/ MCA/ M.Sc./MA(IT/Maths/Statistics/Operations Research)/ MBA(Quantitative Analysis) with minimum 03 years work experience in relevant field (data mining and/or data analysis)
2.	MIS Coordinator #Level-7 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 <sup>th</sup> CPC	27 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	B.Tech(Computer Science/IT) / MCA/ M.Sc./MA(Maths/Statistics) with minimum 1 year work experience in relevant field (data mining and/or data analysis)  OR  B.Sc./B.A in any discipline with 03 years' experience working as Data Analyst.

**Note:**

- (i) All Degree/Diplomas prescribed shall be full time course from an institute of national/international repute.
- (ii) Experience shall be post qualification.
- (iii) Preference will be given to candidates possessing combination(s) of prescribed qualification(s) as mentioned above.

**B. AGE RELAXATION: Age relaxation to SC/ST/OBC/PWD shall be as per Govt. of India rules:**

- (i) SC/ST - 05 years; OBC-03 years
- (ii) Age relaxation to PWD candidates: 10 years (15 years for SC/ST and 13 years for OBC). 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 'B' posts to be filled by Direct Recruitment by Selection.

- (iii) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

**C. Roles and Responsibilities:**

S.No.	Post Name	Duties/ Job Responsibilities
1.	Senior MIS Coordinator	<p>Following duties in addition to the duties mentioned for MIS Coordinator,</p> <ul style="list-style-type: none"> <li>• Coordination and reconciliation of data from Campuses</li> <li>• Updation of information on website and other social media platforms</li> <li>• Data generation and reports as required by Establishment, Administration, Heads of departments and Director General.</li> <li>• Analysis and documentation of MIS reports.</li> <li>• Storage and referencing of MIS datasets and reports.</li> </ul>
2.	MIS Coordinator	<ul style="list-style-type: none"> <li>• Coordination of datasets pertaining to: <ul style="list-style-type: none"> <li>(a) Student affairs including placement</li> <li>(b) Faculty management including research</li> <li>(c) Campus infrastructure</li> <li>(d) Projects, consultancies and internships</li> <li>(e) Any other as required by Head Office or Campus Director</li> </ul> </li> <li>• Consolidation of interdepartmental data</li> <li>• Generation of analytical reports and tables</li> <li>• Updation of Campus specific datasets</li> <li>• Preparation of assessments and interpretative reports for use by Directors, Establishment, CCs, SDAC, RICs etc.</li> </ul>

**D. Selection Process:**

- (i) The selection process shall include Written Test and Technical Test.
- (ii) Written Test shall be in two parts i.e. Part-I(Comprehensive Test) and Part-II(Subject related Test).
- (iii) Part-I(Comprehensive Test) shall include General Ability Communication Ability, General Awareness, Analytical Ability, Test of Reasoning, Data Interpretation.
- (iv) Marks obtained in Part-I shall be qualifying marks for evaluation of Part-II. Part-II shall be evaluated only in respect of those candidates who have secured minimum cut-off marks as decided by the Competent Authority in Part-I and shall be called for Technical Test by the Selection Committee.

*SS* *Assm*

E. General Terms and 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 written test.
- c) The appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) Application 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. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar, 2<sup>nd</sup> Floor, NIFT Head Office, Hauz Khas, New Delhi-110016. However, an advance copy may be submitted online before the last date.
- e) 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 of eligibility will be entertained.
- f) The applicants while submitting online application should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.
- g) 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.
- h) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- i) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- j) No TA will be paid to the candidates for attending written test.
- k) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- l) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- m) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.

- n) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- o) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- p) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- q) 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.
- r) 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.
- s) 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.

**F. APPLICATION FEE:**

- a) Fees once paid will not be refunded under any circumstance.
- b) SC/ST/PWD & Women candidate are exempted from payment of application fee.
- c) The application fee is required to be paid online by the General & OBC candidates for the post applied for. The post-wise application fee shall be as given below:

S.No.	Post Name	Application Fee
1.	Senior MIS Coordinator	1000/-
2.	MIS Coordinator	500/-

**G. HOW TO APPLY:**

- a) Online application process will start on NIFT website from **25<sup>th</sup> June, 2019 (9:00 AM) to 16<sup>th</sup> August, 2019 (upto 5:30 PM).**
- b) Interested applicants are requested to apply online in the prescribed format available on Institute's website ([www.nift.ac.in](http://www.nift.ac.in)) uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
  - Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
  - Signature: JPG/PNG file with maximum size of 200 KB.
  - Category Certificate: PDF file with maximum size of 500 KB.
  - Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.

*SL*  
*from now*



- v. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - vi. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- d) Black and White / unclear/ hazy/ doctored / morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of the photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
  - e) Candidate should keep a copy of the online application for their record.
  - f) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute 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](http://www.nift.ac.in).
  - g) Any addendum/ corrigendum shall be posted only on the website of the Institute.
  - h) The candidates are advised to keep watching NIFT website for further updates.

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*SR* *Admission*

25

## 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.06/ Direct Rectt-Contract./ERP Posts/2019)**

### Direct Recruitment to the ERP posts 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 through online mode for the following posts 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 Posts	Location
Assistant Database Administrator	#Level-10 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 <sup>th</sup> CPC	01(UR)	Chennai
Software Engineer	#Level-7 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 <sup>th</sup> CPC	01(UR)	
Junior Software Engineer	#Level-4 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-1, Rs.5200-20200/- + Grade Pay Rs.2400/- as per 6 <sup>th</sup> CPC	03(UR)	

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

#### A. Eligibility Conditions for Direct Recruitment on Contract Basis:

S.No.	Post Name	Age Limit	Eligibility Criteria for Direct Recruitment on Contract Basis
1.	Assistant Database Administrator #Level-10 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 <sup>th</sup> CPC	35 years (No age limit for NIFT employees working on regular or long term contract)	ME /M. Tech / MCA or equivalent  6 years' experience in Database Management/ Software Management & Maintenance/ Management Information System/ Software development. Experience in MS-SQL, ASP .Net framework  Note: If any candidate is having higher qualifications than prescribed, but not having the prescribed minimum qualification, he/she may also be considered
2.	Software Engineer #Level-7 of Pay Matrix as per 7 <sup>th</sup> CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 <sup>th</sup> CPC	30 years (No age limit for NIFT employees working on regular or long term contract)	BE / B.Tech/ BSC (CS/IT) or equivalent  4 years experience in Web Design, Software development, deployment and maintenance. Software Development experience in ASP .Net.html, java script css frame work, bootstrap  Note: If any candidate is having higher qualifications than prescribed, but not having the prescribed minimum

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			qualification, he/she may also be considered
3.	Junior Software Engineer #Level-4 of Pay Matrix as per 7th CPC / PB-1, Rs.5200-20200/- + Grade Pay Rs.2400/- as per 6th CPC	30 years (No age limit for NIFT employees working on regular or long term contract)	BE / B.Tech/ BCA / BSC (CS/ IT) or equivalent  1 years' experience in software development, deployment and maintenance. Development experience in ASP .Net.html, java script css frame work, bootstrap  Note: If any candidate is having higher qualifications than prescribed, but not having the prescribed minimum qualification, he/she may also be considered

**Note:**

- (i) All Degree/Diplomas prescribed shall be full time course from recognized institute.
- (ii) Experience shall be counted post the acquiring of the minimum essential qualification.

**B. AGE RELAXATION:** Age relaxation shall be as per Govt. of India rules.

**C. Roles and Responsibilities:**

S.No.	Post Name	Duties/ Job Responsibilities
4.	Assistant Database Administrator	<ul style="list-style-type: none"> <li>• Installing and upgrading the database server and application tools, Allocating system storage and planning future storage requirements for the database system, Maintaining system security, Controlling and monitoring user access to the database, Monitoring and optimizing the performance of the database.</li> <li>• Planning for back-up and recovery of database information, Maintaining archived data, Backing up and restoring database, Contacting database vendor for technical support, Generating various reports by querying from database as per need.</li> <li>• Training to Stake holders – Implementation, deployment, Monitoring, Support, Co-ordination with stakeholders and documentation.</li> <li>• Any other duties as assigned by the Competent Authority.</li> </ul>
5.	Software Engineer	<ul style="list-style-type: none"> <li>• Identifying the requirement, Analyzing the requirement, Preparation of SRS, Information Programming Skills, Software Design, Software Debugging, Software Testing, Problem Solving.</li> <li>• Any other duties as assigned by the Competent Authority.</li> </ul>
6.	Junior Software Engineer	<ul style="list-style-type: none"> <li>• Analyzing Information, Programming Skills, software Design, Software Debugging, Software Testing, Problem Solving.</li> <li>• Any other duties as assigned by the Competent Authority</li> </ul>

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- D. **Selection Process:** The Selection process will include Written Test(Paper-I-General Aptitude Test) & Technical Test (Paper-II) and interview of the candidates shortlisted by the Screening Committee. The post-wise details of selection procedure is as under:

Post Name	Selection Procedure	Paper-I (General Aptitude Test)- Objective	Paper-II (Technical Test) -Practical
Assistant Database Administrator	Written Test & Technical Test followed by Interview	(100 Marks)	(100 Marks)
Software Engineer	Written & Technical Test		
Junior Software Engineer	Written & Technical Test		

- (i) **Paper-I (General Aptitude Test) - Objective:** The questions will be designed to test the candidate's ability to understand Quantitative and Logical Reasoning.
- (ii) **Paper-II (Technical Test)- Practical:** The questions will be designed to assess the technical competency of the candidates in the relevant field.
- (iii) Paper-II shall be evaluated in respect of only those candidates who attain the minimum qualifying standards in Paper-I as may be fixed at the discretion of the Competent Authority.

E. **General Terms and 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 written test.
- c) The appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) Application 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. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar, 2<sup>nd</sup> Floor, NIFT Head Office, Hauz Khas, Near Gulmohar Park, New Delhi-110016. However, an advance copy may be submitted online before the last date.
- e) 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 of eligibility will be entertained.

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- f) The applicants while submitting online application, should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.
- g) 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.
- h) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications..
- i) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- j) No TA will be paid to the candidates for attending written/technical test.
- k) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- l) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- m) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.
- n) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- o) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- p) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- q) 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.
- r) 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.
- s) 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.

**F. APPLICATION FEE:**

- a) Fees once paid will not be refunded under any circumstance.
- b) SC/ST/PWD & Women candidate are exempted from payment of application fee.

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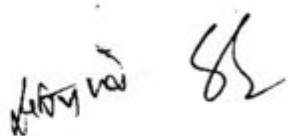
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- c) The application fee is required to be paid online by the General & OBC candidates for the post applied for. The post-wise application fee shall be as given below:

S.No.	Post Name	Application Fee
1.	Assistant Database Administrator	1000/-
2.	Software Engineer	500/-
3.	Junior Software Engineer	

G. **HOW TO APPLY:**

- a) Online application process will start on NIFT website from **21<sup>st</sup> June' 2019 (9:00 AM) to 16<sup>th</sup> August, 2019 (upto 05:30 PM)**.
- b) Interested applicants are requested to apply online in the prescribed format available on Institute's website ([www.nift.ac.in](http://www.nift.ac.in)) uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
- Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
  - Signature: JPG/PNG file with maximum size of 200 KB.
  - Category Certificate: PDF file with maximum size of 500 KB.
  - Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- d) Black and White / unclear/ hazy/ doctored / morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of the photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
- e) Candidate should keep a copy of the online application for their record.
- f) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute 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](http://www.nift.ac.in).
- g) Any addendum/ corrigendum shall be posted only on the website of the Institute.
- h) The candidates are advised to keep watching NIFT website for further updates.

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**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.03-2020-Direct Rectt-Contract-JTO**

**Direct Recruitment on Contract Basis - Junior Translation Officer**

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 through online mode for the following posts 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 Posts*							Location
		UR	SC	ST	OBC	EWS	Total	PWD** (included in total No. of posts)	
Junior Translation Officer	#Level-6 of Pay Matrix	08	02	01	04	01	16	02	01 each in campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong & Head Office,

\* Number of posts may vary.

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

\*Note : UR – Unreserved, SC – Schedule Caste, ST – Scheduled Tribe, OBC – Other Backward Class, EWS- Economically Weaker Sections, PWD – Person with Disability (PWD\*\* reservation will be lateral – i.e. within the categories of UR, SC, ST, OBC and EWS)

**A. Eligibility Conditions:**

S.No.	Post Name	Method of Recruitment	Age Limit	Eligibility Criteria
1.	Junior Translation Officer #Level-6 of Pay Matrix	Direct Recruitment on Contract	30 years as on the last date for receipt of applications.  No age limit for NIFT employees working on regular or long-term contract.	<b>Essential Qualification:</b> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree level. <b>OR</b> Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree level. <b>OR</b> Master's Degree of a recognized University in any

			Age is relaxable as per GOI rules	<p>subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the Degree level.</p> <p><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English , with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree level.</p> <p><b>AND</b></p> <p>Recognized Diploma or Certificate course in translation form Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office , including Government of India Undertaking.</p>
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\* **Note:** Experience shall be counted post the acquiring of the minimum essential qualification.

B. **AGE RELAXATION:** Age relaxation as per Govt. of India rules:

- (i) SC/ST - 05 years; OBC-03 years
- (ii) Age relaxation to PWD candidates: 10 years (15 years for SC/ST and 13 years for OBC). 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 'B' posts to be filled by Direct Recruitment by Selection.
- (iii) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

C. **Selection Process:**

S.No.	Post Name	Selection Process									
1.	Junior Translation Officer #Level-6 of Pay Matrix	<p>Selection shall be on the basis of the performance in the written test.</p> <p>The written test will consist of two papers – Paper-I and Paper-II as per details given below:</p> <p><b>Paper-I:</b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Subjects</th> <th>Marks</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>General Hindi</td> <td>100</td> <td>Objective</td> </tr> <tr> <td>General English</td> <td>100</td> <td>Objective</td> </tr> </tbody> </table>	Subjects	Marks	Type	General Hindi	100	Objective	General English	100	Objective
Subjects	Marks	Type									
General Hindi	100	Objective									
General English	100	Objective									



		<p>The question will be designed to test the candidates' understanding of the language and literature, correct use of words, phrases and idioms, Ability to write the languages correctly, precisely and effectively. The questions will be of degree level.</p> <p><b>Paper-II</b> shall be evaluated in respect of only those candidates, who attain the minimum qualifying standard in Paper-I as may be fixed at the discretion of the Competent Authority.</p> <p><b>Paper-II:</b> Translation and Essay: 200 Marks (Conventional Type)</p> <p>The paper will contain two passages for translation – one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.</p> <p>Candidates will be shortlisted on the basis of their performance in Paper-I &amp; Paper-II of the examination only.</p>
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**D. General Terms and 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 written test.
- c) The appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) **The candidates who had applied for the post of Junior Hindi Translator(now re-designated as Junior Translation Officer) against earlier NIFT Advertisement No. 01/Junior Hindi Translator/Contract/2019 need not apply again as their candidature shall be considered as per eligibility conditions of the instant advertisement.**
- e) Application 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. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar, 2<sup>nd</sup> Floor, NIFT Head Office, Hauz Khas, New Delhi-110016. However, an advance copy may be submitted online before the last date.
- f) 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 of eligibility will be entertained.
- g) The applicants while submitting online application should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.

- h) 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.
- i) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- j) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- k) No TA will be paid to the candidates for attending written test.
- l) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- m) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- n) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.
- o) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- p) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- q) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- r) 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.
- s) 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.
- t) 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.

E. **APPLICATION FEE:**

- a) Fees once paid will not be refunded under any circumstance.
- b) SC/ST/PWD & Women candidate are exempted from payment of application fee.
- c) The application fee of Rs.500/- is required to be paid online by the General, EWS & OBC candidates for the post applied for

F. **HOW TO APPLY:**

- a) Online application process will start on NIFT website from **15<sup>th</sup> June, 2020 (9:00 AM) to 10<sup>th</sup> August, 2020 (upto 5:30 PM).**

- b) Interested applicants are required to apply online in the prescribed format available on Institute's website ([www.nift.ac.in](http://www.nift.ac.in)) uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
- i. Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
  - ii. Signature: JPG/PNG file with maximum size of 200 KB.
  - iii. Category Certificate: PDF file with maximum size of 500 KB.
  - iv. Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - v. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - vi. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- d) Black and White / unclear/ hazy/ doctored / morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of the photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
- e) Candidate should keep a copy of the online application for their record.
- f) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute 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](http://www.nift.ac.in).
- g) Any addendum/ corrigendum shall be posted only on the website of the Institute.
- h) The candidates are advised to keep watching NIFT website for further updates.

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**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.02/2020-Direct Recdt-Contract-Software Engineer)**

**Direct Recruitment on Contract Basis to the post of Software Engineer**

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 **online** applications from Indian nationals 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
✓ Software Engineer	#Level-7(7 <sup>th</sup> CPC) / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/-(6 <sup>th</sup> CPC)	01-UR*	Chennai

\* UR-Un-Reserved

#(Gross salary includes Basic Pay+ Allowances i.e. Dearness Allowance, Transport Allowance & HRA at rates prescribed by the Central Government from time to time).

**A. Eligibility Conditions for Direct Recruitment on Contract Basis:**

S.No.	Post Name	Age Limit	Eligibility Criteria for Direct Recruitment on Contract Basis
1.	Software Engineer	30 Years (No age limit for NIFT employees working on regular or long term contract).	BE/B.Tech/BSC(CS/IT) or equivalent  4 years experience in Web Design, Software development, development and maintenance. Software Development experience in ASP.Net.html, java script, css frame work, bootstrap  Note: If any candidate is having higher qualifications than prescribed, but not having the prescribed minimum qualification, he/she may also be considered.

**B. AGE RELAXATION: Age relaxation shall be as per Govt. of India rules wherever applicable:**

- (i) SC/ST - 05 years; OBC-03 years
- (ii) Age relaxation to PWD candidates: 10 years (15 years for SC/ST and 13 years for OBC). 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 'B' posts to be filled by Direct Recruitment by Selection.

- (iii) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

C. **Roles and Responsibilities:**

S.No.	Post Name	Duties/ Job Responsibilities
1.	Software Engineer	<ul style="list-style-type: none"> <li>Identifying the requirement, Analyzing the requirement, Preparation of SRS, Information Programming Skills, Software Design, Software Debugging, Software Testing, Problem Solving.</li> <li>Any other duties as assigned by the Competent Authority.</li> </ul>

- D. **Selection Process:** The Selection process will include Written Test(Paper-I-General Aptitude Test) & Technical Test (Paper-II) of the candidates shortlisted by the Screening Committee as per detailed below:

Post Name	Selection Procedure	Paper-I (General Aptitude Test)- Objective	Paper-II (Technical Test) - Practical
Software Engineer	Written & Technical Test	(100 Marks)	(100 Marks)

- (i) **Paper-I (General Aptitude Test) - Objective:** The questions will be designed to test the candidate's ability to understand Quantitative and Logical Reasoning.
- (ii) **Paper-II (Technical Test) - Practical:** The questions will be designed to assess the technical competency of the candidates in the relevant field.
- (iii) Paper-II shall be evaluated in respect of only those candidates who attain the minimum qualifying standards in Paper-I as may be fixed at the discretion of the Competent Authority.

E. **General Terms and 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 written test.
- c) The appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) **The candidates who had applied for the post of Software Engineer against earlier NIFT Advertisement No. 06/Direct Recrtt-Contract/ERP Posts/2019 need not apply again as their candidature shall be considered against the said advertisement subject to their eligibility.**
- e) Application 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. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar,

2<sup>nd</sup> Floor, NIFT Head Office, Hauz Khas, New Delhi-110016. However, an advance copy may be submitted online before the last date.

- f) 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 of eligibility will be entertained.
- g) The applicants while submitting online application should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.
- h) 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.
- i) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- j) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- k) No TA will be paid to the candidates for attending written/technical test.
- l) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- m) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- n) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.
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- b) SC/ST/PWD & Women candidates are exempted from payment of application fee.
- c) The application fee of Rs.500/- is required to be paid online by the General, EWS & OBC candidates for the post applied for:

G. **HOW TO APPLY:**

- a) Online application process will start on NIFT website from **15<sup>th</sup> January, 2020 (9:00 AM) to 13<sup>th</sup> March, 2020 (upto 5:30 PM)**.
- b) Interested applicants can apply only online through the link provided on Institute's website ([www.nift.ac.in](http://www.nift.ac.in)) with uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
  - i. Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
  - ii. Signature: JPG/PNG file with maximum size of 200 KB.
  - iii. Category Certificate: PDF file with maximum size of 500 KB.
  - iv. Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - v. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
  - vi. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
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- h) The candidates are advised to keep watching NIFT website for further updates.

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39