

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

No.1225(1)/NIFT/HO/Estt-II/Creation of MIS Cadre/2018

16.01.2018


OFFICE MEMORANDUM

Subject: Creation of MIS Cadre

The Board of Governors, NIFT in it's 39th meeting held on 11.12.2017 has ratified the approval of the Standing Committee of Board on Establishment Matters(24th Meeting dated 02.12.2017) for creation of MIS Cadre with following posts:

- (i) At NIFT Head Office : 01 post of Senior MIS Coordinator (Level-10)
- (ii) At each NIFT Campus : 01 post of MIS Coordinator (Level-7)

2. The relevant details are annexed.


(Simesh Verma)
Registrar
ABR

Encl.: a/a

Copy to:

1. All Campus Directors
2. CVO, NIFT
3. Director(Admn)
4. Director(F&A)
5. Dean(A)
6. Director(IT) - with a request to upload the OM on the NIFT's website.
7. Notice Board
8. Guard File

Creation of MIS Cadre and Selection Process

1. The MIS cadre has been created with following two types of posts:

- 1.1 Senior MIS Coordinator – for Head Office
- 1.2 MIS Coordinator – one each for NIFT Campuses

2. The job description shall be as follows:

2.1 MIS Coordinator(for each NIFT Campus):

- Coordination of datasets pertaining to:
 - (a) Student affairs including placement
 - (b) Faculty management including research
 - (c) Campus infrastructure
 - (d) Projects, consultancies and internships
 - (e) Any other as required by Head Office or Campus Director
- Consolidation of interdepartmental data
- Generation of analytical reports and tables
- Updation of Campus specific datasets
- Preparation of assessments and interpretative reports for use by Directors, Establishment, CCs, SDAC, RICs etc.

2.2 Senior MIS Coordinator(for Head Office):

- In addition to the above,
- Coordination and reconciliation of data from Campuses
 - Updation of information on website and other social media platforms
 - Data generation and reports as required by Establishment, Administration, Heads of departments and Director General.
 - Analysis and documentation of MIS reports.
 - Storage and referencing of MIS datasets and reports.

3. The relevant details for the posts of Senior MIS Coordinator and MIS Coordinator shall be as follows:

Sl. No.	Name of the Post/ Location	Pay Scale	Essential Qualifications and Experience	Desirable	Age Limit
3.1	Senior MIS Coordinator at NIFT Head Office	PB-3 Rs.15600-39100/- +GP Rs.5400/- (Level-10, as per 7 th CPC)	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)	<ul style="list-style-type: none"> • Excellent analytical skills • Proficiency in report generation and documentation skills • Knowledge of latest relevant software, especially, reporting tools • Working knowledge of large database reporting • Result-oriented approach • Capability to work 	30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

Handwritten signatures and initials: *Handwritten*, *SA*, *MS*

Sl. No.	Name of the Post/ Location	Pay Scale	Essential Qualifications and Experience	Desirable	Age Limit
				efficiently in a team as well as independently • Good communication skill	
3.2	MIS Coordinator (01 at each NIFT Campus)	9300-34800/- +GP Rs.4600/- (Level-7 as per 7 th CPC)	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.	• Proficiency in data analysis and documentation • Knowledge of report generation tools • Capability to deliver work efficiently and in time • Good communication skill	27 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

Note:

- (a) Age will be relaxable SC/ ST/ OBC candidates as per Government of India instructions.
(b) All Degree/Diplomas prescribed shall be full time course from an institute of national/international repute.
(c) Experience shall be post qualification.
(d) Preference will be given to candidates possessing combination(s) of prescribed qualification(s) as mentioned above.

4. Procedure / process of Recruitment and Selection:

4.1 Notification: The post shall be advertised in leading national dailies (one each in English/ Hindi)/ Employment News/ NIFT Website as decided by the DG, NIFT.

4.2 Screening of applications: DG – NIFT shall constitute a Screening Committee to screen the applications for the post of Senior MIS Coordinator and MIS Coordinator comprising the following:

- i. Registrar/Deputy Director(Establishment)
- ii. **Director-IT/Head-IT/External Expert**
- iii. DG's nominee
- iv. SC / ST/ OBC / *Minority representative*

4.3 Quorum: Shall be SC/ ST/ OBC/ Minority representative and one other member of screening committee.

4.4 The Screening Committee shall scrutinize the applications and shortlist candidates for presentation/ technical test as applicable by following the process as laid down hereunder:

Handwritten signatures and initials

4.5 Selection Procedure:

Mode of Appointment	Screening Process	Selection Process
Direct Recruitment (Regular/Contract) The contract appointee may be regularized after 05 years on the recommendations of the Selection Committee	Comprehensive Test: • Part I (maximum 50 marks) - General Ability, Communication Ability, General Awareness, Analytical Ability, Test of Reasoning, Data Interpretation • Part II (maximum 50 marks) - Subject related test	The eligible candidates shortlisted by the Screening Committee based on their performance in written test shall be called for Technical Test by the Selection Committee. The weightage for written test(Part-II) shall be 60% and 40% for Technical Test to prepare the merit list.

Note:

- i. 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. Marks obtained in Part-II shall carry a weightage of 60% to be considered by the Selection Committee in addition to the performance of the candidate in Technical Test.

4.6 The Selection Committees for direct recruitment to the posts covered under the Rules shall be constituted by DG-NIFT, as under:

S. No.	Designation and Pay Level	Composition of Selection Committee for Direct Recruitment
i.	Senior MIS Coordinator PB-3 Rs.15600-39100/-+GP Rs.5400/- (Level-10 as per 7 th CPC)	i. Director General – Chairman ii. One Member of the Board iii. Two Experts iv. One Director to be nominated by Director General
ii.	MIS Coordinator PB-2 Rs.9300-34800/-+GP Rs.4600/- (Level-7 as per 7 th CPC)	i. Director General – Chairman ii. Two Directors to be nominated by Director General iii. One Expert

4.6.1 **Quorum:** For the meeting of the Selection Committees shall be half of the total number of members of the Selection Committee including chairman and one expert at least.

4.6.2 A member from Scheduled Caste/Scheduled Tribe/OBC community of appropriate level shall be nominated on the Selection Committee in case a candidate belonging to any of these categories is under consideration.

5. Appointing Authority:

In accordance with Section 23 of the Act, the appointment to the post of Senior MIS Coordinator and MIS Coordinator shall be made by the BOG-NIFT and DG-NIFT respectively.

6. Probation:

Person appointed to the posts of Senior MIS Coordinator and MIS Coordinator shall be on probation for a period of one year, provided that the Appointing Authority may extend or curtail the period of probation.

Handwritten signatures and initials: