

NATIONAL INSTITUTE OF FASHION TECHNOLOGY.
(A Statutory Institute governed by the NIFT Act 2006)
(Ministry of Textiles, Government of India)
M.P. Bhoj Open University, NIFT Block, Kolar Road, Bhopal - 462016

RECRUITMENT ON SHORT TERM CONTRACT BASIS

NIFT, set up by Ministry of Textiles, Govt of India is a statutory institute governed by NIFT Act, 2006 invites applications for the post of **Executive Assistant / Project Associate** for **NIFT – ETIDI Project** under Twinning Agreement to be filled on short term contract basis for Bhopal Campus. **The last date for receipt of application has been extended up to 06/11/2016 .**

Sr No	Name of the Post	Consolidated Monthly Salary	Mode of Appointment	Nos of Post	Vacancy Location
1	Executive Assistant / Project Associate	Rs. 25000 to 35000	Short term contract	1	NIFT Bhopal

Eligibility conditions and Job Responsibilities

Sr No	Name of the post	Essential Qualification	Experience	Job Responsibility
1	Executive Assistant / Project Associate	Graduate / Post Graduate from NIFT in the areas of B.F.Tech / M.F.Tech	Preferably experience of 2-3 years in Garment Industry with domain knowledge of plant layout , factory set up , Industrial / workplace engineering etc.	<ol style="list-style-type: none"> 1. Co-ordination and implementation of MDP Programmes under NIFT – ETIDI Project. 2. Documentation of Project activities. 3. Preparation of training modules. 4. Secretarial assistance to Project Director for activity planning, Implementation, Communication, Documentation etc related to ETIDI Project.

IMPORTANT INSTRUCTIONS

1. **Interested and eligible candidates may forward their detailed CVs along with the scanned copy of recent passport size photograph to Prof. Sameer Sood, Project Director, NIFT – ETIDI Project at director.projectETIDI@nift.ac.in on or before 06/11/2016 .**

2. NIFT reserves the rights to fill or not to fill the position advertised or postpone the recruitment process of the same.
3. The candidate should ensure that they fulfill the eligibility requirements (qualifications / experience etc.)
4. Scrutiny of CVs will be done to ascertain the eligibility and suitability of the candidates and only shortlisted candidates will be considered / called for the further selection process / interview.
5. The candidates called for the further selection process / interview, are required to bring originals of the educational information .
6. If required, intimation / information regarding interview etc. shall be sent to the emails of the candidates.
