



**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, भोपाल**  
(कस्त्र मंत्रालय, भारत सरकार द्वारा स्थापित एवं निफ्ट अधिनियम, 2006 के तहत एक सांविधिक निकाय)  
**NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHOPAL**  
(A Statutory Institute governed by the NIFT Act 2006)  
(Ministry of Textiles, Government of India)  
Website: <https://nift.ac.in/bhopal/careers>

**Advt. No. 13102(25)/Estt./Rectt. of C&D Grp. Emp./09 (Vol-III)**

**संविदा आधार पर समूह 'ग' के लिए सीधी भर्तियां**

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (निफ्ट), भोपाल निम्नलिखित पदों के लिए 03 वर्ष के दीर्घकालीन संविदा के आधार पर सीधी भर्ती हेतु भारतीय नागरिकों से आवेदन आमंत्रित करता है। आवेदन प्राप्ति की अंतिम तिथि 30.10.2021 है:-

क्र. सं.	पदों के नाम	सातवें वेतनमान आयोग के अनुसार वेतनमान [Equivalent PB & GP in 6 <sup>th</sup> CPC]	पदों की संख्या					
			अं.ा.	अनु. जाति	अनु. जजाति	अ.पि.व.	ई.डब्ल्यू.एस	कुल पद
1.	सहायक वार्डन (महिला एवं जो संस्थान में रह सके)	वेतनमान-4 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 2400/-)	01	-	-	-	-	01
2.	नर्स (महिला को प्राथमिकता एवं जो संस्थान में रह सके)	वेतनमान-4 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 2400/-)	01	-	-	-	-	01
3.	सहायक (प्रशासनिक)	वेतनमान-4 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 2400/-)	04	-	-	-	-	04
4.	सहायक (वित्त एवं लेखा)	वेतनमान-4 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 2400/-)	01	-	-	-	-	01
5.	कनिष्ठ सहायक	वेतनमान-2 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 1900/-)	06	-	-	01*	-	07
6.	पुस्तकालय सहायक	वेतनमान-2 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 1900/-)	01	-	-	-	-	01
7.	प्रयोगशाला सहायक- योग्यता C1-02 संख्या योग्यता C2-01 संख्या योग्यता E-02 संख्या योग्यता G-01 संख्या	वेतनमान-2 (6 <sup>th</sup> CPC: PB-1, ₹ 5200-20200/- + GP ₹ 1900/-)	05	-	-	01	-	06

\* आंतरिक पदोन्नति के अधीन भरे जाएंगे।

उपरोक्त पद के विवरण के साथ आवेदन पत्र जैसे निर्देश, पात्रता मानदंड, प्रक्रिया और आवेदन जमा करने के लिए अन्य नियम और शर्तें हमारी वेबसाइट <https://nift.ac.in/bhopal/careers> पर उपलब्ध हैं। आवेदन निर्धारित प्रारूप में "संयुक्त निदेशक, राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, निफ्ट ब्लॉक, म.प्र. भोज (मुक्त) विश्वविद्यालय परिसर, कोलार रोड, भोपाल-462016 (म.प्र.)" को संबोधित किया जाना चाहिए। आवेदन प्राप्त करने की अंतिम तिथि शनिवार, 30 अक्टूबर, 2021 शाम 05.00 बजे तक है। लिफाफे के ऊपर "निफ्ट भोपाल में \_\_\_\_\_ के पद के लिए आवेदन" लिखा होना चाहिए।

(नोट: प्रयोगशाला सहायक आवेदक भी योग्यता का उल्लेख करें जिस पद के लिए आवेदन कर रहे हैं)। डाक/कोरियर या किसी अन्य कारण से देरी के कारण अंतिम तिथि के बाद प्राप्त आवेदन पत्र पर विचार नहीं किया जाएगा और अस्वीकार कर दिया जाएगा। निफ्ट भोपाल बिना कोई कारण बताए उपरोक्त विज्ञापन को रद्द करने, संशोधित करने या बदलने का अधिकार सुरक्षित रखता है।

**संयुक्त निदेशक**  
**निफ्ट भोपाल**

## **Important Instructions**

Candidates should read the instructions and conditions carefully, before applying.

### **How to apply: -**

Application forms can be downloaded from our website (<https://nift.ac.in/bhopal/careers>). Interested candidates may send their applications in the prescribed application form addressed to **The Joint Director, National Institute of Fashion Technology, NIFT Block, MP Bhoj Open University Campus, Kolar Road, Bhopal – 462016 Madhya Pradesh** and superscribed with "**Application for the post of (Name of the post applied for) at NIFT Bhopal**" on the envelope (**Note: *Lab. Assistant applicants to also mention the competency for which applying***). The last date of receipt of application is **30<sup>th</sup> October, 2021 (Saturday) up to 05:00 pm.**

1. Self-attested copies of certificates and testimonials in proof of age / educational qualifications / caste / experience etc. should be attached with the application form.
2. The date and venue of the written test/ skill or competency test shall be informed later on website and will be intimated to short listed candidates only.
3. Age relaxation will be given as per the Govt. of India rules.

1) **Eligibility Criteria:**

S. No.	Particulars	Details
1.	Name of the Post	<b>Assistant Warden (Female)</b>
2.	Level in the Pay Matrix	Pay Level 4 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
3.	Educational Qualifications & Experience:	I. Graduate from a recognized University/ Institution. II. One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.

S. No.	Particulars	Details
1	Name of the Post	<b>Nurse</b>
2	Level in the Pay Matrix	Pay Level 4 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
3	Educational Qualifications & Experience:	i.) B.Sc (Hons) in Nursing from a recognized University or Institute/Regular course in B.Sc. Nursing from a recognized University or Institute/Post Basic B.Sc. (Nursing) from recognised University of Institute. ii) Registered as Nurse or and midwifery (RN or RN and RM) with State Nursing Council. iii) Six months experience in minimum fifty (50) bedded hospital after acquiring the educational qualification mention above. OR i) Diploma in General Nursing and midwifery from a recognized Board or Council. ii) Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council. iii) Two and half years (2½ years) experience in minimum fifty (50) bedded hospital after acquiring the educational qualification mention above.
4	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.

S. No.	Particulars	Details
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1.	Name of the Post	<b>Assistant -Administration</b>
2.	Level in the Pay Matrix	Pay Level 4 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
3.	Educational Qualifications & Experience:	i) Graduate from a recognized University/ Institution. ii) At least 2 years' experience in Administration. iii) Typing speed of at least 40 wpm in English/ Hindi.
4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.

S. No.	Particulars	Details
1.	Name of the Post	<b>Assistant -Finance &amp; Accounts</b>
2.	Level in the Pay Matrix	Pay Level 4 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
3.	Educational Qualifications & Experience:	i) Bachelor's Degree in Commerce from recognized University/ Institution with two years' experience in Finance and Accounts matters. OR ii) Master's Degree in Commerce from recognized University/ Institution with one year experience in Finance and Accounts Matters. ii) Working Knowledge of Accounting Software.
4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.

S. No.	Particulars	Details
1.	Name of the Post	<b>Junior Assistant</b>
2.	Level in the Pay Matrix	Pay Level 2 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
3.	Educational Qualifications & Experience:	i) Passed 10+2 examination from a Board or its equivalent recognized by the Government. ii) A typing speed of 30 w.p.m in English or 25 w.p.m. in Hindi iii) Computer proficiency, which includes: a) Competency in MS Word/ applicable software for written/mail correspondence. b) Competency in management of mail accounts c) Competency in retrieving information through search applications iv) Candidates who have done diploma in Computers shall be given preferential weightage.

4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.
<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Post	<b>Library Assistant</b>
2.	Level in the Pay Matrix	Pay Level 2 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
3.	Educational Qualifications & Experience:	i) Graduate from a recognized university/ Institution with diploma in Library Science OR ii) Bachelor's Degree in Library Science from recognized University / Institution. iii) At least one year working experience in a well-established Library.
4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.
<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Post	<b>Lab Assistants</b> ( <i>Competency- C1, C2, E &amp; G</i> )
2.	Level in the Pay Matrix	Pay Level-2 (6 <sup>th</sup> CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
3.	Educational Qualifications & Experience	<b>As per Annexure-I</b>
4.	Age Limit (as on closing date):	27 years Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.

\* **Note:** Experience shall be counted post the acquiring of the minimum essential qualification.

EDUCATIONAL QUALIFICATION AND EXPERIENCE FOR LAB ASSISTANTS.

Competency	Education Qualification	Professional Qualification	Work Experience
<b>Competency C1</b>	10th or above	<p>Full time two year Diploma / certificate after 10th (NSQF level 4 or 5) from any Govt. recognised institute/ ITI in Additive Manufacturing Technician / turner / fitter-machinist.</p> <p style="text-align: center;">OR</p> <p>Full time one year certificate (NSQF level 3 or 4) from any Govt. recognised institute / ITI in Leather Goods maker / carpentry.</p>	<p>Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) and 6 years of experience (for NSQF level 3) in the relevant/ related field with Operational knowledge of general workshop machinery i.e. lathe, milling wood working machinery, thermoforming, injection moulding, metal casting, added advantage with experience in CNC machines.</p> <p style="text-align: center;">OR</p> <p>Skill of pattern making and construction, components, costing, processes materials in leather goods industry.</p> <p style="text-align: center;">OR</p> <p>Skill of furniture making, handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p>
<b>Competency C2</b>	10 <sup>th</sup> or above	<p>Full time one year or two year Diploma/certificate after 10th (NSQF level 4 or 5) from any Govt. recognised institute / ITI in the trade of Jewel Smith.</p>	<p>Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant/ related field with hands on experience in jewellery and silverware making; knowledge of handicrafts and cast gold &amp; studded jewellery making, master making &amp; related materials, processes and understanding of materials, processes, equipment, tools &amp; machinery.</p>
<b>Competency E</b>	10th or above	<p>Full time three years Diploma after 10th from Govt. recognised Institute / IIHT in Handloom &amp; Textile Technology.</p> <p style="text-align: center;">OR</p> <p>Full time two years Diploma after 10<sup>th</sup> (NSQF level 5) from Govt. recognised Institute / ITI in</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10<sup>th</sup>), 4 years of experience (for 2 years diploma after 10<sup>th</sup>) and 6 of experience (for NSQF level 3) in weaving preparation, weaving on table top loom, dobby and jacquard with electronic harness, Computerised Automatic Sample Loom etc.</p>

		<p>Weaving Technician / Textile wet Processing Technician.</p> <p>OR</p> <p>Full time one year certificate after 10<sup>th</sup> (NSQF level 3) from any Govt. recognised institute / ITI in Weaving Technician for Silk &amp; Woollen Fabrics.</p>	<p>AND/OR</p> <p>Dyeing and printing with knowledge and skill of dyeing of yarn and fabric using natural and synthetic dyes and different styles and types of Printing of Textiles.</p> <p>AND / OR</p> <p>An accredited lab with knowledge and skill to conduct standard textile testing procedures of fibre, yarn and fabric.</p>
<b>Competency G</b>	10th or above	<p>Full time one year or two year Diploma / certificate after 10<sup>th</sup> or 12<sup>th</sup> (NSQF level 4 or 5) from any Govt. recognised institute / ITI in Information &amp; Communication Technology System Maintenance / Desktop Publishing Operator / Multimedia Animation &amp; Special Effects / Data Entry Operator / Database System Assistant.</p> <p>OR</p> <p>Full time three year Diploma after 10<sup>th</sup> from any Govt. recognised institute / polytechnic in computer application or similar.</p> <p>OR</p> <p>NIELIT 'O' level course (NSQF level 5) of DOEACC Scheme after 12th education.</p>	<p>Post-qualification 4 years of experience (for NSQF level 5 and DOEACC level 'O') and 5 years of experience (for NSQF level 4) and 3 years of experience (for three year diploma after 10<sup>th</sup>) in a reputed organisation / educational Institute for I.T. lab management (including software installation, networking and basic problem solving) and should essentially have the proficiency in MS Office / video conferencing / browsing applications.</p>

**General Terms and Conditions:**

- 1) The applicant must be a citizen of India.
- 2) Application should be sent in a cover superscripted "**Application for the post of (Name of the post applied for) at NIFT Bhopal**"
- 3) **Lab. Assistant applicants to also mention the competency for which applying**, incomplete application without the competency will be rejected.
- 4) **Incomplete/unsigned applications and applications received without fee/photograph/certified copies of required certificates such as educational qualifications, caste/community etc. and those received after the prescribed last date for receipt of application, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard**
- 5) Wrong declarations / submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 6) Selection shall be on the basis of the performance in the written/skill or competency test or both. Scheme of written / skill or competency test and selection procedure shall be notified separately on NIFT Bhopal website.
- 7) The minimum age would be 18 years.
- 8) A person seeking appointment on the basis of reservation to OBC (NCL) CENTRAL LIST must ensure that he / she possesses the caste / community certificate (applicable for Central list only) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of application.
- 9) The list of eligible candidates, shortlisted by the Screening Committee based on the documents submitted by them in terms of eligibility criteria i.e. Educational Qualification and Experience, or Any addendum / corrigendum shall be posted only on the website of the Institute shall be uploaded on [www.nift.ac.in/bhopal/career](http://www.nift.ac.in/bhopal/career) .
- 10) Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for test. No correspondence will be entertained from the applicant before the selection. The decision of the Institute would be final.
- 11) NIFT reserves the right to cancel the whole process of Recruitment at any stage without assigning any reason.



- 12) The Institute reserves the right to consider candidates for selection by suitable selection procedure and at its discretion may conduct written test /skill or competency test for above posts to select the candidates on the basis of merit.
- 13) NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
- 14) Candidate should keep a copy of the application form for their record.
- 15) 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.
- 16) Any addendum / corrigendum shall be posted only on the website of the Institute.
- 17) The candidates are advised to keep watching NIFT Bhopal website for further updates.
- 18) 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/skill or competency test.
- 19) Candidates will be considered only for the posts applied for. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application with application fee, if applicable, must be submitted for each post.
- 20) 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, along-with all required documents should be forwarded to the **Joint Director, NIFT Block, Madhya Pradesh Bhoj (Open) University Campus, Kolar Road, Bhopal -462 016, Madhya Pradesh**. However, an advance copy may be submitted before the last date.
- 21) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. **They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.**
- 22) The applicants while submitting the 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.

- 23) If any document / certificate furnished are in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- 24) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- 25) No TA / DA will be paid to the candidates for attending written test / skill or competency test.
- 26) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- 27) 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.
- 28) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test/ skill or competency test will be final and binding on the candidates.
- 29) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 30) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 31) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- 32) 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.
- 33) 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.
- 34) For availing the benefits of Other Backward Classes & EWS, the candidate would be required to produce the latest Non-creamy layer certificate/EWS (whichever is applicable) on the prescribed format applicable for appointment to the posts of Central Government.
- 35) 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.

**APPLICATION FEE:**

- a) The application fee of Rs.500/- (including GST) is required to be paid through Demand Draft in favour of NIFT Bhopal payable at Bhopal only by the UR, EWS & OBC candidates for the post applied for.
- b) Application form received without the fee from UR, EWS & OBC would be rejected.
- c) Fees once paid will not be refunded under any circumstance.
- d) SC/ST/PWD candidate are exempted from payment of application fee.

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(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें। *Note: Self attested copies of all the certificates/degrees to be attached*)

9. संगत अनुभव के कुल वर्ष/ Total years of relevant experience:

10 प्राप्त विशेष पुरस्कार/सम्मान, यदि कोई/ Special Awards/Honours received, if any

Year	Name of award / honour	Name of organization

11. उद्देश्यों का विवरण/ Statement of objectives

(आवेदक के स्वयं के लेखन में भरा जाना / To be filled up in Candidate's own hand writing)

- a) Please indicate as to why you wish to join NIFT
- b) How in your opinion do you meet the job requirement as advertised?

12. Name & Address of two Referees (should be familiar with your recent work)

	I	II
Name		
Occupation of Position		
Address		
E-Mail		
Phone No. (with STD Code)		
Mobile No.		

13. अतिरिक्त जानकारी, यदि कोई, जिसे आप पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे/Additional information, if any, which you would like to mention in support of your suitability for the post.

14. संलग्नक का विवरण/DETAILS OF ENCLOSURES :


15. टिप्पणी/ Remarks -----



मैं एतदद्वारा घोषणा करता हूँ कि इस प्रपत्र में सभी प्रविष्टि के साथ – साथ संलग्न शीट मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है/ I hereby, declare that entries in this form as well as attached sheets are true to the best of my knowledge and belief.

**अभ्यर्थी के हस्ताक्षर**

**नाम / Name:**

**वर्तमान पता/ Present Address :**

**दूरभाष /मोबाइल न /Tel/Mobile No.**

**ईमेल आईडी /Email- ID**

**स्थान/place :** \_\_\_\_\_

**तारीख/ Date :** \_\_\_\_\_