

## **Recruitment of Group-B Posts on Short-Term Contract Basis-reg**

The National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, is a statutory institute by virtue of by an Act (2006) of the Indian Parliament with the President of India as “Visitor”. NIFT has 18 professionally managed full-fledged campuses across the country. NIFT Daman Campus has been operational since August 2022 & is located at Block 5&6 Govt. Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman – 396210.

NIFT Daman invites applications from suitable candidates for the below mentioned post on **Short Term Contract Basis** for a period of six months in a consolidated monthly remuneration based upon the relevant qualification & experience. Interested candidates shall submit soft copy of their Application Form [at Annexure-D] along with detailed Curriculum Vitae (CV), documents including passport size photograph, address, contact details, educational qualifications, experiences, etc. by or before 05/03/2024 at the following email id [careers.daman@nift.ac.in](mailto:careers.daman@nift.ac.in), [RA1.daman@nift.ac.in](mailto:RA1.daman@nift.ac.in).

### **Details Of the Post:**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Duration</b>	<b>Salary (Fixed)</b>
1.	Junior Translation officer (level 6)	1	06 Months	₹40,000 – ₹45,000-/-
2.	Resource Assistant (Material) (level 6)	1	06 Months	₹ 40,000 – ₹ 45,000 -/-
3.	Computer Engineer (level 7)	1	06 Months	₹ 40,000 – ₹ 45,000 -/-
4.	Accounts Officer(level-10)	1	06 Months	₹55,000-/-
5.	Senior Librarian (level 7)	1	06 Months	₹ 40,000 – ₹ 45,000 -/-
6.	Assistant Director (Academic) (level 7)	1	06 Months	₹ 40,000 – ₹ 45,000 -/-
7.	Senior Assistant (Admin) (level 7)	1	06 Months	₹ 40,000 – ₹ 45,000 -/-

## Eligibility Criteria

S. No	Post	Educational Qualifications & Experience:
1	Junior Translation Officer	<p><b>MAXIMUM AGE: 30 YEARS</b></p> <p>1. Master's degree from a recognized University in Hindi with English, with as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>a. Master's degree from a recognized University in English with Hindi, with as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>b. Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>c. Master's degree from 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 an examination at the degree level.</p> <p style="text-align: center;">OR</p> <p>d. Master's degree from 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 an examination at the degree level.</p> <p>2. Recognized Diploma or Certificate course in translation from Hindi or English and 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>
2	Resource Assistant (Material)	<p><b>MAXIMUM AGE: 30 YEARS</b></p> <p>Postgraduate in Textile or Clothing from a recognized University/Institution of textiles and apparel in a museum/gallery/resource center/conservation project or similar assignments.</p> <p>Desirable: Diploma/Certificate in Textile conservation.</p>

3	Computer Engineer	<p><b>MAXIMUM AGE: 30 YEARS</b>  Bachelor's degree in computer application/ computer science/ information technology from a recognized University/ Institution.</p> <p><b>Experience:</b>  Minimum three years' experience in software development, management information system development, software development and maintenance/ software management/ software testing and full knowledge of computer hardware.</p>
4	Accounts Officer	<p><b>MAXIMUM AGE: 40 YEARS</b>  Educational qualification and experience CA/ICWA/CS with three years' experience in finance and accounts matters.</p> <p style="text-align: center;">OR</p> <p>Postgraduate degree in commerce from a recognized university/institution with five years' experience in finance and accounts matters.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in commerce from a recognized university/institution with <b>7 years'</b> experience in finance and accounts matters.</p> <p>Working knowledge of accounting software.</p>
5	Senior Librarian	<p><b>MAXIMUM AGE: 35 YEARS</b>  Graduate from a recognized university/institution with a diploma in library science.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in library science from a recognized university/institution.</p> <p><b>EXPERIENCE:</b>  At least <b>3 years</b> of working experience as an assistant librarian or <b>5 years</b> of working experience as a senior library assistant in a well-established library.</p>
6	Assistant Director (Academic)	<p><b>MAXIMUM AGE: 35 YEARS</b></p> <p>Master's degree from a recognized university or institution relevant field as per annexure-1 with <b>3 years'</b> experience in academic administration university/institution or in research or in relevant university.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree from a recognized university or institution in a relevant field as per annexure-1 with <b>5 years'</b> experience in academic administration in a recognized university/institution or in research or in the relevant industry.</p>

7	Senior Assistant (Admin)	<b>MAXIMUMM AGE: 35 YEARS</b>  Graduate from a recognized university/institution with at least <b>3 years</b> of experience in administration. Computer proficiency with typing speed at least 40/30 wpm in English/Hindi.
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#### Annexure-1

SN	Qualification
1	Bachelor's/Master's Degree in Computer Science/ Computer Applications/ Information Technology from recognized university or institution.
2	Bachelor's/Master's Degree in Economics/ Statistics from recognized university or institution.
3	Bachelor's/Master's Degree in Textiles Technology from recognized university or institution.
4	Bachelor's/Master's Degree in Mass Communication from recognized university or institution.
5	Bachelor's/Master's Degree in Engineering/ Technology from recognized university or institution.

1. The candidates are required to pay **Rs 500/- (For UR and OBC) and Rs, 250/- (for SC/ST/PWD)** on account of the **Application Fee through Online Payment Mode in favor of NIFT Daman.**

2. **Bank Details are as below: -**

**A/C No: - 528102010089506**

**IFSC Code: - UBIN0552810**

**Branch: - Mashal Chowk**

**Bank Name: - Union Bank of India**

Applications received without the prescribed fee shall not be considered and summarily rejected. No representations against such rejection will be entertained. The fee once paid shall not be refunded under any circumstances.

#### **Important Instructions:**

1. **The applicant must be a citizen of India.**
2. **The post is to be filled up purely on a short-term Term Contract basis only for a period of six months.**
3. **The Soft Copy may be sent to [careers.daman@nift.ac.in](mailto:careers.daman@nift.ac.in) and [RA1.daman@nift.ac.in](mailto:RA1.daman@nift.ac.in) along with Online Payment Transaction details.**

The selection to the post shall be based on the suitability of the candidate for the position which shall be determined by NIFT Daman in a fair and transparent manner. correspondence will be

entertained by the applicant either before or after the selection. The decision of the NIFT shall be final and binding on all the candidates.

correspondence will be entertained by the applicant either before or after the selection. The decision of the NIFT shall be final and binding on all the candidates.

4. Incomplete or applications received without a photograph, attested copies of required certificates such as educational qualifications, caste/community/experience etc. and those received after the prescribed last date for receipt of application along with application fee, will summarily be rejected without any communication to the candidates. No further correspondence will be entertained in this regard.
5. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement 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 inquiries with reference to eligibility will be entertained.
6. The appointee shall be paid a monthly consolidated salary as decided by NIFT.
7. All correspondence from the Institute including interview letters, if any, shall be sent only to the mail address provided by the applicants in the CV.
8. Scrutiny of the CVs will be done to ascertain the eligibility and suitability of candidates and only shortlisted candidates will be considered/called for the further selection process.
9. 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.
10. Persons with disabilities fulfilling the eligibility conditions are encouraged to apply.
11. Applicants are advised to provide correct/ valid data in respect of various information as provided in this advertisement. Incorrect details provided by the applicant will result in the rejection of the applications at any stage of the recruitment activity.
  - a. Any discrepancy found between the information given by the applicant and the information in the original documents will make the candidate ineligible.
  - b. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interviews will be final and binding on the candidates.
  - c. The NIFT reserves the right to modify/ withdraw/cancel this notification at any time. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
  - d. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
  - e. No interim inquiry or correspondence will be entertained. NIFT Daman shall not issue notices regarding the recruitment process in newspapers etc. Candidates are advised to visit the NIFT Daman website for updates regularly.
  - f. Engagement in NIFT shall be governed by the rules and regulations, and service conditions, as notified by the Institute from time to time.
  - g. 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 NIFT reserves the right to modify/withdraw/cancel any communication made to the applicant.

- h. 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 / Professional Qualification and Experience, or any addendum/ corrigendum to this notice shall be uploaded only on the website of NIFT Daman.
- i. All legal disputes will be subjected to the jurisdiction of Daman.
- j. For any clarification, candidates may contact at **-0260-2994640** or mail us at [careers.daman@nift.ac.in](mailto:careers.daman@nift.ac.in) . [RA1.daman@nift.ac.in](mailto:RA1.daman@nift.ac.in).

**Dated: 19/02/2024**

**Sd/-  
R.A(Admin)  
NIFT-Daman**



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

**National Institute of Fashion Technology**  
(Ministry of Textiles, Govt. of India)

**Annexure -D**

**APPLICATION FORM**

NIFT/Daman/Short Term/Gr B Staff/Feb-24 .....Dated:

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Post Applied for:.....

\*  
AFFIX  
PHOTO  
HERE  
\*

**PERSONAL DETAILS**

Name:.....Email:.....State:.....  
Father Name:.....Mother Name:.....  
Address.....  
District:.....Pin.....Gender:.....  
Mobile:.....DOB:.....Category:.....  
Religion:.....

डिजाइन, मैनेजमेंट तथा टेक्नोलॉजी का महाविद्यालय

A Premier Institute of Design, Management & Technology  
A Statutory body under the NIFT Act 2006

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, ब्लॉक 5 और 6, गवर्नमेंट इंजीनियरिंग कॉलेज के पास, मोटा फडलया, कें, नानी दमन, दमन - 396210, भारत

National Institute of Fashion Technology, Block 5 & 6,

Government Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman – 396210

[www.nift.ac.in](http://www.nift.ac.in)



# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

## National Institute of Fashion Technology

(Ministry of Textiles, Govt. of India)

### QUALIFICATION DETAILS:

Degree Name	Stream/Subject/Course	Board/University	Year of Passing	Documents Enclosed [S. No]

### EXPERIENCE DETAILS:

Designation	Employer	Start date	End date	Documents Enclosed

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Government Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman – 396210

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# राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

**National Institute of Fashion Technology**  
(Ministry of Textiles, Govt. of India)

## PAYMENT DETAILS:

Transaction Amount [INR]	
Demand Draft No	
Demand Draft Date	

**Applicant Signature**

**Date: .....**

Enclose following documents:

1. D.O.B Certificate [preferably 10th Qualification]
2. Educational Qualification Certificates.
3. Experience Certificates.
4. Category Certificate [if any]

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