



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF FASHION TECHNOLOGY

{वस्त्र मंत्रालय, भारत सरकार}

कोलार रोड, भोपाल-462016 (म प्र)

दूरभाष: 2493636/3385 वेबसाईट: www.nift.ac.in/bhopal

RECRUITMENT

NIFT Bhopal invites applications (Expression of Interest) for the recruitment of **Back office Coordinator** having qualification Graduate / Post Graduate degree from a recognized University preferably MBA / NIFT Graduate/Post Graduate for "M.P. Skill Development Project".

The recruitment is purely on short term contract basis. For detailed eligibility criteria and Job Responsibilities, please visit our website <http://www.nift.ac.in/bhopal>. Interested candidates may forward their CVs at skilldevelopment.bhopal@nift.ac.in . The last date for forwarding CVs is 09th July, 2021 till 5:30 pm.

NIFT BHOPAL

EXPRESSION OF INTEREST (EOI)

Hiring of “Back Office Coordinator ” for MP Skill Development Project

National Institute of Fashion Technology (NIFT), established in 1986 under the aegis of the Ministry of Textiles, Government of India, is widely acknowledged as the premier fashion institute in India incorporating the domains of design, technology and management.

MP Skill Development Project aims at training youth in the state of MP by NIFT Bhopal as a Project Implementing Agency / Training Service Provider in Textile Sector. This project also aims to implement Mukhya Mantri Kaushal Samvardhan Yojna (MMKSY) / Mukhya Mantri Kaushalya Yojna (MMKY) of Madhya Pradesh State Skill Development Employment Generation Board (MPSSDEGB) for training youth in the state of Madhya Pradesh.

Accordingly, NIFT Bhopal invites applications / Expression of Interest (EOI) from eligible candidates for the post of “Back Office Coordinator” for MP Skill Development Project. The details of the hiring are as follows:-

Name of the Post – Back Office Coordinator

Essential Qualification – Graduate / Post Graduate degree from a recognized University preferably MBA / NIFT Graduate/Post Graduate for “M.P. Skill Development Project”.

Experience - 1-3 years of experience in skill development. It is desirable that the candidate should also possess strong administrative skills, good communication skills, Knowledge of accounting, coordination and management skills.

Job Responsibilities/ Scope of Work:-

- **Responsibilities of Back Office Coordinator** as per DPR
 - a) Maintenance of records including accounts of the Project Regularly.
 - b) Monitoring of the training process on a continuous basis.
 - c) Maintaining team contribution in terms of man days in the logbook
 - d) Data Feeding/uploading in the MIS portal of Client
 - e) Raising Periodical Invoices
 - f) Follow up on payments with respective Client
 - g) Accounting / Administrative support with knowledge of basic accounting/Tally.
 - h) Planning the Assessments and coordinating with respective SSC`s for same

Remuneration – upto Rs. 22,500 p.m. (Exclusive TDS)

Job Location : NIFT Bhopal, Madhya Pradesh

Interested and eligible candidates may forward their detailed CVs along with the filled in EOI Letter (Form I) through email i.e. **skilldevelopment.bhopal@nift.ac.in** The last date for receipt of application is 09/07/2021 upto 5:30 pm.

Form I
EOI Letter Performa

To
The Project Coordinator,
M.P. Skill Development Project ,
NIFT Bhopal.

Sub: Expression of Interest for the post of “Back Office Coordinator” for M.P. Skill Development Project,
NIFT Bhopal.

Sir,

The undersigned having read and examined in detail the EOI document of NIFT Bhopal pertaining to hiring of “Back Office Coordinator” for M.P. Skill Development Project, NIFT Bhopal do hereby express the interest to do the work as specified in the job responsibilities / scope of work.

S.No.	Description	Response
1	Name of the Candidate	
2	Permanent Address	
3	Present Address	
4	Educational Qualification	
5	Work Experience	
6	Telephone (with STD code)	
7	Mobile No.	
8	Email Id	

Name of the Candidate: _____

Signature : _____

Date : _____