



RECRUITMENT

NIFT, set up by Ministry of Textiles, Govt. of India is a statutory institute governed by NIFT Act, 2006. NIFT Bhopal invites applications for the recruitment of the below mentioned posts to be filled on short term contract basis. The last date for receipt of application is 20/08/2018.

S.No.	Name of the Post	Essential Qualification	Experience	Job Responsibility
1.	Back Office Coordinator	Graduate/Post Graduate degree from a recognized University preferably MBA / NIFT Graduate/Post Graduate	Preferably experience of 2-3 years in Garment Industry with domain knowledge of plant layout, factory set up, Industrial/workplace engineering, skill development.	<ul style="list-style-type: none">• Co-ordination and Implementation of MMKSY/MMKY under MPSSDEGB Project.• Preparation of DPR and other necessary documents of Project activities.• Co-ordination with Client, Training Centers and Sector Skill Council.• Monitoring of the training process on a continuous basis. Data uploading on the portal of clients.• Regular follow up with the Client as well as solving various issues of Training Centers.
2.	Project Associate – Garment Technology	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, skill development.	<ul style="list-style-type: none">• Technical coordination and Back office support• Monitor projects on an ongoing basis, evaluating progress and quality, managing issue resolution process and taking corrective action as necessary.• Work with the Project Coordinator to report analyzed data• Manage the project estimating activity.• Coordinate schedule of activities related to the project.• Identifying latest technology garment machinery/Equipment from suppliers

Remuneration

1. Remuneration for Back Office Coordinator – upto Rs. 18,000 p.m.
2. Remuneration for Project Associate – Garment Technology - upto Rs. 30,000 p.m.

Interested and eligible candidates may forward their detailed CVs along with the scanned copy of recent passport size photograph to Dr. Rajnish Tamrakar, RA – Projects at skilldevelopment.bhopal@nift.ac.in.

Date: 20.07.2018

NIFT Bhopal