



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, BHUBANESWAR
(MINISTRY OF TEXTILES, GOVT. OF INDIA)
NIFT CAMPUS, PLOT NO.24, CHANDAKA INDUSTRIAL ESTATE, PATIA,
BHUBANESWAR-751024, ODISHA

Advt. No. 14302(1)/Direct Rectt. of Group-C/2021-22

Date:05.12.2021

RECRUITMENT OF NON-TEACHING POSITIONS ON CONTRAT BASIS

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education invites applications from the Indian Nationals for the following Group-C posts to be filled on three (03) years long term contract basis for NIFT Bhubaneswar Campus:-

Sl. No.	Post Name	Pay Level as per 7 th CPC	Details of Vacancies					Total
			UR	SC	ST	OBC	EWS	
1	ASSISTANT (FINANCE & ACCOUNTS)	Level-4	01	-	-	-	-	01
2	ASSISTANT WARDEN (GIRLS)#	Level-4	01	-	-	-	-	01
3	STENOGRAPHER GRADE-III	Level-4	01	-	-	-	-	01
4	NURSE	Level-4	01	-	-	-	-	01
5	JUNIOR ASSISTANT	Level-2	04	01	-	-	01	06
6	MACHINE MECHANIC	Level-4	03	-	-	-	-	03
	Two posts for Competency 'C' (For Fashion & Lifestyle Accessories / Foundation Programme)							
	One post for Competency 'A' (For Department of Fashion Technology, Fashion Design & Knitwear Design)							
7	LAB ASSISTANT	Level-2	04	01	-	02	-	07
	Two posts for Competency 'C1' (Fashion & Lifestyle Accessories / Foundation Programme)							
	One post for Competency 'E' (Textile Design (weaving / Testing))							
	One post for Competency 'C2' (Fashion & Lifestyle Accessories)							
	One post for Competency 'F' (Fashion Communication (Photography))							
	One post for Competency 'A' (Department of Fashion Technology, Fashion Design & Knitwear Design)							
	One post for Competency 'G' (Fashion Management Studeis (Computer / IT Labs))							
TOTAL			15	02	-	02	01	20*

Note: UR=Unreserved, SC=Schedule Caste, ST=Scheduled Tribe, OBC=Other Backward Class, EWS=Economically Weaker Section, PWD=Person with Disability.

Only female candidates are entitled to apply for the post of Assistant Warden (Girls).

*02 posts are reserved for Persons with bench-mark Disabilities (PWD) (please see para no. 04 for details)



2. ELIGIBILITY CRITERIA:

Sl. No.	Posts	Professional Qualification	Work Experience
1	Assistant (Finance & Accounts)	Bachelor's Degree in Commerce from recognized University / Institution	Two year's experience in Finance and Accounts matters with Working Knowledge of Accounting Software
		Master's Degree in Commerce from recognized University / Institution	One year experience in Finance and Accounts matters with Working Knowledge of Accounting Software
2	Assistant Warden (Girls)	Graduate from a recognized University/ Institution	One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
3	Stenographer Grade-III	i. Graduate from a recognized University/ Institute ii. Minimum speed of 80 wpm in shorthand and 40 wpm in typing	Minimum 2 years experience in Govt./ Semi-Govt./ State Govt/ UT/ Autonomous Organization / PSU. Proficiency in Computer Operation
4	Nurse	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 recognized University or Institute. ii. Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.	Six months experience in minimum fifty bedded hospital after acquiring the educational qualification.
		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.	Two and half years experience in minimum fifty bedded hospital after acquiring the educational qualification.
5	Junior Assistant	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.w. 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 iv) Candidates who have done diploma in Computers shall be given preferential weightage.	---

6	Machine Mechanic (Competency-C)	<p>Full time two years Diploma after 10th from Recognised from ITI/NSTI/IDTR/IGTR/NCVT National Apprenticeship Certificate (NAC) or National Trade Certificate (NTC) in trade of Fitter/ Turner / Machinist/ Mechanic/ Tool & Die Maker (NSQF level 5).</p> <p style="text-align: center;">OR</p> <p>Full time 3 years Diploma after 10th Mechanical engineering branch from AICTE approved institute / recognized Board/ University.</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th) and 4 years of experience (for NSQF level 5) with knowledge of operating and repairing and maintenance of general workshop machineries in the fields of solid metal working, sheet metal working, wood working, Plastic working machines i.e.: Lathe, Milling, Thermoforming, Injection moulding, metal casting, CNC machines like 3D printing, Laser cutting and water jet cutting etc.</p>
6.1	Machine Mechanic (Competency-A)	<p>Full time three years Diploma after 10th from Recognised state/ central Board of Technical education and Training in Mechanical Engineering /Mechatronics Engineering / Instrumentation Technology.</p> <p style="text-align: center;">OR</p> <p>Full time two year Diploma after 10th from Recognized ITI/ NSTI / IDTR/ IGTR in Machinist/ Mechanic Machine Tools Maintenance / Technician Mechatronics / Textile Mechatronics (NSQF level 5)</p> <p style="text-align: center;">OR</p> <p>Full time two years Diploma after 12th from Recognised ITI/ NSTI / IDTR/ IGTR in Instrument Mechanic / Mechanic Industrial Electronics (NSQF level 5).</p> <p style="text-align: center;">OR</p> <p>Full time six months NCVT certificate in Industrial Sewing Machine Technician (NSQF level 3).</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th), 4 years of experience (for NSQF level 5 after 10th), 2 years of experience (for NSQF level 5 after 12th) and 6 years of experience (for NSQF level 3) in repair and maintenance of cutting /sewing/finishing machines in garment manufacturing organization/training institute.</p>
7	Lab Assistant (Competency C1)	<p>Full time two year Diploma/certificate after 10th (NSQF level 4 or 5) from any Govt. recognized 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. recognized 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 & 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>
7.1	Lab Assistant (Competency E)	<p>Full time three years Diploma after 10th from Govt. recognized institute / IIHT in Handloom & Textile Technology.</p> <p style="text-align: center;">OR</p> <p>Full time two years Diploma after 10th (NSQF level 5) from Govt. recognized institute / ITI in Weaving Technician / Textile wet Processing Technician.</p> <p style="text-align: center;">OR</p> <p>Full time one year certificate after 10th (NSQF level 3) from any Govt. recognized institute / ITI in Weaving Technician for Silk & Woolen Fabrics.</p>	<p>Post-Qualification 3years of experience (for 3 years diploma after 10th), 4 years of experience (for 2years diploma after 10th) and 6 years of experience (for NSQF level 3) in Weaving preparation, weaving on table top loom, dobby and jacquard with electronic harness, Computerized Automatic Sample Loom etc.</p> <p style="text-align: center;">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 style="text-align: center;">AND/OR</p> <p>An accredited lab with knowledge and skill to conduct standard textile testing procedures of fibre, yarn and fabric.</p>
7.2	Lab Assistant (Competency C2)	<p>Full time one year or two year Diploma/certificate after 10th (NSQF level 4 or 5) from any Govt. recognized institute/ITI in the trades 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 & silverware making; knowledge of handcrafted and cast gold & studded jewellery making, master making & related materials, processes and understanding of materials, processes, equipment, tools & machinery.</p>

7.3	Lab Assistant (Competency F)	Full time one year or two year Diploma/certificate after 10 th (NSQF level 4 or 5) from any Govt. recognized institute / ITI in Digital Photographer/ Photographer /Video Camaraman/ Information & Communication Technology System.	Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant/related filed with skill of still & video photography and knowledge of video switching non-linear editing, chroma keying, Broadcasting, Audio/Video Routing, lighting techniques and operating MAC and Windows OS.
7.4	Lab Assistant (Competency A)	<p>Full time one year or two year Diploma/ certificate after 10th (NSQF level 4 or 5) or from any Govt. recognized institute / ITI in Apparel Manufacturing Technology, Sewing Technology, Fashion Design and Technology</p> <p style="text-align: center;">OR</p> <p>Full time one year certificate after 8th in cutting & sewing or two year full time certificate after 8th in Pattern Maker Engineering (NSQF level 3).</p> <p style="text-align: center;">OR</p> <p>One year certificate course after 12th from NIFT in Clothing Production Technology (CPT), Garment Production Technology & Apparel Design (GPTAD), Fashion & Clothing Technology(FCT), FIAI and other relevant program from NIFT or any Govt. recognized institute.</p>	Post-qualification 3 years of experience (for one year certificate after 12 th), 4 years of experience (for NSQF level 5), 5 years of experience (for NSQF level 4) and 6 years of experience (for NSQF level 3) in the relevant /related field with skill of pattern making and garment construction techniques and ability to work on / operate machinery used in garment production.
7.5	Lab Assistant (Competency G)	<p>Full time one year or two year Diploma/Certificate after 10th or 12th (NSQF level 4 or 5) from any Govt. recognized Institute / ITI in Information & Communication Technology System Maintenance / Desktop Publishing Operator/ Multimedia Animation & Special Effects / Data Entry Operator/ Database System Assistant.</p> <p style="text-align: center;">OR</p> <p>Full time three year Diploma after 10th from any Govt. recognized institute/ polytechnic in Computer Application or similar.</p> <p style="text-align: center;">OR</p> <p>NIELIT 'O' level course (NSQF level 5) of DOEACC Scheme after 12th education.</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 th) in a reputed organization/educational institute for IT lab management (including software installation, networking and basic problem solving) and should essentially have the proficiency in MS Office/ video conferencing / browsing applications.



3. **AGE LIMIT:** 27 years. Maximum upper age limit for NIFT employee may be relaxed upto (05) five years or total length of service rendered (on regular and/or long term contract basis) whichever is less. For persons belonging to SC/ ST/ OBC/PWD/Ex-Servicemen, age relaxation shall be as per Govt. of India norms. The maximum age limit prescribed for recruitment can be relaxed by 05 years in case of SC/ST candidates and 03 years in case of OBC (Non-creamy layer) candidates. Age relaxation limit prescribed above will be further relaxable upto a maximum of 10 years in the case of PWD candidates for whom the post has been identified suitable.

4. RESERVATIONS

4.1 Persons with Disabilities (PWD):-

Out of 02 vacancies reserved for persons with Disabilities (PwDs),
 (a) 01 vacancy shall be reserved for blindness and low vision and
 (b) 01 vacancy shall be reserved for deaf and hard of hearing.

Note: The posts identified suitable for persons with disabilities along with physical requirements and bench mark disabilities are as under:

Sl. No.	Posts in NIFT Identified	Physical requirements of the posts	Benchmark Disabilities
1	ASSISTANT (Finance & Accounts)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BL, OAL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above
2	ASSISTANT WARDEN (G)	S, ST, W, RW, SE, MF, H	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
3	STENOGRAPHER GRADE-III	S, ST, W, BN, RW, SE, H, C	a) B, LV b) OA, OL, OAL, CP, LC, Dw, AAV, MDy c) SLD, MI e) MD involving (a) to (c) above
4	NURESE	S, ST, W, MF, RW, SE, H, C	a) LV b) OA, OL, CP, LC, Dw, AAV c) SLD, MI e) MD involving (a) to (c) above
5	JUNIOR ASSISTANT	S, ST, W, MF, RW, SE, C	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M), SLD, MI e) MD involving (a) to (d) above
6	MACHINE MECHANIC	S, ST, W, BN, L, MF, SE	a) D, HH b) OL, CP, LC, Dw, AAV c) ASD (M), ID, SLD, MI d) MD involving (a) to (c) above
7	LAB ASSISTANT	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (MMoD), SLD, MI e) MD involving (a) to (d) above



ABBREVIATIONS USED:

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

PWD candidates should attach a self attested copy of disability certificates in the prescribed format (Annexure-A). Otherwise the candidate will not be given any benefits available to PWD candidates. **Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.**

4.2 Economically Weaker Section (EWS)

Candidates seeking benefit of reservation and relaxation shall submit caste certificate in prescribed format issued by Competent Authority. In case of EWS category candidate seeking benefit must submit income proof issued by appropriate authority. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claims belonging to EWS:-

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate, Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and /or his family normally resides.

5. APPLICATION FEE:

The applicant shall be required to pay **Application fee of Rs. 590-** (Application Fees Rs.500/- + GST @ 18% = Rs.90/-) with following conditions:

- (i) Demand Draft for the requisite fee should be drawn in favour of "**NIFT General Account**". Payable at **Bhubaneswar**.
- (ii) Applicant must write his/her name, address and post applied for on back of Demand Draft and must enclose the original demand draft on their application form.
- (iii) **The fee once paid shall not be refunded or re-adjusted under any circumstances.**
- (iv) Candidates belonging to SC/ST/PWD & Female categories are exempted from paying the Application fee.
- (v) The candidates applying for more than one post, shall be required to apply separately along with the required application fees for each post.



(vi) Demand draft should have been drawn on or after the date of publication of this advertisement.

6. HOW TO APPLY: -

6.1 Candidate should read the instructions and conditions carefully, before applying.

6.2 Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post as per the advertisement and the mere possession of the same does not entitle candidates to be called for selection process.

6.3 Application forms can be downloaded from our website (<https://nift.ac.in/bhubaneswar/careers>). Applications in the prescribed format should be addressed to **The Director, National Institute of Fashion Technology (NIFT), Bhubaneswar, NIFT Campus, Plot No.24, Chandaka Industrial Estate, Patia, Bhubaneswar-751024** and be superscripted as “**Application for the post of _____**” must be **written** on the sealed envelope. Self-attested copies of certificates and testimonials in proof of age/educational qualifications/category/experience etc. should be attached with the applications form. The Demand Draft drawn in favour of “**NIFT General Account**” payable at **Bhubaneswar** should also be attached with the application form. The Demand Draft should not be tagged or stapled but should be pinned or clipped at the top of the prescribed application form. Filled Applications should reach to the above address through **Registered Post / Speed Post** only by the closing date **27.12.2021**.

6.4 The candidates shall be required to mention their correct and active e-mail addresses and Mobile number in their application form at prescribed place, as all the correspondence like issuance of call letters/ admit cards or any other information will be communicated through email only.

6.5 Any updates with regard to this recruitment process shall be published on NIFT Bhubaneswar’s website (<https://nift.ac.in/bhubaneswar/careers>).

6.6 While applying for the posts of Machine Mechanic/ Lab Assistant Competency Code should be mentioned in the application form. The detail of the competency code is mentioned in the eligibility criteria section (**Please refer para-2**).

6.7 Only female candidates are entitled to apply for the post of Assistant Warden (Girls).

6.8 Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies etc. should send their applications **through Proper Channel**. However, they may send an advance copy of their application to the address as mentioned above. Those who are unable to process their application through proper channel may submit “**No Objection Certificate (NOC)**’ from present employer at the time of Written / Skill Test. However, they should submit an undertaking that they shall submit a certificate from the employer / competent authority within one month that no vigilance / disciplinary case is either pending or contemplated against him/her. Direct application from such candidates will not be entertained.



6.9 Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period and nature of work done in that particular organization / Institution.

6.10 For availing the benefits of reservation 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. Candidates belonging to PWD category have to provide Disability Certificate issued by a Competent Authority as notified by the Government in prescribed format.

6.11 Incomplete/unsigned/illegible 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, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.

6.12 NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time.

6.13 Qualifications, experiences, age etc. will be taken into consideration as on the initial date of advertisement (05.12.2021).

7. SELECTION PROCESS: -

7.1 The Institute may constitute a Screening-cum-short listing-Committee, which will screen all the applications received in response to this advertisement and may restrict the number of candidates to a reasonable limit on the basis of qualifications and experience etc. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final.

7.2 The date and venue for the written /skill or competency test will be intimated to the provisionally shortlisted candidates only.

7.3 The Selection process to the above posts may include written test and/or Skill / Competency test. The selection of the candidates shall be purely on the basis of merit list. The merit list will be drawn on the basis of Written-Test and/or Skill-Test (whichever applicable).

8. IMPORTANT INSTRUCTIONS / CONDITIONS

8.1 The Institute reserves the right to (a) Withdraw advertised post/ Modify under any category at any time without assigning any reasons. (b) Reject any or all the applications without assigning any reasons thereof (c) Not to fill any or all posts advertised. (d) Rectify any discrepancy in the grade pay, pay band etc., if found later on. The Institute reserves the right to cancel/postpone the recruitment process at any stage without any prior notice and without assigning any reason thereof. The number of vacancies is subject to change.



8.2 All the above posts are to be filled up on contract basis; period of contract would be of 03 years may be renewed further based on the performance of the candidate & institute's requirement.

8.3 The Institute shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background for which he/ she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith and appropriate action will be taken. Wrong declarations/concealment of facts/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

8.4 If any declaration given or information furnished by a candidate found to be false or if they have willfully suppressed any material information, they will be liable to removal from service / disqualification from the selection process.

8.5 Any form of canvassing will lead to disqualification of candidates.

8.6 Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for test. All candidates are advised to visit our website (<https://nift.ac.in/bhubaneswar/careers>) for any update/ information with regard to the recruitment process. The decision of the Institute in this regard would be final and binding to all.

8.7 No TA/DA shall be payable to any candidate for attending written/ Skill/ Competency test.

8.8 In case of any dispute, the decision of the Director, NIFT Bhubaneswar shall be final. No application under RTI Act, 2005 shall be entertained during the entire recruitment process.

8.9 The selected candidate will be posted initially at Bhubaneswar Campus as per the requirement of the Institute and can be posted to any other NIFT Campus(es) in public interest.

8.10 The last date for submission of application is **27.12.2021 (MONDAY)**.

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