



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670 562.

Tel: (0497) 2784780-84 Fax : (0497) 2784785, 2756499

No.12203(3)/NIFT/KNR/ESTT/EOI-Adh./2017

Dated: 25.04.2018

APPLICATION FOR OSD (ADMIN)

NIFT invites application for Officer on Special Duty (OSD) (Admin), from retired candidates, who is having thorough knowledge in Central Government Rules (like CCS, GFR, Purchase Procedure, Legal Matters). The requirement is for short terms and on contractual basis, initial for a period of six months, extendable further depending upon the requirement of NIFT and performance of the OSD, with a consolidated remuneration of Rs. 25000/- per month.

Instructions for applicants:

The applicant shall send his application in the prescribed format by speed post/ by hand, addressed to The Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur, Kerala. Pin - 670562, so as to reach this office **latest by 11.05.2018**. The envelope should superscripted **Application for OSD (Admin)**”.

The applicants are requested to attach self-attested copies of their Academic/ Professional qualification, Experience, last pay certificate, retirement notification,

Sending application does not necessarily mean that the applicant shall be engaged as OSD (Admin). Only those applicants will be engaged who are found suitable as per the criteria devised by the NIFT keeping in view the requirement of the work to be carried out. In this regard, no communication either by email or phone, etc. shall be entertained.

Drawl of Pension: Retired Govt. officers appointed as Administrative Officer in any of the categories shall continue to draw Pension and the dearness relief on the Pension during the period of their engagement as adhoc OSD (Admin). The engagement of the OSD (Admin) shall not be considered as a case of re - employment.

Allowances: No other allowance/benefit will be admissible except with the special orders of appointing authority. The terms and conditions of the appointment will be governed by NIFT rules and regulations as amended from time to time.

Leave: The Applicant will be entitled for 1 day Casual Leave for each 1½ months of completed service and 2½ days Earned Leave for each month of completed service. Any other kind of leave shall not be admissible to you.

TA/DA: No TA/DA shall be admissible to the OSD (Admin) for joining the assignment or on its completion. However, the OSD (Admin) shall be allowed TA/DA for their travel within the country in connection with official work.

General Conditions:

1. Mere fulfilling of essential qualifications and experience requirement would not entail a applicant to be called for test or interview. No correspondence will be entertained from the applicant either before the selection. The decision of the Institute would be final.
2. Incomplete/Unsigned applications and applications received without photograph, certified copies of required certificates such as educational qualifications, castes /community, experience Certificate etc., and those received after the last date will summarily be rejected without any communication to the applicant. No further correspondence will be entertained in this regard.
3. The Institute reserves the right to consider applicants for selection by suitable selection procedure. The competent authority has right to decide to consider or not consider the applicant on submission of application on or after last date for any other issues.
4. NIFT will not be responsible for any postal delay / loss in transit in submission of application within the specified time.
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. The appointment is initially for a period of six months from the date of joining or until further order whichever is earlier.
7. The engagement in no way entails responsibility of any right for extension of contract appointment or permanent appointment on any post based on this appointment.
8. The contract will be terminable on either side by giving one month notice in writing or one month's remuneration in lieu thereof. No reason would be assigned for such termination.
9. Age of the applicant should not be more than 62 years as on 01.05.2018.

Scope of Work:

All Establishment and administrative matters of the Centre, Legal matters and Statutory compliance, Maintenance of Hostels, Physical verification of Assets, International and NRI students coordination with SDAC, PIO under RTI Act, Examination and admission related matters through COE, Monitoring of periodic returns to H.O.

How to apply:- Fill the application in the prescribed format and submit all the required document with self-attested along with the application. Duly filled in application should be forwarded "The Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Mangattuparamba, Kannur – 670562 (Kerala)" by super scribing "**Application for OSD (Admin)**", on the envelope.

The Last date of receipt of duly filled in application is 11.05.2018.



NATIONAL INSTITUTE OF FASHION TECHNOLOGY
 (Ministry of Textiles, Government of India)
NIFT CAMPUS, MANGATTUPARAMBA,
KANNUR – 670562

Post Applied for

OSD (Admin)

APPLICATION FORM

Please affix a recent
 passport size photograph
 with self-attestation

1. FULL NAME

Married Single Male Female

2. DATE OF BIRTH
 (in figures)

Day

--	--

Month

--	--

Year

--	--	--	--

3. Address: Present

4. Address: Permanent

5. Tick – Mark the appropriate Box

General SC ST OBC PH

6.

Contact Number:
E-Mail:
Adhaar Card No:

Telephone:	Office:	Residence:
------------	---------	------------

7. Retirement Details:

Designation at the time of retirement	
Organization	
Date of Joining:	
Scale of Pay (Rs.)	
Total Emoluments (Per month) (Rs.)	
Present Pension (Rs)	

8. Total years of the experience as Administrative Officer :

9. Areas of specialization

10. Special Awards/Honors received, if any

Year	Name of award / honors	Name of organization

11. Employment (Particulars of your past position(s))

Employer	Position held	Duration of service		Nature of Duties
		From	To	

--	--	--	--	--

12. ANY OTHER INFORMATION WHICH YOU MAY LIKE TO MENTION :

13. DETAILS OF ENCLOSURES

DECLARATION

1. I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/ information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage then my services shall be liable to be terminated without any notice.
2. I certify that no vigilance/criminal proceedings/cases is (are) pending against me at the time of retirement.
3. It is further undertaken that I have not become a member of any political party after retirement.

PLACE:

DATE:

NAME / SIGNATURE OF THE APPLICANT