

[FOR DIRECT RECRUITMENT- ADVT. NO. 01/2019-Estt (NIFT Kol.)]

Candidates should read the instructions and conditions carefully, before applying.

Details of the posts:-

The openings are for the following posts to be filled **on contract basis** with provision for regularisation subsequently subject to eligibility and as per NIFT policy

Name of the Post	Scale of Pay (VI CPC & VII CPC)	No. of Posts
Assistant Warden (Female)	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	1 (one) Category: UR
Steno Grade III	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	1 (one) Category: UR
Lab Assistant	VII CPC: Level 2, Pay Matrix Rs. 19,900/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-	3 (three) Category: UR: 2 OBC: 1

Fee:-

Application Fees of Rs. 500/- to be paid by Demand Draft/Banker's Cheque drawn in favour of NIFT Kolkata, payable at Kolkata. SC/ST/Female and PWD candidates are exempted from payment of the application fee as per GOI rules.

Note:-

- i) Fee once paid will not be refunded under any circumstances.
- ii) Demand draft should have been drawn on or after publication of the advertisement.
- iii) Candidates must write his/ her name, address and post applied for, on back of the demand draft/Banker's Cheque

Relaxation Clause:-

Relaxation in age limit to candidates of OBC category is of 03 years.

Scheme of Examination:-

The written test for the posts mentioned above will be based on qualifications required for the respective posts. The written test will be followed by Skill/ Technical Test of the selected candidates. The Institute reserves the right to admit only that much candidates as considered necessary for Skill/Technical test based on the performance of candidates in the written test and/or skill/technical test as the case may be.

How to apply:-

Application forms can be downloaded from our website (<http://www.nift.ac.in/kolkata/index.html>). Applications, duly filled in the prescribed proforma, should be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700 106 and shall be submitted in a sealed envelope superscribed with "Application for the post of _____". Self Attested copies of relevant documents, certificates and testimonials as proof of Age/Date of Birth, Educational Qualifications, Caste, Experience, etc. should be attached with the application form. The Demand Draft drawn in favour of NIFT Kolkata should 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 application form.

Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies, etc. should send their applications through proper channel along with “No Objection Certificate” from their employer. The last date for receipt of application form is **09.09.2019, 05.30 pm.**

Eligibility criteria:

Assistant Warden - ref. ANNEXURE-A1
Steno Grade III - ref. ANNEXURE-A2
Lab Assistant - ref. ANNEXURE-A3 & A4

The date and venue of the examination shall be informed later.

Corrigendum/ Addendum, if any, of this recruitment drive shall be published at our said website only. Applicants are requested to visit our said website for such updates, if any.

IMPORTANT INSTRUCTION:

1. The posts are to be filled up on contract basis for a period of 05 years with provision for regularisation subsequently subject to eligibility and as per NIFT policy.
2. Mere fulfilling of essential qualifications and experience may not entail a candidate to be called for selection process. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final and binding on all the candidates.
3. Incomplete/unsigned applications and applications received without prescribed fee, 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, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
4. The Institute reserves the right to consider candidates for selection by suitable selection procedure and at its discretion may conduct written test /skill test for above posts to select the candidates on the basis of merit.
5. NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
6. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. Any form of canvassing will lead to disqualification of candidature.
8. Candidates should ensure that they fulfill the eligibility (qualification, experience, etc.) requirements.
9. Number of posts may increase/decrease as per requirement and at the sole discretion of NIFT. The posts are for NIFT Kolkata campus. However, NIFT reserves the right to place any of the selected candidates at any of its campuses as per requirement.
10. The age will be calculated on the closing date for receipt of applications.
11. The post of Assistant Warden is for female candidates only.
12. NIFT reserves the right not to recruit against one / more posts or may cancel the recruitment at its sole discretion without assigning any reason.

Eligibility Requirements for post of Assistant Warden (Female)

S. No.	CATEGORY	DETAILS
1	Name of the Post	Assistant Warden (Female)
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	30-45 years
5	Educational Qualifications and experience for Direct Recruitment	(i) Graduate from a recognized University <u>Desirable:</u> (ii) One year experience as Asst. Warden or in any analogous post in Government educational Institutions / PSUs / Autonomous Bodies / Reputed institutions.

Eligibility Requirements for post of Steno Grade III

S. No.	CATEGORY	DETAILS
1	Name of the Post	Steno Grade III
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	21-25 years
5	Educational Qualifications and experience for Direct Recruitment	(i) Graduate from a University /Institute of repute (ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing (iii) Minimum 2 years experience in Govt./PSU/ reputed organizations (iv) Proficiency in Computer Operation

Eligibility Requirements for post of Lab Assistant

S. No.	CATEGORY	DETAILS
1	Name of the Post	Lab Assistant
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/- VII CPC: Level 2, Pay Matrix Rs. 19,900/-
4	Age limit for the Direct Recruitment on Contract basis	21-40 years
5	Educational Qualification/ experience for Direct Recruitment	As per Annexure A4 attached

Educational qualification and experience for direct recruitment of Lab Assistant:

For Knitwear Design:

- Graduate with Diploma in Knitting Technology and minimum 1 year experience in knitting Technology OR
- Class 10 with Diploma/Certificate of 3 years duration in swing from Govt./Board of Technical education recognized Institute with 5 years experience in sewing work OR
- 10+2 with Diploma / Certificate of 3 years duration in swing from Govt./Board of Technical education recognized Institute with 5 years experience in sewing work OR
- Graduate plus Diploma/Certificate in Computer with minimum 1 year experience.

For Leather Design:

- Class 10
- Diploma (of min 3 years) in Leather Technology from any Govt./Board of Technical education recognized institute.
- Minimum experience of 5 years in Leather finishing unit of Tanner

OR

- 10+2
- Diploma/ Certificate programme of minimum 3 years in Leather Apparel Construction/ pattern making from any Govt./Board of Technical education recognized institute
- Minimum experience of 2 years in Leather Garment Factory

OR

- Graduate
- DOE ACC Certificate / NIIT Certificate in Computer Application
- Minimum experience of one year in garment related industry

For Fashion Communication

- Graduate from a recognized University/ Institution
- Should have one year Certificate / Diploma in Photography from a reputed Institute