

NIFT Mumbai invites applications for appointment of various posts through its placement agency M/s Vishal Expert Service Pvt. Ltd. The details of posts are enclosed / attached herewith. All interested candidates are urged to contact the placement agency at following :

Name : M/s Vishal Expert Service Pvt. Ltd.

Email : vishalexpertkalyan2016@gmail.com

Tel. : 020 30226090

Subject : Requirement of staff through placement agency

This is to inform you that, NIFT Mumbai have an urgent requirement for the following post as detailed below:

| Sr. No. | Name of the post | No. of post | Age limit | Essential qualification |
|----------------|-------------------------|--------------------|------------------|--|
| 1 | OSD (Hindi Translator) | 01 | 30 years | <p>i) Masters degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>ii) Masters degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>iii) Masters degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level</p> <p>OR</p> <p>iv) Masters degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level</p> <p>OR</p> <p>v) Masters degree of a recognized University in any subject other than Hindi or English, with</p> |

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| | | | | <p>Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level</p> <p>AND</p> <p>vi) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking</p> |
| 2 | Junior Engineer (Electrical) | 01 | 25-35 years | <p>i) Diploma in Electrical Engineering from an institute recognized by the Government.</p> <p>ii) At least 5 years experience in erection, running and maintenance of different types of electrical installations and appliances including underground cable systems.</p> |
| 3 | Stenographer Grade III | 01 | 21-25 years | <p>i) Graduate from a University/Institute of repute</p> <p>ii) Minimum speed of 80 w.p.m. in shorthand and 40 w.p.m in typing</p> <p>iii) Minimum 2 years experience in Govt./Semi Govt./PSU/reputed organization</p> <p>iii) Proficiency in Computer Operation</p> |
| 4 | Junior Assistant | 01 | 18-25 years | <p>i) Passed 10+2 examination from a Board or its equivalent recognized by the Govt.</p> <p>ii) A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.</p> <p>iii) Computer proficiency, which includes :</p> <p>a) Competency in MS Word / applicable software for written/mal correspondence</p> <p>b) Competency in management of mail</p> |

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| | | | | <p>accounts</p> <p>c) Competency in retrieving information through search applications</p> <p>iv) Candidates who have done diploma in Computers shall be given preferential weightage.</p> |
| 5 | Library Assistant | 02 | 21-30 years | <p>i) Graduate from a recognized University / Institute</p> <p>ii) Diploma in Library Science</p> <p>iii) At least 1 year assistance in a well established library</p> |
| 6 | Lab Assistant | 01 | 21-40 years | <p>i) Graduate from a recognised University / Institution</p> <p>ii) Should have one year Certificate/ Diploma in Photography from a reputed Institute</p> |
| 7 | Multi Tasking Staff | 01 | 18-25 years | <p>i) Must have passed 10th class from a Board or its equivalent recognized by the Government.</p> <p>ii) ITI passed or its equivalent a particular trade wherever identified by the Establishment as per the multi tasking profile from the recognized Institute.</p> |