

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**Head Office-Establishment Department**  
**Hauz Khas, New Delhi**

No. 1230(1)/NIFT/HO/E.II/Group-C/MTS/Promotion/2018

20<sup>th</sup> February, 2018

**OFFICE MEMORANDUM**

The Recruitment Rules(RR) for the post of Junior Assistant in NIFT in Grade Pay of Rs. 1900/- (level-2 of 7<sup>th</sup> CPC) contains provision for filling up the posts from amongst eligible MTS. In this regard, the following is being notified for information :

1. The sanctioned strength of Junior Assistant in Head Office in the Grade Pay of Rs. 1900/- (level-2 of 7<sup>th</sup> CPC) is as given below:

Sanctioned Strength	By Promotion	By Direct Recruitment
	33%	67%
34 posts	11 posts (Filled: 07; Vacant:04)	23 posts

2. The required qualifications/skill and experience for promotion as per RRs are as follows:

<b>Experience</b>	Minimum Five years of regular service in the post of MTS in the Grade Pay of Rs. 1800/- (level-1 of 7 <sup>th</sup> CPC)
<b>Qualification</b>	i- Passed 10+2 examination from a Board or its equivalent recognized by the Government ii- Diploma/Certificate in Computer Applications Operations latest softwares. i.e. MS-Office (Word/Excel/Powerpoint) and proficiency in computer operations. iii- Having speed of 30 words per minute (wpm) in English/Hindi Typing. iv- Proficiency in Computer Application with Lotus, Word Star, MS-Word, MS-Office, Excel.

3. Establishment Section-I is requested to provide certificates of the MTS towards the above qualifications by 28.02.2018.

  
20/2/18  
(Simesh Verma)  
Registrar  


- 1- Shri D.P. Solanki, COE-Head Office- to provide the information
- 2- Notice Boards
- 3- PS to DG-NIFT
- 4- NIFT HO website
- 5- Office copy