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## **A) Finance cum Accounts Officer (FAO)**

The Finance cum Accounts officer shall be responsible for the overall handling of the finance function, including procurement, e-procurement, accounts, settlements, budgets, audits and reports, and any other duty assigned by management from time to time.

### **Roles and responsibilities:**

- Coordinate & handle the buyer portal
- Will be handling GeM, and CPP activities, such as preparation of tender documents, uploading of GeM bids, non-availability report, uploading of tender documents, creation of CRAC & other related work
- Planning and managing Capital and Operational expenses, managing Annual Revenue Income and Expenditure budget preparation, and adhering to financial discipline.
- Overseeing all Finance Functions, Preparation of Financial Statements, and Filing of Statutory Returns like GST, Income Tax, Provident Fund, etc.
- Liaisoning with Internal Auditors, Statutory Auditors & CAG, etc.
- Will be carrying out procurement activities of all four Incubators of NFDI located at NIFT Chennai, Delhi, and Mumbai in coordination with respective Chief Operating Officers
- Undertake activities in compliance with the instructions from the Board of Directors of NFDI and the CEO from time to time.

### **Eligibility and Requirement**

**Qualifications:** Post Graduate Degree in Commerce/ qualifications approved by AICTE/UGC with 5 years experience (with proof) from current/previous Employer in Procurement /Finance/

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G2, NIFT Campus, Hauz Khas, Opposite Gulmohar Park New Delhi-110016  
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Accounts/Administration / of any Govt./Semi Govt./Autonomous Bodies/PSU & Private Sector Organizations, post essential qualification. The last Salary drawn must not be less than 60,000/- per month in the previous Organization.

**Desirable:**

- CA/ICWA(Intermediate)/MBA(Finance)/PGDBM(Finance)
- Tally ERP 9.0 and above
- Experience in handling public procurement processes and platforms (GeM/CPP/etc.)

**Reporting:**

The FAO will report to the CEO of NFDI, based in the NFDI Head Office in New Delhi.

**Age Limit:** Not more than 40 years

**Salary:**

INR 75,000/per month as per DPR (Consolidated). The annual increment is to be 3 percent per year based upon annual performance.

**Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:**

Presently NFDI New Delhi is transferable to other NFDI incubation centers across India.

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to Email:[recruitment.nfdi@nift.ac.in](mailto:recruitment.nfdi@nift.ac.in)

## **B) Business Support Manager (BSM)**

The BSM will be an integral part of the management team and will play a key role in revenue generation for NFDI. Broadly, the BSM's role will be to raise funds through CSR, from private & government organization projects, marketing consultancy, and multiple other activities.

### **Roles and responsibilities:**

- He/she will be responsible for the liaison of NFDI for revenue generation with all stakeholders like government agencies, angel investors, Venture capitalists, and industry entrepreneurs.
- To coordinate with Chief Executive Officer for the smooth conduct of routine business development work of NFDI.
- Participation in long-term business strategic plans and assistance in outreach and network of NFDI.
- Planning and managing CSR and innovation programs and policies.
- Involvement in annual budget preparation and adhering to revenue targets.
- Create and maintain relationships with various government agencies and connect with the business networks for the benefit of the start-ups.
- Undertake activities in compliance with the instructions from the CEO

### **Eligibility and Requirement**

- 2-year full-time Master in Business Administration (MBA)/Master of Fashion Management (MFM) from NIFT/Master of Technology (M.Tech) qualifications approved by AICTE/UGC with 5 years' experience (with proof) from current/previous Employer post essential qualification in liaising with corporate, Government financial institutions for revenue generation.
- Knowledge of business functions related to start-ups specifically Finance, Marketing, and revenue generation.

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- Outstanding written, oral, and business communication skills, interpersonal skills, and organizational and leadership skills.
- Ability to plan and implement within the framework of the budget

## **Desirable:**

- MBA(Finance)/PGDBM(Finance)
- Prior Experience in raising funds through CSR, Grants, Sponsorship extra from Central, state, or foreign governments, public or private enterprises, multinational corporations, etc.

## **Reporting:**

The BSM will directly report to the CEO, of NFDI, based at NFDI Head Office, New Delhi.

## **Age Limit:**

Not more than 40 years

## **Salary:**

INR 1,00,000/-per month as per DPR (Consolidated). The annual increment is to be 3 percent per year.

## **Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

## **Place of work:**

Presently NFDI New Delhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to

Email: [recruitment.nfdi@nift.ac.in](mailto:recruitment.nfdi@nift.ac.in)

## **C) Legal Officer cum Company Secretary cum Administrative Officer**

The legal Officer cum Company Secretary cum Administrative Officer will be an integral part of the management team and will play a key role in proper & timely compliance with the Company law to meet day-to-day ongoing works.

### **Broad Outline/Scope of work:**

- 1) To keep a check on various compliances as per the Companies Act, 2013 as amended from time to time.
- 2) To point out non-compliances and inadequate compliance to the NFDI Management.
- 3) To protect the interest of the customers, employees, society, etc.
- 4) To avoid any unwarranted legal actions by law enforcement agencies and other persons as well.
- 5) To verify whether all the requirements under applicable Company Law have been complied with.
- 6) To perform other related work as assigned by the Director/ CEO of NFDI.
- 7) To conduct Board Meetings/Annual General Meetings timely and preparation of agenda and minutes.
- 8) To file all the application forms and returns as per the Companies Act promptly.

### **Methodology:**

The Company Secretary shall adopt such methodology as appropriate to ensure that there are no legal anomalies and the working of the Company and that all the requirements of the Companies Act, 2013, are duly fulfilled.

### **Eligibility and Requirement**

#### **Qualifications:**

Qualified Company Secretary with 5 years experience in a limited/listed Company from current/previous Employer in any Govt. /Semi Govt. /Autonomous Bodies/PSU & Private Sector Organizations, post essential qualification. The last Salary drawn

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must not be less than 60,000/- per month in the previous Organization.

- I. Company Secretary must have a valid membership number for the ICSI.
- II. Company Secretary must have a minimum experience of five years in the profession, duly attested by the authorized signatory with signatures and his/her previous firm's seal.

## **Reporting:**

The Company Secretary/Legal Officer will report to the CEO, of NFDI, based in the NFDI Head Office, in New Delhi.

## **Age Limit:**

Not more than 40 years

## **Salary:**

INR 80,000/-per month as per DPR (Consolidated). The annual increment is to be 3 percent per year.

## **Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

## **Place of work:**

Presently NFDI New Delhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to Email: [recruitment.nfdi@nift.ac.in](mailto:recruitment.nfdi@nift.ac.in)

## **D) Chief Operating Officer (COO) - Fashion and Lifestyle Accessories Incubator**

The COO will be an integral part of the senior management team and will play a key role in executing incubation plans and programs. Essentially, the COO's role is to implement NFDI objectives, initiatives, and policies, and participate in creating strategies. The COO will also oversee incubation operations and facilities, and manage internal relationships.

### **Roles and responsibilities:**

- Primarily responsible for overall incubation operations, infrastructure, and facilities, administration. HR, IT systems in the specific regional NFDI Incubator.
- Participation in long-term business strategic plans. Putting in place policies and processes to achieve NFDI objectives, and promote its vision and culture.
- Assist in the expansion of programs, outreach, and network of NFDI.
- Planning, managing, and analyzing incubation and innovation programs, policies, infrastructure, and facilities
- .Overseeing operations, measuring the efficiency and effectiveness of processes, and finding ways to improve them.
- Involvement in annual budget preparation and adhering to financial discipline.
- Team management and recruitment. Mentoring and motivating them to achieve organizational objectives. Promoting communication within the team for information flow and smooth communication. Develop HR policies to integrate the team with the organization's mission and culture. Setting goals for the performance and growth of the team.
- Act as a liaison between the incubate and various stakeholders, helping them connect with mentors, investors, and experts. Organizing events and outreach activities for start-ups.



- Developing & maintaining relationships with various government agencies, reporting, and compliance for various government grants. Connect with business networks for benefit of the start-ups.
- Support functions of regulatory compliances, legal agreements, and agreements of commercial and non-commercial nature.
- To help and mentor innovators/ entrepreneurs in developing their ideas into shaping the Business plan and Business teams, and bring together entrepreneurs and potential Business partners and mentors.
- Undertake activities in compliance with the instructions of the CEO.

#### **Eligibility and Requirement**

- Essential experience of working as an incubation manager for a minimum of three years.
- Professional with a Graduate degree in Fashion Design/Accessory Design/Textile Design/Knitwear design from NIFT/NID and expertise in the area of Fashion and Lifestyle Accessories (minimum five years of relevant experience with proof from current/previous Employer) post qualifications.
- Working knowledge of business functions such as HR, Finance, marketing, and IT/Business infrastructure.
- Understanding of start-up issues and ability to mentor them.
- Outstanding written, oral, and business communication skills, organizational and leadership skills.
- Good interpersonal skills, and ability to take the team along and train them.
- Ability to plan and implement within the framework of the budget

#### **Reporting:**

The COO will directly report to the CEO, of NFDI, based in NFDI Head Office, in New Delhi. The COO will also maintain a good relationship with NIFT HO.

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**Age Limit:**

not more than 40 years

**Consolidated pay:**

INR 1, 50,000/-per month as per DPR(Consolidated). The annual increment is to be 3 percent per year.

**Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:** Presently NFDI New Delhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500words, and two(2)references, are to be submitted in the prescribed format to  
Email:recruitment.nfdi@nift.ac.in

## **E) Chief Operating Officer (COO) – Smart Wearable Systems Incubator**

The COO will be an integral part of the senior management team and will play a key role in executing incubation plans and programs. Essentially, the COO's role is to implement NFDI objectives, initiatives, and policies, and participate in creating strategies. The COO will also oversee incubation operations and facilities, and manage internal relationships.

### **Roles and responsibilities:**

- Primarily responsible for overall incubation operations, infrastructure and facilities, and administration. HR, IT systems in the specific regional NFDI.
- Participation in long-term business strategic plans. Putting in place policies and processes to achieve NFDI objectives, and promote its vision and culture. Assist in the expansion of programs, outreach, and network of NFDI.
- Planning, managing, and analyzing incubation and innovation programs, policies, infrastructure, and facilities. Overseeing operations, measuring the efficiency and effectiveness of processes, and finding ways to improve them.
- Involvement in annual budget preparation and adhering to financial discipline.
- Team management and recruitment. Mentoring and motivating them to achieve organizational objectives. Promoting communication within the team or information flow and smooth communication. Develop HR policies to integrate the team with the organization's mission and culture. Setting goals for the performance and growth of the team.
- Act as a liaison between the incubators and various stakeholders, helping them connect with mentors, investors, and experts. Organizing events and outreach activities for start-ups.
- Developing & maintaining relationships with various government agencies, reporting, and compliance for various government grants.

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- Connect with business networks for benefit the of the start-ups.
- Support functions of regulatory compliances, legal agreements, and agreements of commercial and non-commercial nature.
- To help and mentor innovators/ entrepreneurs in developing their ideas into shaping Business plans and Business teams, and brings together entrepreneurs and potential Business partners and mentors.
- Undertake activities in compliance with the instructions of the CEO.

## **Eligibility and Requirement**

- Post qualification essential experience of working as an incubation manager for a minimum of three years
- Professional with a Graduate degree in Engineering with a Master of Fashion Management (MFM) from NIFT/Master in Fashion Technology (MFTech.) from NIFT(minimum five years of relevant experience with proof from current/previous Employer) post qualifications.
- Working knowledge of business functions such as HR, Finance, marketing, and IT/Business infrastructure.
- Understanding of start-up issues and ability to mentor them.
- Outstanding written, oral, and business communication skills, organizational and leadership skills.
- Good interpersonal skills, and the ability to take the team along, and train them.
- Ability to plan and implement within the framework of the budget

## **Reporting:**

The COO will directly report to the CEO, of NFDI, based in the NFDI Head Office, in New Delhi. The COO will also maintain a good relationship with NIFT HO.

## **Age Limit:**

Not more than 40 years

## **Consolidated pay:**

INR 1, 50,000/-per month as per DPR(Consolidated). The annual increment is to be 3

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percent per year.

**Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:**

Presently NFDI New Delhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to Email: [recruitment.nfdi@nift.ac.in](mailto:recruitment.nfdi@nift.ac.in)

## **F) Chief Operating Officer (COO) – Apparel Athleisure & Activewear Incubator**

The COO will be an integral part of the senior management team and will play a key role in executing incubation plans, and programs. Essentially, the COO's role is to implement NFDI objectives, initiatives, and policies, and participate in creating strategies. The COO will also oversee incubation operations and facilities, and manage internal relationships.

### **Roles and responsibilities:**

- Primarily responsible for overall incubation operations, infrastructure, and facilities, administration. HR, IT systems in the specific regional NFDI.
- Participation in long-term business strategic plans. Putting in place policies and processes to achieve NFDI objectives, and promote its vision and culture.
- Assist in the expansion of programs, outreach, and network of NFDI.
- Planning, managing, and analyzing incubation and innovation programs, policies, infrastructure, and facilities. Overseeing operations, measuring the efficiency and effectiveness of processes, and finding ways to improve them.
- Involvement in annual budget preparation and adhering to financial discipline.
- Team management and recruitment. Mentoring and motivating them to achieve organizational objectives. Promoting communication within the team for information flow and smooth communication. Develop HR policies to integrate the team with the organization's mission and culture. Setting goals for the performance and growth of the team.
- Act as a liaison between the incubators and various stakeholders, helping them connect with mentors, investors, and experts. Organizing events and outreach activities for start-ups.
- Developing & maintaining relationships with various government agencies, reporting, and compliance for various government grants.

Connect with the business network for benefit of the start-ups.

- Support functions of regulatory compliances, legal agreements, and agreements of commercial and non-commercial nature.
- To help and mentor innovators/ entrepreneurs in developing their ideas into shaping Business plans and Business teams, and bring together entrepreneurs and potential business partners and mentors.
- Undertake activities in compliance with the instructions from the CEO.

#### **Eligibility and Requirement**

- Post qualification Essential experience working as an incubation manager for a minimum of three years.
- Professional with a Graduate degree in engineering and Master of Fashion Management (MFM) from NIFT/Master in Fashion Technology (MFTech.) from NIFT(minimum five years of relevant experience with proof from current/previous Employer) post qualifications.
- Working knowledge of business functions such as HR, Finance, marketing, and IT/Business infrastructure.
- Understanding of start-up issues and ability to mentor them.
- Outstanding written, oral, and business communication skills, organizational and leadership skills.
- Good interpersonal skills, and ability to take the team along, and train them.
- Ability to plan and implement within the framework of the budget

#### **Reporting:**

The COO will directly report to the CEO, of NFDI, based in the NIFT Head Office, in New Delhi. the will also maintain a good relationship with NIFT HO.

#### **Age Limit:**

Not more than 40 years

#### **Consolidated pay:**

INR 1, 50,000/-per month as per DPR (Consolidated). The annual increment is to be 3

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percent per year.

**Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:** Presently NFDI NewDelhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500 words, and two (2) references, are to be submitted in the prescribed format to Email: [recruitment.nfdi@nift.ac.in](mailto:recruitment.nfdi@nift.ac.in)



## **G) Chief Operating Officer (COO) – Home & Spaces Incubator**

The COO will be an integral part of the senior management team and will play a key role in executing incubation plans and programs. Essentially, the COO's role is to implement NFDI objectives, initiatives, and policies, and participate in creating strategies. The COO will also oversee incubation operations and facilities, and manage internal relationships.

### **Roles and responsibilities:**

- Primarily responsible for overall incubation operations, infrastructure, and facilities, administration. HR, IT systems in the specific regional NFDI.
- Participation in long-term business strategic plans. Putting in place policies and processes to achieve NFDI objectives, and promote its vision and culture. Assisting expansion of programs, outreach, and network of NFDI.
- Planning, managing, and analyzing incubation and innovation programs, policies, infrastructure, and facilities. Overseeing operations, measuring the efficiency and effectiveness of processes, and finding ways to improve them.
- Involvement in annual budget preparation and adhering to financial discipline.
- Team management and recruitment. Mentoring and motivating them to achieve organizational objectives. Promoting communication within the team for information flow and smooth communication. Develop HR policies to integrate the team with the organization's mission and culture. Setting goals for the performance and growth of the team.
- Act as a liaison between the incubators and various stakeholders, helping them connect with mentors, investors, and experts. Organizing events and outreach activities for start-ups.
- Developing & maintaining relationships with various government

agencies, reporting, and compliance for various government grants.  
Connect with the business network for benefit of the start-ups.

- Support functions of regulatory compliances, legal agreements, and agreements of commercial and non-commercial nature.
- To help and mentor innovators/ entrepreneurs in developing their ideas into shaping Business plans and Business teams, and bringing together entrepreneurs and potential Business partners and mentors.
- Undertake activities in compliance with the instructions from the CEO.

### **Eligibility and Requirement**

- Post qualification Essential experience working as an incubation manager for a minimum of three years.
- Professional with a Graduate degree in Textile Engineering/Technology or Textile Design, and expertise in the area of Textile and Fashion(minimum five years of relevant experience with proof from current/previous Employer) post qualifications.
- Working knowledge of business functions such as HR, Finance, marketing, and IT/Business infrastructure.
- Understanding of start-up issues and ability to mentor them.
- Outstanding written, oral, and business communication skills, organizational and leadership skills.
- Good interpersonal skills, and ability to take the team along and train them.
- Ability to plan and implement within the framework of the budget

### **Reporting:**

The COO will directly report to the CEO, of NFDI, based in the NIFT Head Office, in New Delhi. The COO will also maintain a good relationship with NIFT HO.

### **Age Limit:**

Not more than 40 years

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**Consolidated pay:**

INR1, 50,000/-per month as per DPR(Consolidated). The annual increment is to be 3 percent per year.

**Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:** Presently NFDI New Delhi

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500words, and two (2)references, are to be submitted in the prescribed format to  
Email:recruitment.nfdi@nift.ac.in

## **H) Technician- Smart Wearable Systems Incubator**

SWS technician's responsibility includes intervention in the prototyping and sampling of product ideas; facilitating the transformation of skeletal concepts into tangible products & repair & Maintenance of Machines installed in the lab.

### **Brief about SWS Incubator:**

The core strength of this incubator lies in pivoting the incubates on thinking through materials and rootedness of human dexterity as an intrinsic aspect of the design process and thus the achieved outcome. The critical fundamental elements are the nuanced understanding of traditional methods for creating and producing artefacts and the applicability of cutting-edge technological intervention without mitigating the aesthetics and human value. Leveraging the advantage of the presence of the state-of-the-art infrastructural setup, coupled with the availability of skilled resources that can provide knowledge and skill interventions in their usage, NFDI includes intervention in the prototyping and sampling of product ideas; to facilitate the transformation of skeletal concepts into tangible entities.

### **Roles & Responsibilities -**

- Preventive Maintenance & Record of each & every Machine installed in the Lab.
- Assisting incubatees by demonstrating the Machine operations.
- Keeping records of all Machines and Accessories and their day-to-day maintenance.
- Ensure sufficient stock of consumables/parts/accessories
- required for smooth functioning of machines.
- Identification, Processing, and follow-up of requirements/equipment/parts.
- Operational demonstration of Machine to incubate/ Industry participants/visitors etc.

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- Accountability & safety of all machines/accessories consumable items from theft, damages, and pilferage, etc
- Ensuring that all machines/equipment are working as per the guideline/manual provided by the manufacturer.
- Ensuring timely servicing of machines/equipment is working as per the guideline/manual provided by the manufacturer.
- Ensuring the right allotment of the right machine/equipment to the Incubatee at the right time.

## **Essential Qualification:**

3-year full-time diploma in relevant Engineering Branch with 5 years of work experience with proof from current/previous Employer post qualifications.

## **Desired Experience –**

Procurement experience with inventory management

## **Reporting:**

Will do any official assignment assigned by the Chief operating officer, SWS

## **Age Limit:**

Not more than 35 years

## **Salary:**

INR 50,000/-per month as per DPR (Consolidated). The annual increment is to be 3 percent per year.

## **Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

## **Place of work:**

Presently NFDI New Delhi

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**NIFT Foundation For Design Innovation (NFDI)**

(A Section 8 Company)

Set up by the National Institute of Fashion Technology, Ministry of Textiles, Govt. of India

## I) Technician-Fashion & Lifestyle Accessories Incubator

F&LA technician's responsibility includes intervention in the prototyping and sampling of product ideas; facilitating the transformation of skeletal concepts into tangible products & repair & Maintenance of Machines installed in the lab.

### **Brief about F&LA Incubator:**

The core strength of these incubators is in creating expertise that is pivoted on thinking through materials and rootedness of human dexterity as an intrinsic aspect of the design process and thus the achieved outcome. The critical fundamental elements are the nuanced understanding of traditional methods for creating and producing artefacts and the applicability of cutting-edge technological intervention without mitigating the aesthetics and human value. Leveraging the advantage of the presence of the state-of-the-art infrastructural setup, coupled with the availability of skilled resources that can provide knowledge and skill interventions in their usage, NFDI includes intervention in the prototyping and sampling of product ideas; to facilitate the transformation of skeletal concepts into tangible entities.

### **Roles & Responsibilities -**

- Preventive Maintenance & Record of each & every Machine installed in the Lab.
- Assisting incubate by demonstrating the machine operations.
- Keeping records of all Machines and Accessories and their day-to-day maintenance.
- Ensure sufficient stock of consumables/ parts/accessories required for smooth functioning of machines.
- Identification, Processing, and follow-up of requirements/equipment/parts.
- Operational demonstration of Machine to incubate /Industry

participants/ visitors etc.

- Accountability & safety of all machines/accessories consumable items from theft, damages, and pilferage, etc
- Ensuring that all machines/equipment are working as per the guideline/manual provided by the manufacturer.
- Ensuring timely servicing of machines/equipment as per the guideline/manual provided by the manufacturer.
- Ensuring the right allotment of the right machine/equipment to the Incubatee at the right time.

### **Essential Qualification:**

3-year full-time diploma in relevant Engineering Branch with 5 years of work experience with proof from current/previous Employer post qualifications.

### **Desired Experience –**

Procurement experience with inventory management

### **Reporting:**

Will do any official assignment assigned by the Chief Operating Officer, F&LA

**Age Limit:** Not more than 35 years

### **Salary:**

INR 50,000/-per month as per DPR (Consolidated). The annual increment is to be 3 percent per year.

### **Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

**Place of work:** Presently NFDI New Delhi



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**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500words, and two (2)references, are to be submitted in the prescribed format to  
Email:recruitment.nfdi@nift.ac.in

**NIFT Foundation For Design Innovation (NFDI)**

(A Section 8 Company)

Set up by the National Institute of Fashion Technology, Ministry of Textiles, Govt. of India

## **J) Technician-Apparel including Athleisure & Activewear Incubator**

AAA technicians would give potential entrepreneurs access to infrastructure and specified services and facilitate field testing and validation. She/he would also help in developing an available product, which includes new product development (often textiles & garments, and accessories), Innovations in technology (for materials and production processes), and Novel Design interventions (for both of the above).

### **Roles & Responsibilities:**

The roles & responsibilities of the Technician (Apparel including Athleisure & Activewear) NFDI are given below:

- To assist the Chief Operating Officer in the smooth conducting of routine work of NFDI
- To assist in the setting up of the Machines & prototype development.
- Maintenance of infrastructural facilities of Apparel including Athleisure & Activewear labs.
- Impart practical training to the Incubatees by demonstration of machinery & other equipment.
- Preventive Maintenance & Record of each & every Machine installed in the Lab.
- Assisting incubatee by demonstrating the Machine operations.
- Keeping records of all M a c h i n e s and Accessories and their day-to-day maintenance.
- Ensure sufficient stock of consumables/parts/accessories required for smooth functioning of machines.
- Identification, Processing and follow-up of requirements/ equipment/ parts.
- Operational demonstration of Machine to incubate/Industry.

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- Accountability & safety of all machines/accessories consumable items from theft, damages, and pilferage, etc
- Ensuring that all machines/equipment are working as per the guideline/manual provided by the manufacturer.
- Ensuring timely servicing of machines/equipment is working as per the guideline/manual provided by the manufacturer.
- Ensuring the right allotment of the right machine/equipment to the Incubatee at the right time.

## **Essential Qualification:**

3-year full-time diploma in relevant Engineering Branch with 5 years of work experience with proof from current/previous Employer post qualifications.

## **Desired Experience -**

Procurement experience with inventory management

## **Reporting:**

Will do any official assignment assigned by the Chief Operating Officer, F&LA

## **Age Limit:**

Not more than 35 years

## **Salary:**

INR 50,000/-per month as per DPR (Consolidated). The annual increment is to be 3 percent per year.

## **Duration:**

The position will be for a period of three years reviewed annually with the possibility of extension for another two years on a contract basis, based on performance.

## **Place of work:**

Presently NIFT New Delhi

**NIFT Foundation For Design Innovation (NFDI)**

(A Section 8 Company)

Set up by the National Institute of Fashion Technology, Ministry of Textiles, Govt. of India

# NIFT Foundation for Design Innovation

G2, NIFT Campus, Hauz Khas, Opposite Gulmohar Park New Delhi-110016  
CIN- U85300DL2020NPL366844

**No. of Post:** One

Applications, including a CV, Statement of Purpose within 500words, and two (2)references, are to be submitted in the prescribed format to  
Email:recruitment.nfdi@nift.ac.in

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Full Name				
Father's Name				
Address				
Date of Birth				
Nationality				
Sex				
Married/Unmarried				
Category (General/OBC/SC/ST)				
Mobile No.				
E-mail				
Present Employment:				
Educational Qualifications (Starting from secondary education)	(Note: Self-attested copies of all the certificates/degrees are to be attached)			
Examinations	Branch /Specialization	Institute/ University	Year	% of marks Division
Total years of work experience after attaining Minimum Diploma/ Degree qualifications				

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Details of work experience (Year wise) starting from the most recent position) (attach self-attested certificates)	
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Employer	Position	Exact Date to be given	Scale of pay	Nature of duties
The current designation, name of the company				
NOC from current Employer (if applicable)				
The major area of professional expertise				
Name & Address of two reference (Should be familiar with your recent work)		I	II	
Name				
Occupation or Position				
Address				
Mobile no.				
E-mail address				

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Statement of objectives (Attach Separate Sheet)	<ul style="list-style-type: none"><li>• Please indicate why wish to join NFDI</li><li>• How in your opinion do you meet the job requirement as advertise?</li><li>• A short paragraph about work done &amp; experiences.</li></ul>
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**Declaration**

I hereby declare that all the statements made in this application are true & complete to the best of my knowledge & belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

I have informed my employer in writing that I am applying for the post (in case of a candidate who is already employed) and shall produce the no objection certificate to attend the interview/Test if called, and relieving or derat the time of joining NFDI if selected.

Place

Signature of Candidate

Date