



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

### National Institute of Fashion Technology

(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

निफ्ट कैम्पस, हौज़खास, निकट गुलमोहर पार्क, नई दिल्ली – 110016

NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

Advt. No.: 04/Estt./NIFT-HO/2023

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## **RECRUITMENT FOR THE POST OF DIRECTOR (FINANCE & ACCOUNTS) IN NIFT ON DEPUTATION / CONTRACT BASIS**

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 18 Campuses located across the country, invites applications for direct recruitment on contract / deputation from Indian citizens in the prescribed proforma to the following post:

Sl. No.	Post Name	Pay Level/Pay Band	Post	Location	Mode of Recruitment
1.	Director (Finance & Accounts)	Level- 13 (7 <sup>th</sup> CPC)/ PB-4 [Rs. 37400 – 67000/- + Grade Pay Rs. 8700/- (6 <sup>th</sup> CPC)]	01	NIFT Head Office, New Delhi	Deputation/ Contract

### 2. ELIGIBILITY CONDITION:

On Deputation	On Contract
<p>Officers of the Central Govt. / State Govt./ UT/ Autonomous Organization / PSUs holding analogous post on regular basis with relevant experience in dealing with financial, accounting and audit matters.</p> <p><b>Age limit:</b> Maximum age limit for appointment shall not exceed 56 years as on closing date of receipt of applications.</p> <p><b>Period of Deputation</b> Period of deputation shall be two years. Tenure can be extended for a maximum period of one year subject to satisfactory performance</p>	<p><b>Education and other qualifications:</b> Chartered Accountant or Company Secretary or Cost and Works Accountant or Post Graduate Degree in Commerce from recognized University or Institution</p> <p><b>Experience:</b> Twenty years of experience in dealing with financial, accounting and audit matters in Government organization /Autonomous body/ Statutory body/ University/ Institution out of which at least fifteen years at supervisory level (Level-10 or equivalent).</p> <p><b>Age limit:</b> 50 years Maximum upper age-limit for NIFT employees maybe relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.</p> <p><b>Period of contract</b> Period of contract shall be two years. Tenure can be extended for a maximum period of one year subject to satisfactory performance.</p>

### 3. IMPORTANT INSTRUCTIONS / INFORMATION

- 1) No provision for reservation exists for the posts to be filled up on deputation basis.
- 2) Age relaxation to SC/ST/OBC/PWD/Ex-Servicemen candidates shall be applicable as per extant Gol rules.
- 3) **Applicants are advised to send their application only through proper channel while applying on deputation. While applying for direct recruitment on contract, NOC from present employer will be mandatory. Applications sent directly or as advance copies shall be PROVISIONALLY entertained. Applicants must ensure the same is received through proper channel with requisite documents before the date of the INTERVIEW.**
- 4) The concerned Ministry/Department/Organization/University/Institution/Competent Authority, while forwarding the application shall certify that the applicant, if selected, will be relieved to take up the appointment within one month of the receipt of the offer of appointment.
- 5) **The pay of the selected candidate on deputation will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.**
- 6) All applicants must fulfil the eligibility conditions for the post and the other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications and/or experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.
- 7) **For Deputation:** The eligible candidates applying on deputation must submit the application through proper channel along with the following documents.
  - a) Prescribed performa of application (**Annexure-I**)
  - b) Integrity Certificate(**in original**) (**Annexure – II**)
  - c) List of major/minor penalties imposed, if any, on the official during the last 10 years; if no penalty has been imposed a “NIL” certificate should be enclosed (**in original**) (**Annexure – III**)
  - d) Vigilance Clearance Certificate (**in original**) (**Annexure – IV**)
  - e) Cadre Clearance Certificate (**in original**) (**Annexure – V**)
  - f) Attested photocopies of the APARs (**Annexure – VI**) of last five years (2018-19 to 2022-23) failing which the application will not be considered.

Each page should be attested by an officer not below the rank of an Under Secretary to the Govt. of India. If the APARs in the parent department is maintained in Grade Point(year wise), then the same is required to be submitted in Grade (year wise) e.g. Outstanding, Very Good, Good, Average, Below Average, Poor and Fail only. If due to some administrative reason, APAR of any year is under process/ cannot be submitted, then one year previous APAR will be accepted.

- 8) **For direct recruitment on contract:** Eligible candidates must submit the application in the prescribed proforma (**Annexure- VII**).
- i) Candidates who have taken voluntary retirement / or are not working/ or are working in private institution / organisation, need to submit an undertaking/self-declaration to the effect that:

- a) No penalty has ever been imposed on him /her and he/she has never been convicted by any Court of Law.
  - b) No disciplinary action/vigilance case is pending or contemplated against him /her in last 05 years.
  - c) In case of selection by direct recruitment on contract, the final selection shall be subject to such verification of character and antecedents as the Competent Authority may prescribe.
- ii) In service candidates working in Offices of Central Govt. / State Govt./UR/Autonomous Organizations/ PSU applying for post on Contract have to submit Integrity Certificate (**Annexure-II**) and Vigilance Clearance Certificate (**Annexure-IV**) and **application must be forwarded through proper channel.**
- 9) The applicant must be a citizen of India.
- 10) **The application must be accompanied by self-attested copies of the relevant educational qualification, experience and caste/category certificate (wherever applicable). Incomplete applications which are not accompanied with the required certificates/documents in support of educational qualification & experience (for contract) and requisite documents duly certified/forwarded by the parent office or unsigned applications are liable to be rejected.**
- 11) **All employment under Government of India/ State Government etc. like adhoc, contract, part time, consultant or equivalent which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary and will not be counted towards Experience.**
- 12) If any document/ certificate is furnished in a language other than Hindi or English, a Hindi or English transcript of the same, duly attested by the candidate is to be submitted.
- 13) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- 14) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- 15) **No TA/DA is permissible for participating in the selection process.**
- 16) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview/interaction.
- 17) The dates and mode of interview / interaction will be communicated through email to the shortlisted candidates. The mode of interview / interaction may be either offline or through online mode which will be at the sole discretion of the Competent Authority.
- 18) Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
- 19) In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could

not be detected at the time of test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.

- 20) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates.
- 21) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 22) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 23) Employment in Institute shall be governed by the Rules and Regulations, service conditions, as notified by the Institute from time to time.
- 24) Applications from employees of Government Departments and/or PSUs/autonomous bodies under Government will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Vigilance clearance should also be recorded.
- 25) The Institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- 26) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by any applicant could result in summarily rejection of the applicant at any stage of the recruitment process.
- 27) All correspondence and communication from the Institute including interview/interaction letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form or uploaded on NIFT website [www.nift.ac.in](http://www.nift.ac.in)
- 28) Institute shall process the applications entirely on the basis of information / documents submitted by the candidates. In case the information/documents are found to be false /incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the applicant and the applicant alone would be responsible for consequences, thereof.
- 29) **SELECTION PROCESS:** Selection shall be on the basis of the performance in the personal interview / interaction or any other Selection criteria fixed by the NIFT/Selection Committee. The decision of NIFT shall be final.
- 30) For further details, please visit the Institute's website: [www.nift.ac.in](http://www.nift.ac.in)
- 31) Any addendum/corrigendum shall be posted only on the website of the Institute.
- 32) **HOW TO APPLY:** The application along with relevant documents self-attested copies in support of qualification, experience, age, etc. must be forwarded to “**The Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016**” within **Forty (40)** days from issuance of advertisement in the Employment News.

<b>BIO-DATA / CURRICULUM VITAE PROFORMA</b> <b>(While applying on Deputation basis)</b>		Affix your recent passport size photograph duly self attested by signing across in full
<b>Advertisement No:</b>		<b>Post applied for:</b> _____
1.	Name (In Capital Letters)	
2.	Correspondence address	
3.	Date of Birth (in Christian Era)	
4.	Date of Retirement under Central Govt. Rules.	
5.	Educational Qualifications (Starting from highest qualification to lowest. Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
6.	Do you hold analogous post on regular basis in the parent cadre or department/Ministry	
7.	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department.	
8.	Do you possess eligibility conditions as indicated in the vacancy circular for which you are applying (Please mention 'Yes' or 'No' as applicable)	

9.	Details of employment in chronological order (Starting from entry in the Service). Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)						
Office / Organization	Post held with scale of pay	Period of service		Nature of appointment (Regular / Ad-hoc / Deputation)	Basic Pay (Revised)		
		From	To		Pay in PB	G.P.	Basic Pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
10.	Nature of present employment i.e. Ad-hoc or Temporary or Permanent						
11.	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment on deputation c) Name of parent office/Organization to which you belong to						
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale						
Date	Pay scale (pre-revised)	Basic Pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pay Level	Revised basic pay		
(1)	(2)	(3)	(4)	(5)	(6)		
13.	Total emoluments drawn per month as on the date of applying against this Vacancy Circular.						
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.						
15.	Full postal address including PIN Code number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority.						
16.	Whether belongs to SC/ST						
17.	Remarks, if any						
<b>Signature of the Candidate</b>							
Name of the Candidate							

Complete Office Address	
E-mail address of the candidate	
Telephone Number of the candidate	
Mobile Number of the candidate	
Date :	
Place:	

18. Please attach a Statement of Purpose (SOP) not exceeding 1000 words covering the following (Separate sheet may be used)

(a) Why do you wish to join NIFT?

(b) Why do you think you are suitable for the job?

(c) How will you bring value to NIFT?

(d) What has been a significant defining experience in your professional life?

**Signature of the Candidate**

(Name of the Candidate)

**INTEGRITY CERTIFICATE**

After scrutinizing the Service records of Shri/Smt./Ms. \_\_\_\_\_ who has applied for deputation / contract to the post of \_\_\_\_\_ NIFT, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	



**NO PENALTY CERTIFICATE**

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation to the post of \_\_\_\_\_ in NIFT.

- i. \*No major/minor penalty has been imposed on him/her during the last ten years.
- ii. \*A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(\*Strike out which is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation / contract to the post of \_\_\_\_\_ in NIFT.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

**CADRE CLEARANCE CERTIFICATE**

This office has no objection to Shri/Smt./Ms. \_\_\_\_\_ applying for the post of \_\_\_\_\_ on deputation basis in NIFT. It will be possible to relieve Shri/Smt./Ms. \_\_\_\_\_ from this Office without any delay, in case he/she is selected for the said post of \_\_\_\_\_.

It is also certified that particulars furnished by Shri/Smt./Ms. \_\_\_\_\_ are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

**FORWARDING OF APARS FOR LAST FIVE YEARS**

APARs for the last five years duly attested (by an officer not below the rank of an Under Secretary to the Government of India) in respect of Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation to the post of \_\_\_\_\_ NIFT, are attached herewith.

2- Consolidated grading of APARs is also indicated against each in the table appended below:-

Sl. No.	Year	Overall Grading	Reference page no. of APAR	Whether all pages of APAR attached (Yes/No)
1.	2018-19			
2.	2019-20			
3.	2020-21			
4.	2021-22			
5.	2022-23			

**Note:** If due to some administrative reason, APAR of any year is under process/ can not be submitted, then one year previous APAR will be accepted.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

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### National Institute of Fashion Technology

(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

**निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली – 110016**

NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

### **APPLICATION FOR APPOINTMENT THROUGH DIRECT RECRUITMENT ON CONTRACT BASIS**

(All the columns are to be filled neatly in capital letters)

(Please tick appropriate brackets below as applicable)

Affix your recent  
passport size photograph  
duly self attested  
by signing across in full

Advertisement No. \_\_\_\_\_ Post applied for \_\_\_\_\_

1.	Name of the Applicant (in block letters)		
2.	Gender	:	Male ( ) Female ( ) Transgender ( )
3.	Father's/Husband's name	:	
4.	Whether citizen of India	:	Yes ( ) No ( ) If yes, whether-Domicile ( ) By birth ( )
5.	NIFT Employee	:	Yes ( ) OR No ( ), If yes, mention the campus name and post Name of Campus _____ Post _____
6.	i) Whether Council / Government / Autonomous Bodies /PSU Employee ii) Others (Please specify)	:	i) Yes ( ) No ( ) ii) .....
7.	Correspondence Address with pin code	:	Pin code
8.	Permanent Address with	:	

	pin code						
			Pin code				
9.	Contact Details	:	Phone No.				
			e-mail:				
10.	Nearest Railway Station	:					
11.	Date of Birth	:	(DD/MM/YYYY)				
12.	Age as on closing date of application	:	Years	Months	Days		
13.	Community (Tick and enclose Attested copy of certificate)	:	SC( ) ST( ) OBC( ) PWD( ) UR( ) EWS( ) (If PWD, please also tick SC/ST/OBC/UR as applicable)				
14.	Are you related to any NIFT employee, working in any campus/HO on Regular or Contract basis, if so please state:						
	Name	Designation	NIFT Campus Where working		Relationship		
15.	Particulars of all examinations passed and degrees and technical qualifications Obtained at College, University or other Institutions of technical education (commencing with the Matriculation or equivalent examination):						
	Sl. No.	Examination/Degree /Diploma	Name of College/ Institution/University	Year of passing	Subjects/ Specialization	Percentage of Marks*	
	Please attach self-attested copy of above examination/degree/diploma/certificates in support of educational/technical qualification						
16.	Professional training, if any:						
17.	<b>Work Experience</b> , starting from the present employment: (Furnish a resume of work experience with supporting documents, If any, separately)						
	Name and address of the employer	Post held	Period From	Period To	Permanent/ /Temporary	Salary with Grade Pay (as per 6 <sup>th</sup> CPC)/Level as per 7 <sup>th</sup> CPC.	Whether Govt./Autonomous body/statutory body/University/ Institution/Private firm/company
	<b>Total Experience:</b>						
	Please attach document/s in support of work experience failing which experience will not be considered.						

18.	Are you under any bond / contractual obligation to serve Central / State Government / PSU / Autonomous or any other body? If yes, give details:	
19.	Joining time required from date of offer of appointment, if selected	Minimum:
		Maximum:
20.	Details of Honours, Awards, Publications & Patents (Attach assigned separate sheet for details)	
21.	Any other relevant information (Attach additional sheets)	
22.	<b>List of enclosures:</b> Please enclose all passing certificates & marks sheets from class 10th and onwards. For Diploma, Graduation, Post-graduation & other higher qualifications marks sheets of each year is required to be enclosed. Experience Certificates should be in the order specified at serial number 15 & 17.	
	(1)	(7)
	(2)	(8)
	(3)	(9)
	(4)	(10)
	(5)	(11)
	(6)	(12)

**OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe, PWD –Persons with Disability, UR-Unreserved, EWS-Economically Weaker Section**

23. Please attach a Statement of Purpose (SOP) not exceeding 1000 words covering the following:
- Why do you wish to join NIFT?
  - Why do you think you are suitable for the job?
  - How will you bring value to NIFT?
  - What has been a significant defining experience in your professional life?

**DECLARATION**

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

ii) I have informed my employer in writing that I am applying for the above post (in case of candidate who is already employed) and shall produce the no objection certificate to attend the interview/ test, if called, and relieving order at the time of joining NIFT, if selected.

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Signature of the Candidate**

(Name of the Candidate)