



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. 03/Estt./NIFT-HO/2024-25

Date of Publication on Website: 26.12.2024

Last date for receipt of applications: 16.01.2025

**SUBJECT: ENGAGEMENT OF RETIRED GOVERNMENT SERVANT AS CONSULTANT
(ADMINISTRATION & ESTABLISHMENT) IN NIFT**

INTRODUCTION

Set up in 1986, NIFT is the pioneering institute of fashion education in the country and has been in the vanguard of providing professional human resources to the textile and apparel industry. Over the years, NIFT has also been working as a knowledge service provider to the Union and State Governments in the area of design development and positioning of handlooms and handicrafts. NIFT has 19 campuses across the country and Head Office at Delhi is responsible for policy formulation, recruitments, promotions and other service matters affecting all employees alike. In addition, NIFT Head Office looks after the inspections, audit, grievance redressal and coordination with different Ministries, Offices and Departments.

National Institute of Fashion Technology (NIFT) invites applications from retired employees of Central Government / Statutory/ Autonomous Bodies / PSU to render their services as Consultant (Administration & Establishment). The requisite details for engagement of Consultant (Administration & Establishment) are as under :-

1.	Name of Post	Consultant (Administration & Establishment)
2.	Total number of posts	01 (One)
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement which may be extended /curtailed as per requirement / performance of the individual.
4.	Job location	NIFT Head Office, NIFT Campus, Hauz Khas, New Delhi-110016
5.	Eligibility Criteria	Must have retired from Central Government/ Statutory/ Autonomous bodies/ PSUs at the level of Deputy Secretary/SO (Level 8 or above up to Level 12 of Pay Matrix as per 7 th CPC)
6.	Age limit	Candidates should not be more than 63 years of age on the last date of submission of application
7.	Experience	<u>Must have experience of at least five years in handling Administrative / Establishment / Disciplinary Matters independently.</u>
8.	Remuneration	1. A consolidated remuneration equivalent to last pay drawn minus pension plus TA as per the entitlement of the last post held. 2. The amount of remuneration so fixed shall remain unchanged for the term of consultancy contract and TDS shall deducted as per rule.

		<p>3. The retired employees of non-pensionable statutory bodies/organizations would be paid fixed remuneration as under:</p> <p>(a) Retired from the post in Pay level 11 and 12 - Rs. 60,000/-</p> <p>(b) Retired from the post in Pay level 8 to 10 – Rs. 40,000/-</p>
(c)	Leave	<p>➤ 1.5 days for each completed month of contractual engagement.</p> <p>➤ No encashment of accumulated leave, if any, will be allowed.</p>
(d)	Working Hours	<p>Normal office timings will be 9.00 AM to 5.30 PM every day from Monday to Friday, excluding holidays and Saturday & Sunday. However, if needed, may be asked to devote extra at the times during exigencies</p>
(e)	Terms and conditions of engagement	<p>➤ The engagement will be purely on need basis dependent on work performance.</p> <p>➤ The Intellectual Property Right (IPR) of the data collected as well as deliverables produced shall be the property of NIFT.</p> <p>➤ The Consultant shall not utilise or publish or disclose or part with, to a third party, any part of the data, report, statistics or proceedings or information collected/handled during the course of his assignment without express written consent of the NIFT Authorities.</p> <p>➤ No TA/DA shall be payable for attending the interviews, etc. or joining the assignment</p> <p>➤ No other facilities such as DA, Accommodation, residential phone / conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the consultant.</p>

IMPORTANT INSTRUCTIONS

- 1) **No TA/DA** is permissible for participating in the selection process.
- 2) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the selection process.
- 3) **SELECTION PROCESS:**
 - **Initial Screening:** Evaluation of submitted documents to ensure candidates meet the eligibility criteria.
 - **Interview:** Shortlisted candidates will be called for personal interview.
 - **Final Selection:** The final decision will be based on the overall assessment of the candidate's qualifications, experience, and performance in the Personal interview or any other Selection criteria fixed by the NIFT / Selection Committee. The decision of NIFT shall be final.

- The dates and mode of interview 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.

4) **IMPORTANT DATES:**

Date of Publication	: 26-12-2024
Last date for receipt of application	: 16-01-2025
Date of Interview	: 20-01-2025
Declaration of Result	: 22-01-2025

- 4) 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.
- 5) 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.
- 6) 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.
- 7) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 8) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 9) 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.
- 10) 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
- 11) Any addendum/corrigendum shall be posted only on the website of the Institute or will be informed by email.
- 12) **Confidentiality:** All information provided by applicants as part of the EOI process will be treated as confidential and used solely for the purpose of selection.

13) **HOW TO APPLY:** Candidates are advised to submit their **CVs** and the **application in the prescribed format** attached below along with relevant documents self-attested copies in support of qualification, experience, age, etc. addressing to :-

- Application in the prescribed format (complete in all respects) along **self-attested** requisite documents i.e. **CVs, Copy of PPO, Last Pay Certificate, Bank details, Aadhar Card, PAN Card, educational qualification, experience, age, etc.** may be submitted to the following address:

Chaman Lal
Assistant Director (Establishment),
Room No. 3, Recruitment Cell, Establishment Department,
NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016" on or **before 16th January, 2025** either by post **OR** by email at recruitmentcell.niftho@nift.ac.in.

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

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS FOR
CONSULTANT (ADMINISTRATION) IN NIFT**

ADVT. NO. 03/Estt./NIFT-HO/2024-25

(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

1. Name of the Candidate : _____
(As per Matriculation certificate)
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on the last date of receipt : _____
of application
5. Gender (Male / Female) : _____
6. Postal Address : _____
: _____
7. Permanent Address : _____
: _____
: _____
8. Mobile No. : _____
9. Email ID : _____

10. **Educational / Professional Qualification**

Sl. No.	Exam/Degree Passed	School / College / University	Subject Taken	Year of Passing	Class / Division & %age

11. **Experience (in case of insufficient space, please attach separate sheet duly signed by the applicant)**

Sl. No.	Name of the Employer / Organization	Post held (Start from the post and Last held)	Period		Nature of duties (in brief)
			From	To	

12. PPO NO. & Dated

13. Last Pay & Drawn

(Signature of the candidate)

DECLARATION

- i.) I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualification and experience, etc., prescribed to the post on contractual appointment.

- ii.) I further declare the all statement statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the even of any information being found suppressed / false or incorrect or ineligibility being detected before or after the interview, my candidature shall to be cancelled.

Place:

Date:

(Name of the Candidate)

(Signature of the Candidate)
Unsigned application will be rejected)

Note: Application without any supporting documents pertaining to educational qualification / professional qualifications shall liable to be rejected.