

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(A Statutory Institute governed by the NIFT Act 2006)
(Ministry of Textiles, Government of India)
NIFT Campus, Hauz Khas, New Delhi-110016

(Advt. No.07/ Direct Rectt-Contract/MIS Posts/2019)

Direct Recruitment to the MIS posts on 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 16 Campuses located across the country invites applications from Indian nationals through online mode for the following posts on direct recruitment (on contract) basis for five years (with possibility of regularization following due procedure to assess performance):

Post Name	Pay Level/ Pay Band	No. of Posts*							Location
		UR	SC	ST	OBC	EWS	Total	PWD** (included in total No. of posts)	
Senior MIS Coordinator	#Level-10 of Pay Matrix as per 7 th CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 th CPC	01	-	-	-	-	01	--	Head Office
MIS Coordinator	#Level-7 of Pay Matrix as per 7 th CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 th CPC	08	02	01	04	01	16	01	Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shillong & Srinagar(J&K)

*(Gross salary includes Basic Pay+ Allowances i.e. Dearness Allowance, Transport Allowance & HRA at prescribed rates).

*Note : UR – Unreserved, SC – Schedule Caste, ST – Scheduled Tribe, OBC – Other Backward Class, EWS- Economically Weaker Sections, PWD – Person with Disability (PWD** reservation will be lateral – i.e. within the categories of UR, SC, ST, OBC or EWS)

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A. Eligibility Conditions for Direct Recruitment on Contract Basis:

S.No.	Post Name	Age Limit	Eligibility Criteria for Direct Recruitment on Contract Basis
1.	Senior MIS Coordinator #Level-10 of Pay Matrix as per 7 th CPC / PB-3, Rs.15600-39100/ + Grade Pay Rs.5400/- as per 6 th CPC	30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	B.Tech.(Computer Science/IT)/ MCA/ M.Sc./MA(IT/Maths/Statistics/Operations Research)/ MBA(Quantitative Analysis) with minimum 03 years work experience in relevant field (data mining and/or data analysis)
2.	MIS Coordinator #Level-7 of Pay Matrix as per 7 th CPC / PB-2, Rs.9300-34800/ + Grade Pay Rs.4600/- as per 6 th CPC	27 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	B.Tech(Computer Science/IT) / MCA/ M.Sc./MA(Maths/Statistics) with minimum 1 year work experience in relevant field (data mining and/or data analysis) OR B.Sc./B.A in any discipline with 03 years' experience working as Data Analyst.

Note:

- (i) All Degree/Diplomas prescribed shall be full time course from an institute of national/international repute.
- (ii) Experience shall be post qualification.
- (iii) Preference will be given to candidates possessing combination(s) of prescribed qualification(s) as mentioned above.

B. AGE RELAXATION: Age relaxation to SC/ST/OBC/PWD shall be as per Govt. of India rules:

- (i) SC/ST - 05 years; OBC-03 years
- (ii) Age relaxation to PWD candidates: 10 years (15 years for SC/ST and 13 years for OBC). Persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'B' posts to be filled by Direct Recruitment by Selection.

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- (iii) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

C. Roles and Responsibilities:

S.No.	Post Name	Duties/ Job Responsibilities
1.	Senior MIS Coordinator	<p>Following duties in addition to the duties mentioned for MIS Coordinator,</p> <ul style="list-style-type: none"> • Coordination and reconciliation of data from Campuses • Updation of information on website and other social media platforms • Data generation and reports as required by Establishment, Administration, Heads of departments and Director General. • Analysis and documentation of MIS reports. • Storage and referencing of MIS datasets and reports.
2.	MIS Coordinator	<ul style="list-style-type: none"> • Coordination of datasets pertaining to: <ul style="list-style-type: none"> (a) Student affairs including placement (b) Faculty management including research (c) Campus infrastructure (d) Projects, consultancies and internships (e) Any other as required by Head Office or Campus Director • Consolidation of interdepartmental data • Generation of analytical reports and tables • Updation of Campus specific datasets • Preparation of assessments and interpretative reports for use by Directors, Establishment, CCs, SDAC, RICs etc.

D. Selection Process:

- (i) The selection process shall include Written Test and Technical Test.
- (ii) Written Test shall be in two parts i.e. Part-I(Comprehensive Test) and Part-II(Subject related Test).
- (iii) Part-I(Comprehensive Test) shall include General Ability Communication Ability, General Awareness, Analytical Ability, Test of Reasoning, Data Interpretation.
- (iv) Marks obtained in Part-I shall be qualifying marks for evaluation of Part-II. Part-II shall be evaluated only in respect of those candidates who have secured minimum cut-off marks as decided by the Competent Authority in Part-I and shall be called for Technical Test by the Selection Committee.

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E. General Terms and Conditions:

- a) The applicant must be a citizen of India.
- b) The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the written test.
- c) The appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
- d) Application 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. The applications through proper channel, complete in all respects, alongwith all required documents should be forwarded to the O/o Registrar, 2nd Floor, NIFT Head Office, Hauz Khas, New Delhi-110016. However, an advance copy may be submitted online before the last date.
- e) All applicants must fulfill the essential requirements of the post and 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 at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference of eligibility will be entertained.
- f) The applicants while submitting online application should attach self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application without required certificates / documents/ unsigned are liable to be rejected.
- g) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to submitted.
- h) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- i) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- j) No TA will be paid to the candidates for attending written test.
- k) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- l) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- m) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test will be final and binding on the candidates.

- n) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- o) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- p) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- q) Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.
- r) The institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- s) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.

F. APPLICATION FEE:

- a) Fees once paid will not be refunded under any circumstance.
- b) SC/ST/PWD & Women candidate are exempted from payment of application fee.
- c) The application fee is required to be paid online by the General & OBC candidates for the post applied for. The post-wise application fee shall be as given below:

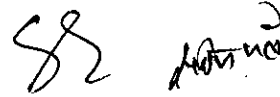
S.No.	Post Name	Application Fee
1.	Senior MIS Coordinator	1000/-
2.	MIS Coordinator	500/-

G. HOW TO APPLY:

- a) Online application process will start on NIFT website from **25th June, 2019 (9:00 AM) to 16th August, 2019 (upto 5:30 PM).**
- b) Interested applicants are requested to apply online in the prescribed format available on Institute's website (www.nift.ac.in) uploading the self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
- c) Following documents must be uploaded/ attached along with applications form:
 - i. Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
 - ii. Signature: JPG/PNG file with maximum size of 200 KB.
 - iii. Category Certificate: PDF file with maximum size of 500 KB.
 - iv. Self Attested photocopy of certificates/ Mark sheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.



- v. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - vi. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
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- d) Black and White / unclear/ hazy/ doctored / morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of the photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
 - e) Candidate should keep a copy of the online application for their record.
 - f) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute shall be sent only to the e-mail address provided by the applicant in the application form, or on NIFT website www.nift.ac.in.
 - g) Any addendum/ corrigendum shall be posted only on the website of the Institute.
 - h) The candidates are advised to keep watching NIFT website for further updates.

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