



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
(बस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology
(Ministry of Textiles, Govt. of India)

**NIFT Campus, SIDCO Electronic Complex, Rangreth, Srinagar-
191132, J&K**

Phone: 0194-2300994/ 2300995

Advt No.:01/2020-21

Dated: 03.07.2020

RECRUITMENT ON LONG TERM 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.

NIFT Srinagar invites applications from Indian nationals through online mode for the following Group-C posts on direct recruitment on contract basis for a period of 05 years (with possibility of regularization following due procedure to assess performance):

Sr. No.	Name of the Post	Level As per 7 th CPC	Grade Pay as per 6 th CPC	Category					No of Post
				UR	SC	ST	OBC	EWS	
1.	Steno Grade-III	4	Rs. 2,400/-	01	-	-	-	-	01
2.	Assistant Accounts	4	Rs. 2,400/-	01	-	-	-	-	01
3.	Assistant Warden	4	Rs. 2,400/-	01	-	-	-	-	01
4.	Machine Mechanic	4	Rs. 2,400/-	01	-	-	-	-	01
5.	Library Assistant	2	Rs. 1,900/-	01	-	-	-	-	01
6.	Junior Assistant	2	Rs. 1,900/-	02	-	-	-	-	02
7.	Lab Assistant(FD)	2	Rs. 1,900/-	01	-	-	-	-	01
8.	Lab Assistant(FC)	2	Rs. 1,900/-	01	-	-	-	-	01
9.	Lab Assistant(IT)	2	Rs. 1,900/-	01	-	-	-	-	01
10.	Bus Driver	2	Rs. 1,900/-	01	-	-	-	-	01
11.	MTS	1	Rs. 1,800/-	05	01	-	01	-	07
Total				16	01	-	01	-	18

(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 and EWS)

Any addendum/corrigendum shall be posted on the website www.nift.ac.in/srinagar/ of the Institute.

1. STENO GRADE-III

a) Educational Qualifications & Experience:

- i) Graduate from a University/ Institute of repute
- ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing
- iii) Minimum 2 years' experience in Govt. / Semi-Govt./ PSU/ reputed organizations.
- iv) Proficiency in Computer Operation

b) Age Limit (as on closing date):

- i) **21-25 years** (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

2. ASSISTANT ACCOUNTS

a) Educational Qualifications & Experience:

- i) Graduate in Commerce/Economics/Statistics/Mathematics from a University/Institute of repute.
- ii) Diploma/Certificate in Computer applications Operations latest software i.e. MS Office (word/Excel/Power Point). Accounts related software and proficiency in computer operations.
- iii) Two years' experience in Audit/Accounts.
- iv) Typing speed of at least 40 w. p. m in English/Hindi

b) Age Limit (as on closing date):

- 21-40 years** (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

3. ASSISTANT WARDEN

a) Educational Qualifications & Experience:

Graduate from a recognized University

Desirable:

One year experience as Assistant Warden or in any analogous post in Government educational Institutions/ PSUs/ Autonomous Bodies/ Reputed institutions

b) Age Limit (as on closing date):

- 30-45 years** (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

4. MACHINE MECHANIC

a) Educational Qualifications & Experience:

- i) Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government.
- ii) At least 3 years' experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.

b) Age Limit (as on closing date):

18-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

5. LIBRARY ASSISTANT

a) Educational Qualifications & Experience:

- i) Graduate from a recognized University/ Institution
- ii) Diploma/Degree in Library Science
- iii) At least 1-year assistance in a well-established Library

b) Age Limit (as on closing date):

21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

6. JUNIOR ASSISTANT

a) Educational Qualifications & Experience:

- i) Passed 10+2 examination from a Board or its equivalent recognized by the Govt.
- ii) A typing speed of 30 wpm in English or 25 wpm in Hindi
- iii) Computer proficiency, which includes:
 - a.) Competency in MS Word/ applicable software for written/mail correspondence
 - b.) Competency in management of mail accounts
 - c.) Competency in retrieving information through search applications
- iv) Candidates who have done diploma in Computer shall be given preferential weight-age.

b) Age Limit (as on closing date):

18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

7. **LAB ASSISTANT (FD, FC & IT)**

a) **Educational Qualifications & Experience:**

• **For FD:**

10+2 plus diploma/certificate of 3 years duration in Cutting & Tailoring/Dress Designing from any Govt./ Board of Technical education recognized institute with 03 years of relevant experience in industry

OR

10th standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognized institute with 5 years of experience as Sewing Machine Operator with embroidery knowledge & skills and / or Sewing Supervisor in industry.

• **For FC:**

- i) Graduate from a recognized university/ institution
- ii) Should have one year Certificate/Diploma in Photography from a reputed institute.

• **For IT:**

- i) Bachelor's degree in Computer Application/ B.Sc. (Computer Science)
- ii) Knowledge of Graphics and Multimedia software or Garment CAD.
- iii) 1-2 years working experience in woven and print design software in reputed industries is desirable.

b) **Age Limit (as on closing date):**

21-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

8. **BUS DRIVER**

a) **Educational Qualifications & Experience:**

- i) At least 10th pass from a Board or its equivalent recognized by the Government.
- ii) Possession of the requisite driving license for Heavy Motor Vehicle
- iii) Should be fully conversant with traffic regulations.
- iv) Should have at least 2 years' experience in driving Heavy Motor Vehicle.
- v) Should be able to read and write in Hindi and English

b) **Age Limit (as on closing date):**

21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

9. **MULTI TASKING STAFF (MTS) (Admin, Academic, Accounts, Guest House & Bus).**

a) Educational Qualifications & Experience:

- (i) Matriculation or equivalent pass
Or
- (ii) ITI Pass

b) Age Limit (as on closing date):

18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)

AGE RELAXATION: Age relaxation 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.

(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.

(iv) Maximum age relaxation of 5 years is allowed in case of NIFT employees and deserving candidates possessing higher qualifications/ experience.

GENERAL INSTRUCTIONS:

1. The applicant must be a citizen of India.
2. Selection shall be on the basis of the performance in the written/skill test. Scheme of written/skill test and selection procedure shall be notified separately on NIFT website.
3. 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.
4. Appointment shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.
5. 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 of in-service candidates** through proper channel complete in all respects, along with all required documents should be forwarded to the **Director, NIFT Campus, SIDCO Electronic Complex, Rangreth, Srinagar-191132,**

Jammu & Kashmir. However, an advance copy of the application must be submitted online before the closing date on **04.08.2020 at 05:30 pm**

6. 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.
7. 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.
8. 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 be submitted.
9. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
10. Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
11. No TA will be paid to the candidates for attending written test.
12. 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.
13. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
14. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of written test will be final and binding on the candidates.
15. The institute reserves the right to modify/ withdraw/cancel the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
16. Candidates are advised to visit NIFT website for updates www.nift.ac.in/srinagar/.
17. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
18. Employment in NIFT shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
19. 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.
20. 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 NIFT reserves the right to modify/withdraw/cancel any communication made to the applicant.
21. The application fee of **Rs.500/-** is required to be paid online by the General, EWS & OBC candidates for the post applied. SC/ST/PWD & Women candidate are exempted from payment of application fee. Fees once paid will not be refunded under any circumstance.
22. The list of eligible candidates, shortlisted by the Screening Committee based on the documents submitted by them in terms of eligibility criteria i.e. Educational Qualification and Experience, or Any addendum/ corrigendum shall be posted only on the website of the Institute shall be uploaded on www.nift.ac.in/srinagar/carrers

23. The number of vacancies may increase or decrease as per requirement and at the sole discretion of NIFT.

HOW TO APPLY

1. Online application process will start on NIFT website from **06.07.2020 (9:00 AM)** to **04.08.2020 (upto 5:30 PM)**.
2. Interested applicants are required to apply online in the prescribed format available on Institute's website (www.nift.ac.in/srinagar/) uploading the self-attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience etc.
3. Following documents must be uploaded/ attached along with applications form:
 - a. Colored passport size photograph: JPG/PNG file with maximum size of 200 KB.
 - b. Signature: JPG/PNG file with maximum size of 200 KB.
 - c. Category Certificate: PDF file with maximum size of 500 KB.
 - d. 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.
 - e. Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
 - f. Any other relevant information: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
4. 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.
5. Candidate should keep a copy of the online application for their record.
6. 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/srinagar/careers
7. **In case of any query/support, candidates may contact on 0194-2300994, 2300995**

(Dr Javid Ahmad Wani)
Director, NIFT Srinagar

Dated: 03-07-2020
