

**National Institute of Fashion Technology**  
**Board Secretariat, Head Office**  
**New Delhi**

NIFT/Bd. Sectt./Reconstitution of Committee/2012

Date: 13.11.2017

**OFFICE MEMORANDUM**

**Subject: Recruitment Rules for the post Directors (Campus /Administration / Finance / NRC / IT) and Assistant Professors**


The Board of Governors in its 38<sup>th</sup> Meeting held on 17.10.2017 has approved the following Recruitment Rules for the following posts:-

**A) Directors:**

- |       |                         |                |
|-------|-------------------------|----------------|
| (i)   | Campus Director         | Annexure (i)   |
| (ii)  | Director Administration | Annexure (ii)  |
| (iii) | Director (F&A)          | Annexure (iii) |
| (iv)  | Director (NRC)          | Annexure (iv)  |
| (v)   | Director (IT)           | Annexure (v)   |

**B) Assistant Professors:**

- |     |                     |               |
|-----|---------------------|---------------|
| (i) | Assistant Professor | Annexure (vi) |
|-----|---------------------|---------------|

  
13/11/17

**(Simesh Verma)**  
**Registrar & Board Secretary**

Copy to:

1. CVO, NIFT
2. ADG, NIFT
3. Campus Directors of NIFT
4. Dean (A), NIFT
5. Director (F&A), NIFT
6. Director (NRC) /IT, NIFT (with the request to upload on NIFT website)
7. DD (Estt.), NIFT
8. PS to DG NIFT for information please

## NIFT RULES 2017 FOR RECRUITMENT OF DIRECTORS IN NIFT

In exercise of powers conferred under Section 25(2) of NIFT Act, 2006, the BOG of NIFT formulated the following rules for recruitment of Directors in NIFT.

### 1. Short title and commencement:

These Rules shall be called "NIFT Rules, 2017 for Recruitment of Directors of NIFT" and shall come into force with effect from the date of notification.

### 2. Scope/application :

These Rules shall be applicable for recruitment of Directors of NIFT i.e. Director (Administration), Campus Director, Director (Finance and Accounts), Director (National Resource Centre), Director (Information Technology).

### 3. Definitions:

In these present rules, unless the context otherwise requires:

- (a) "Appointing Authority" means the authority as specified in Act or the Statutes.
- (b) "Board" means the Board of Governors of the Institute.
- (c) "Chairperson" means the Chairperson of the Institute.
- (d) "DG-NIFT" means the Director- General of the Institute.
- (e) "Expert" means Experts approved by BOG for Selection Panel / DPC.
- (f) "Director" means Director(Administration), Campus Director, Director (Finance and Accounts), Director (National Resource Centre) and Director (Information Technology).

### 4. Classification of Posts and Cadre Strength : Group 'A'

- 4.1. The grades / scales of pay of Directors covered under these Rules shall be such as may be determined by NIFT from time to time. However, the existing grades / scales of pay of various Directors, are as under:

S No.	Designation of the Post	Level of Pay
a)	Director (Administration)	13
b)	Campus Director	13
c)	Director (Finance and Accounts)	13
d)	Director (National Resource Centre)	13
e)	Director (IT)	13

### 4.2 Cadre Strength:

Isolated Posts

*Handwritten signatures and initials at the bottom right of the page.*

## 5. Recruitment:

The posts of Director(Administration), Campus Director, Director(Finance and Accounts), Director(National Resource Centre) and Director(Information Technology) shall normally be filled by deputation failing which by direct recruitment.

### Number of Posts:

a)	Director (Administration)	01
b)	Campus Director	16 *
c)	Director (Finance and Accounts)	01
d)	Director (National Resource Centre)	01
e)	Director (IT)	01

\* subject to the number of campuses

### 5.1. Qualification, Experience and Age Limit for Direct Recruitment:

The qualification, experience and age limit to the said posts shall be as specified in the Schedule. Age will be relaxable to SC/ ST/ OBC candidates as per Government of India instructions. All Degree/Diplomas prescribed for Directors' posts shall be on the basis of full time course from recognized institute. Experience shall be counted post the acquiring of the minimum essential qualifications.

## 6. Procedure /process of Recruitment and Selection:

6.1. **Notification:** The post shall be advertised in leading national dailies (at least one each in Hindi & English) and Employment News besides circulation to the Institutes / Universities etc

6.2. **Screening Committee:** DG - NIFT shall constitute a Screening Committee to screen the application for the posts comprising of the following:

- i. Registrar
- ii. DG's nominee (Expert)
- iii. SC / ST/ OBC / Minority representative

6.3. **Quorum:** Shall be SC/ ST/ OBC/ Minority representative and one other member of screening committee

6.4. The Screening Committee shall scrutinize the applications and shortlist candidates for interview as applicable by following the process as laid down hereunder:

*DR* *Abund* *MS*

5. **Selection Procedure:**

Post and Pay Level	Mode of Recruitment	Feeder Cadre	Selection Process
Director (Administration)	Deputation failing which by Direct Recruitment	NA	Interview of candidates shortlisted by Screening Committee
Campus Director			
Director (Finance & Accounts)			
Director (National Resource Centre)			
Director (IT)			

6.6 The constitution of the Selection Committee for making direct recruitment to the posts covered under the Rules (**Annexure-I**) shall be as under:

S No.	Designation and Pay Level	Composition of Selection Committee for Direct Recruitment
a)	Director (Administration)	i- Chairperson Board – Chairman ii- Director General iii- Two Members of the Board iv- Two Experts
b)	Campus Director	
c)	Director (Finance & Accounts)	
d)	Director (National Resource Centre)	
e)	Director (IT)	

Quorum: The quorum for the meeting of the Selection Committees shall be half of the total number of members of the Selection Committee including the Chairman.

6.6.1 A member from Scheduled Caste/Scheduled Tribe/OBC community of appropriate level shall be nominated on the Selection Committee in case a candidate belonging to any of these categories is under consideration.

6.7 **Appointing Authority:**

In accordance with Section 23 of the Act (**Annexure-II**), all appointment of Directors in NIFT will be made by the Board in accordance with the procedure laid down in the Statutes.

7. **Promotion:**

Not Applicable

8. **Power to relax:** That any provisions of these Rules may be relaxed by the BOG, NIFT on the recommendations of DG-NIFT wherever considered necessary in organizational interest.

*DBL* *Shri M*

The relaxation so given should not be tantamount to the amendment or alteration of the substantive rules.

9. **Interpretation:** Where any doubt arises as to the interpretation of any of the provisions of these Rules, the matter shall be referred to the Appointing Authority as defined in Act or Statutes.

10. **Repeal and Savings:** The new Rules supersede all the existing Rules related to recruitment of Directors in NIFT to the extent the existing Rules are inconsistent with these Rules.

*BSL*      *Subram 2 MY*



Annexure - (i)

**Recruitment Rules for the post of Campus Director**

1	Name of the Post	Campus Director
2	No. of Post	16
3	Classification	Group A
4	Pay Band & Grade Pay/Pay Scale	Pay Band-4 of Rs. 37400-67000 plus Grade Pay Rs 8700 (level 13)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
7	Educational and other qualifications requirements for direct recruit and deputation:	
	<b><u>For Direct Recruitment:</u></b>  <b>Qualification:</b> Full time Post Graduate Degree or equivalent  <b>Experience:</b> 20 years of administrative/academic/managerial experience in Government Organization/ Autonomous Body/Statutory Body/University/ Institute out of which 10 years in supervisory level.	<b><u>For Deputation:</u></b>  Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/state Government/autonomous body/statutory body
	<b><u>Desirable (Direct Recruitment/deputation):</u></b> 1- Experience of working in education or MSME sectors. 2- Working Knowledge of computers. 3- Interest in arts/or education in arts/culture/handicrafts.	
8	Period of Probation	One year
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On deputation failing which on direct recruitment (regular/contract)

*AS*

Annexure (ii)

**Recruitment Rules for the post of Director (Administration)**

1	Name of the Post	Director (Administration)
2	No. of Post	01
3	Classification	Group A
4	Pay Band & Grade Pay/Pay Scale	Pay Band-4 of Rs. 37400-67000 plus Grade Pay Rs 8700 (level 13)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
7	Educational and other qualifications requirements for direct recruit and deputation	
	<b><u>For Direct Recruitment:</u></b>  <b>Qualification:</b> Full time Post Graduate Degree or equivalent  <b>Experience:</b> 20 years of experience in administration/establishment/admissions/Academic department in Government Organization/Autonomous Body/ Statutory Body/University/Institute out of which 10 years in supervisory level.	<b><u>For Deputation:</u></b>  Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/state Government/autonomous body/statutory body.
	<b><u>Desirable Experience (Direct Recruitment/Deputation):</u></b> (1) Experience in personnel and/or facility management. (2) Working experience in academic institute/universities. (3) Working knowledge of Computers.	
8	Period of Probation	One year
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	On deputation failing which on direct recruitment (regular/contract)

*Handwritten signatures and initials*

Annexure - (iii)

**Recruitment Rules for the post of Director (Finance & Accounts)**

1	Name of the Post	Director (F&A)
2	No. of Post	01
3	Classification	Group A
4	Pay Band & Grade Pay/Pay Scale	Pay Band-4 of Rs. 37400-67000 plus Grade Pay Rs 8700 (level 13)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
7	Educational and other qualifications requirements for direct recruit and deputation:	
	<b><u>For Direct Recruitment:</u></b>  <b>Qualification:</b> Full time Post Graduate Degree or equivalent  <b>Experience:</b> 20 years of experience in dealing with financial, accounting and audit matters in Government organisation/Autonomous body/Statutory body/University/Institute out of which 10 years in a supervisory level.	<b><u>For Deputation:</u></b>  Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/state Government/autonomous body/statutory body
	<b><u>Desirable (Direct Recruitment/Deputation) :</u></b> (1)Experiential knowledge of Government/Public finance management including budgeting, accounting and audit procedures. (2) Working knowledge of MS-Office(particularly MS-Excel)/Open source. (3) PG Degree/PG diploma in Public Finance.	
8	Period of Probation	One year
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On deputation failing which on direct recruitment (regular/contract)

*658* *Amr* *MI*



Annexure- (iv)

**Recruitment Rules for the post of Director (National Resource Centre)**

1	Name of the Post	Director (NRC)
2	No. of Post	01
3	Classification	Group A
4	Pay Band & Grade Pay/Pay Scale	Pay Band-4 of Rs. 37400-67000 plus Grade Pay Rs 8700 (level 13)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
7	Essential Educational and other qualifications requirements for direct recruit and deputation	
	<b><u>For Direct Recruitment:</u></b>  <b>Qualification :</b> Full time Ph. D. Degree in Library & Information Science.  <b>Experience:</b> 15 years of relevant experience in Library & Information Science.	<b><u>For Deputation:</u></b>  Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/state Government/autonomous body/statutory body/Universities with relevant experience in managing Library & Information Centers.
	<b><u>Desirable Experience (Direct Recruitment/Deputation):</u></b> Experience of management of resource centre including database; Acquisition and development of collections.	
8	Period of Probation	One year
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On deputation failing which on direct recruitment (regular/contract)

*ESF* *Advised* *MSJ*

Annexure-(V)

**Recruitment Rules for the post of Director (Information Technology)**

1	Name of the Post	Director (IT)
2	No. of Post	01
3	Classification	Group A
4	Pay Band & Grade Pay/Pay Scale	Pay Band-4 of Rs. 37400-67000 plus Grade Pay Rs 8700 (level 13)
5	Whether Selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
7	Educational and other qualifications requirements for direct recruit and deputation :	
	<b>For Direct Recruitment:</b> <b>Qualification:</b> Full time M.Tech / ME Degree in Computer Science and Engineering/ Electronics & Telecommunications/ Communication Systems/ Operation Research and related areas from a Government recognised University/Institute. <b>Experience:</b> 20 years experience in research/ industry experience in Computer Application IT with good understanding of Hardware/ Networking/ Internet/WAN Technology and competent in handling large computer systems, including system Analysis & Design, out of which 10 years in supervisory level.	<b>For Deputation:</b> Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/state Government/autonomous body/statutory body/Universities with experience in Computer Applications/IT with good understanding of Hardware/ Networking/ Internet/ WAN Technology and competent in handling large computer systems, including system Analysis & Design.
	<b>Desirable (Direct Recruitment/Deputation):</b> (1) Experience of management of public database or CMS. (2) Experience in public procurement of IT hardware/software. (3) Experience in conduct of IT based training.	
8	Period of Probation	One year
9	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	On deputation failing which on direct recruitment (regular/contract)

Annexure - (VI)

The Recruitment Rules for the post of Assistant Professor in the pay scale of PB-3 Rs.15600-39100/-+GP Rs.5400/- (Level-10 as per 7<sup>th</sup> CPC) are modified as given below:

S. No.	Designation and Pay Level	Essential Qualification	Experience	Age Limit
1.	Assistant Professor (Design/ Technology /Management) Level: 10	(1) Post Graduate Degree (two years) with minimum of 55% marks or equivalent grade in relevant areas as per Annexure in the area of Design, Technology and Management.  (2) Doctoral Degree in any of the Competencies as mentioned in Annexure.	(1) 03 years of post qualification experience in teaching and/or research at university/national and international level institutions in the relevant areas/or in relevant industry.  (2) 01 year of post qualification experience in industry or teaching or research in an Institute or University of national and international repute in the relevant areas.	30 years  (Maximum age limit relaxed upto 5 years in case of NIFT employees and other deserving candidates possessing higher educational qualifications/ experience)

*Handwritten signatures and initials:*  
A large signature on the left side.  
A smaller signature below it.  
A signature on the right side.  
A signature on the right side below the previous one.

Competency Chart - A

## Design

Sl. No.	Competency Code	Qualification
1.	A	PG (Design) Diploma/Degree
2.	A1	PG (Design) Diploma in Fashion Design
3.	A2	PG (Design) Diploma in Accessory Design
4.	A3	PG (Design) Diploma in Leather Design
5.	A4	PG (Design) Diploma in Textile Design
6.	A5	PG (Design) Diploma in Knitwear Design
7.	A6	M. Design from
8.	B	M.Des / B.Arch. / M.Arch / MFA
9.	B1	M.Arch
10.	B2	MFA with specialization in Commercial / Fine Arts
11.	B3	MFA with specialization in Art History and Criticism
12.	C	M.Sc in Clothing and textiles.
13.	C1	M.Sc in clothing & Textiles
14.	C2	M.Sc. in fabric & Apparel Science
15.	D	PG Diploma/ Degree in Communication Design Photography/ Exhibition Design/ Diploma in Interior Design/ Mass Communication.
16.	D1	PG Degree/Diploma in Fashion Communication
17.	D2	MA in Mass Communication
18.	D3	MA in Advertising & Public Relations
19.	D4	PG Degree/ Diploma in Photography
20.	D5	PG Degree/Diploma in space design (Exhibition/ Interior)

Competency Chart - B

## Technology

Sl. No.	Competency Code	Qualification
1.	E	M.Tech (Mech. Engg. / Industrial Engg. / Production Engg.)
2.	E1	M.E. / M.Tech (Mechanical Engg)
3.	E2	M.E. / M.Tech (Industrial Engg.)
4.	E3	M.E / M.Tech (Production Engg.)
5.	F	M.E./ M.Tech in Leather Tech/ Footwear and Leather Production in CLR/ FDDI
6.	G	M.E./M.Tech in Textile Technology
7.	H	B.Tech/ M.Tech/BE/ME (IT) or MCA/ MCM
8.	H1	MCA / MCM
9.	H2	B.E./ M.Tech/ M.E (IT with multimedia background)
10.	I	PG Diploma in GMT / Degree in Fashion Technology/ Apparel Production

SLC  
H/S and  
M/S



### Competency Chart - C

#### Management

Sl. No.	Competency Code	Qualification
1.	J	PG Diploma in AMM/ MBA
2.	J1	PG Degree / Diploma in Apparel Marketing & Merchandising / Masters in Fashion Management
3.	J2	Masters of Business Administration

### Competency Chart - D

#### Skill Based Category

Sl. No.	Competency Code	Qualification
1.	K1	Graduate in any discipline with 2 years National Trade Certificate from ITI along with 2 years National Apprenticeship Certificate and 1 year Certificate of Craft Instructor Training or equivalent of full time duration
2.	K2	Diploma / Degree of minimum one year full time duration in Gemology / Jewellery Production and Technology from national level accredited institute i.e. IGI / JPDC / SNTD or equivalent
3.	K3	PG/UG in any discipline with diploma/ certificate in CAD/ 3D-CAD for architecture./Product design / Jewellery design/ Knitwear design/ Textile Design, printing, weaving, dyeing & furnishing technology of minimum one year full time duration
4.	K4	Graduate in any discipline with Certificate / Diploma in Garment Trade of minimum one year full time duration specializing in Pattern Making / Garment Construction OR 3-4 year Certificate / Diploma of minimum one year full time duration in Pattern Making / Garment Construction from ITI or other equivalent institutes.
5.	K5	Minimum one year Post diploma/Diploma of three years UG diploma in Hard Material design/ceramics/stone ware/terracotta/earthen ware/Fire material design/wood, metal stone/Textile Weaving/Printing/ Textile processing/Handloom & Textile Technology.

*Handwritten signatures and initials:*  
AS  
my