



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

SUBJECT: APPLICATION TO THE POST OF ‘COMPUTER ENGINEER’ ON SHORT TERM CONTRACT BASIS.

National Institute of Fashion Technology (NIFT), invites application for the post of **Computer Engineer** as per details given below:

Post Name	Consolidated Salary	Mode of Appointment	No of post	Location
Computer Engineer	Rs. 35000/- per month	Short term contract for period of 06 months	01	NIFT Head Office, New Delhi

Eligibility Criteria:

Essential Qualification and Experience:-

1. BE/ B.Tech (Engg) in Computer Science / IT / Electronics and Communication or Master in Computer Application from a University/ Institute of repute with minimum of 60% marks or equivalent grade.
OR
03 years diploma in Electronics/Computers with 5 years relevant experience
2. Should have experience in software development, management information system development, maintenance of data bank. Experience in a reputed industry/ institute / PSU/ autonomous / Govt. / Semi- Govt. Organization in related areas for at least 3 years.
3. Should have full knowledge of computer hardware and software.

Responsibilities/ Scope of Work:

- Co-ordination with Computer Maintenance (AMC) Vendor.
- Monitoring of proper performance of the AMC vendor.
- Co-ordination and Monitoring of Internet vendor.
- Co-ordination with purchase department for Inventory Control and allocation of hardware/peripherals.
- CCTV System maintenance and monitoring.
- Wi-Fi System maintenance and monitoring.
- Coordination with students/faculties/staff for Wi-Fi enabling of their laptops.
- Assist purchase department in procurement of IT equipments and Softwares.
- Drafting Computer related Tenders and their processing and follow ups.
- File work for payments of AMC, Internet, CCTV vendors.
- LAN/WAN Management.
- Proper installation and updating of Anti-Virus on all computers.
- Implementation of IT related policies in the Campuses.
- Keeping record of warranty/ AMC and licensing of hardware and software.
- Any other Computer and administrative work related to IT Department.

AGE LIMIT:

25 – 40 years

GENERAL INSTRUCTIONS:

- a) 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 to eligibility will be entertained.
- b) 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.
- c) 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 interview.
- d) Scrutiny of the resume will done to ascertain the eligibility and suitability of the candidate for the post, and only shortlisted candidates will be called for the further selection process/ interview.
- e) The candidates called for further selection process/ interview are required to bring originals of the educational and experience certificates for verification.
- f) If required, intimation/ information shall be sent to the mail of the candidate.

HOW TO APPLY:

Interested and eligible candidates may forward their detailed CV alongwith scanned copy of recent passport size photograph and testimonials in support of qualification & experience at director.it@nift.ac.in on or before 01.11.2018 by 5:30 P.M.