



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

National Institute of Fashion Technology

निफ्ट कैंपस, हाज़ खास, निकट गुलमोहर पार्क, नई दिल्ली-110016

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

Advt No.02/Registrar/Deputation/2019

RECRUITMENT TO THE POST OF REGISTRAR ON DEPUTATION 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 in the prescribed proforma for the post of **Registrar** to be filled up on deputation basis at NIFT Head Office, New Delhi in Level-12 of Pay Matrix / PB-3, Rs.15,600-39,100/- + Grade Pay Rs.7,600/-.

A. Eligibility Condition for Recruitment on Deputation Basis:

Officers of the Central Govt/ State Govt/ Autonomous Organisation/ PSUs holding analogous posts on regular basis in the Level-12 of Pay Matrix / pay scale in PB-3 of Rs.15600-39100/- + GP Rs.7600, with relevant experience in dealing with Establishment & Administrative matters.

B. Job Description:

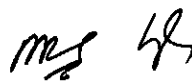
- All Establishment matters.
- Custodian of the NIFT seal.
- Secretary of Board of Governors, Senate and any other Committees of the BOG.
- Legal Matters pertaining to NIFT.
- Statutory compliance.
- Liaison with Government agencies.
- Deputation of Staff/Officers to function as Public Information Officer under RTI Act.
- Monitoring of Periodic return of Court Case & RTI, Vacancy position.
- Management Information System of Head Office.
- To act as a Public Grievance Officer.
- Target setting and monitoring Action Plan of Campuses and Head Office.
- Custodian of APARs of Group "A" Officers of Campuses and All groups of Head Office.
- Inter Centre coordination work.
- Any other work assigned by the DG-NIFT.

C. Age Limit(as on closing date) : 56 years

D. General Instructions:

1. The applicant must be a citizen of India.
2. The period of deputation shall be 03 years initially. The terms and conditions of deputation will be governed as per Govt. of India Orders/ Instructions on the subject.

3. Applications shall be forwarded through proper channel along with attested copies of APARs of last 05 years and Vigilance / Cadre Clearance/NOC failing which they will not be considered.
4. The Concerned department while forwarding application shall certify that the applicant, if selected, will be relieved within one month of the receipt of the Offer of Appointment.
5. 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/or 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.
6. Incomplete applications not accompanied with the required certificates / documents/ unsigned are liable to be rejected.
7. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of applications.
8. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
9. 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.
10. All correspondence from the Institute including interview 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. 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.
12. Interested applicants are requested to forward their applications through proper channel in the prescribed format downloaded from Institute's website (www.nift.ac.in) to the Registrar, 2nd Floor, Head Office, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016 so as to reach on or before 27.05.2019 by 5:00 p.m.



9. Academic Record starting with highest degree upto 10th standard:

Course	Name of College / University / Institute	Branch/ Specialization Degree/Diploma	Course Duration		% age of marks/Grade
			From	To	

(Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient :)

10. Details of employment, chronological order (Starting from entry in Government Service):

Office/ Organization	Post held with scale of pay	Period of Service		Nature of appointment (Regular / ad-hoc/deputation)	Basic Pay			Nature of duties with Brief Details of works performed during the appointment
		Form	To		Pay in PB	GP	Basic Pay	

(Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)



11. Total years of relevant experience

12. Special Awards/Honours received, if any

Year	Name of award/ honour	Name of organization

13. Do you fulfill the following eligibility criteria for the post Registrar:

Officer of the Central Govt./ State Govt./ Autonomous Organization/PSUs holding analogous posts on regular basis in the pay scale in PB – 3 of Rs. 15600 – 39100/- + GP Rs. 7600 / Level – 12 of Pay Matrix, with relevant experience in dealing with Establishment & Administrative matters.

 Yes No

14. Additional information, if any, which you would like to mention in support of your suitability for the post:

(Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)



15. Remarks _____

I hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

Signature of the candidate

Full Office Address:

Tel/Mobile No.:

Email Id:

Place:

Date:

Enclosures:

Endorsement by Employer

(To be signed by an officer of the rank of Deputy Secretary to the Govt. of India or above)

The particulars mentioned by the applicant have been verified and found to be correct. It is certified that no disciplinary / vigilance case is pending / contemplated against him /her and no major/minor penalty has been awarded to him/her during the last 10 years. His / her up-to-date CR Dossiers (including ACRs/ APARs from 2013-14 to 2017-18) is enclosed. Integrity of the officer is also certified. It is further certified that in the event of selection, he/she will be relieved within one month of receipt of offer of appointment.

Signature _____

Name & Designation _____

Complete address & Tele No. _____



9. अकादमिक रिकॉर्ड की उच्चतम डिग्री से 10वीं पास तक

कोर्स	कॉलेज/विश्वविद्यालय/संस्थान का नाम	ब्रांच/विशिष्ट डिग्री/डिप्लोमा	कोर्स की अवधि		अंक/ग्रेड का प्रतिशत
			से	तक	

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें:)

10. रोजगार का विवरण, कालानुक्रम में (सरकारी सेवा में आने से लेकर अब तक):

कार्यालय/संगठन	पदनाम सहित वेतनमान	सेवावधि		नियुक्ति की प्रकृति (नियमित /तदर्थ/प्रतिनियुक्ति)	मूल वेतन			नियुक्ति के दौरान किए गए कार्यों का संक्षिप्त ब्यौरे सहित कार्य की प्रकृति
		से	तक		पे बैंड में वेतन/	ग्रेड पे	मूल वेतन	

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें)

write

11. संगत अनुभव के कुल वर्ष

12. प्राप्त विशेष पुरस्कार/सम्मान, यदि कोई

वर्ष	पुरस्कार का नाम/सम्मान	संगठन का नाम

13. क्या आप रजिस्ट्रार के पद के लिए निम्नलिखित पात्रता संबंधी मापदंड को पूरा करते हैं:

केन्द्र सरकार / राज्य सरकार / स्वायत्त संगठन / सार्वजनिक क्षेत्र के उपक्रमों में पे बैंड-3, 15600-39100 रूपए + ग्रेड पे 7600 रूपए (पे मैट्रिक्स के लेवल-12) में नियमित आधार पर सहश्य पद धारक, स्थापना और प्रशासनिक मामलों में प्रासंगिक अनुभव के साथ।

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नहीं

14. अतिरिक्त जानकारी, यदि कोई, जिसे आप पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें, अपने हस्ताक्षर द्वारा प्रमाणीकृत करें)



15. टिप्पणी/Remarks

में एतद्वारा घोषणा करता हूँ कि इस प्रपत्र में सभी प्रविष्टि के साथ-साथ संलग्न शीट मेरी सर्वोत्तम जानकारी और विश्वास के अनुसार सही हैं

अभ्यर्थी के हस्ताक्षर
कार्यालय का पूरा पता:

दूरभाष/मोबाइल नं.:
ईमेल आईडी:

स्थान:

तारीख:

संलग्नक:

नियोक्ता द्वारा प्रष्ठांकन

(भारत सरकार के उप सचिव या उससे ऊपर की श्रेणी के अधिकारी द्वारा हस्ताक्षरित)

अभ्यर्थी द्वारा दिये गए विवरणों को सत्यापित किया गया तथा सही पाया गया। यह प्रमाणित किया जाता है कि इनके विरुद्ध कोई अनुशासनात्मक / सतर्कता का मामला लंबित / अपेक्षित नहीं है तथा पिछले 10 वर्षों में उन पर कोई छोटी / बड़ी शास्ति नहीं लगाई गई है। इनकी अद्यतन सी.आर. डोजियर (2013-14 से 2017-18 तक ए.सी.आर. / ए.पी.ए.आर. सहित) संलग्न है। अधिकारी की सत्यनिष्ठा भी प्रमाणित की जाती है। यह भी प्रमाणित किया जाता है कि इनकी चयन की स्थिति में, नियुक्ति का प्रस्ताव प्राप्त होने के एक महीने के भीतर इन्हें कार्यभार से मुक्त कर दिया जाएगा।

हस्ताक्षर _____

नाम व पदनाम _____

पूरा पता और टेलीफोन नं० _____
