



## **NATIONAL INSTITUTE OF FASHION TECHNOLOGY, CHENNAI**

*(A Statutory Institute governed by the NIFT Act 2006)*

*Ministry of Textiles, Govt. of India*

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20<sup>th</sup> June, 2020

### **Recruitment of Non-Teaching Positions**

**Employment Notice No: 18/NIFT/CHE/Estt/REC/2020**

National Institute of Fashion Technology (NIFT) was setup in 1986 under the aegis of the Ministry of Textiles, Govt. of India. NIFT has become a statutory institute by an Act of Parliament (NIFT Act 2006) on 14.7.2006 and confers statutory status on the Institute. The Act came into force from 01.04.2007. The Act empowers the institute to award degrees and other Distinctions. NIFT is the premier institute to award its own degrees in the field of Fashion Education.

The institute is a pioneer in envisioning and evolving fashion business education in the country through a network of 16 professionally managed Centres at Bengaluru, Bhopal, Bhubaneswar, **Chennai**, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Rae Bareli, Shillong and Srinagar.

NIFT is committed to academic excellence in fashion education. The vision of the institute embraces challenges and provides the impetus in setting highest academic standards. NIFT continues to strive to be nothing but the best.

National Institute of Fashion Technology, Chennai invites **Online Applications** for direct recruitment to the following non-teaching positions purely on **Contract Basis**:

S. No	Name of the Post	Group	No. of Vacancies	Level in Pay Matrix plus admissible allowances as per the Institute norms	Category			
					UR	OBC	SC	ST
1.	Junior Assistant	Group C	05	<b>Level – 2</b> of PB-1 Rs. 5200-20200 – GP Rs. 1900/-	04	01	-	-
2.	Library Assistant		02	<b>Level – 2</b> of PB-1 Rs. 5200-20200 – GP Rs. 1900/-	02	-	-	-
3.	Lab Assistant		06	<b>Level – 2</b> of PB-1 Rs. 5200-20200 – GP Rs. 1900/-	03	02	01	-
4.	Electrician		01	<b>Level – 2</b> of PB-1 Rs. 5200-20200 – GP Rs. 1900/-	01	-	-	-
5.	Plumber		01	<b>Level – 2</b> of PB-1 Rs. 5200-20200 – GP Rs. 1900/-	01	-	-	-
6.	Multi-Tasking Staff		04	<b>Level – 1</b> of PB-1 Rs. 5200-20200 – GP Rs. 1800/-	01	01	01	01

**Eligibility Criteria (Post wise):**

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Junior Assistant</b>
2.	No. of Post	*05 ( Five) – UR – 04, OBC – 01
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1900/-
6.	Whether Selection Post or Non-Selection Post	“Selection” Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	18-25 years.  In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	i) Passed 10+2 examination from a Board or its equivalent recognized by the Govt.  ii) Diploma – Certificate in Computer Applications Operations latest softwares i.e., MS Office (Word / Excel / Power Point) and proficiency in computer operations.  iii) Have a speed of 30 wpm in English / Hindi typing  iv) Proficiency in Computer Application with Lotus. Word Star, MS Word, MS Office, Excel

\* Subject to variation depending upon workload.

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Library Assistant</b>
2.	No. of Post	*02 ( Two) – UR – 02
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1900/-
6.	Whether Selection Post or Non-Selection Post	"Selection" Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	21-30 years.  In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	i) Graduate from a recognized University / Institution. ii) Diploma in Library Science. iii) Atleast 1 year assistance in a well-established library.

\* Subject to variation depending upon workload.

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Lab Assistant</b>
2.	No. of Post	*06 (Six) – UR – 03, OBC – 02, SC – 01
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1900/-
6.	Whether Selection Post or Non-Selection Post	“Selection” Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	21-40 years.  In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	<b>As per the Annexure – I attached.</b>

\* Subject to variation depending upon workload.

\*\* Appropriate designation will be assigned to those recruited on the basis on competency for the post.

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Electrician</b>
2.	No. of Post	*01 (One) – UR – 01
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1900/-
6.	Whether Selection Post or Non-Selection Post	“Selection” Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	21-30 years. In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	i) 10 <sup>th</sup> Class standard from a Board or its equivalent recognized by the Govt. ii) ITI Diploma in Electricians Trade from Government Institute or its equivalent recognized by the Govt. iii) Must possess electrical supervisory certificate of competency issued by the Government recognized Institute or equivalent iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.

\* Subject to variation depending upon workload.

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Plumber</b>
2.	No. of Post	*01 (One) – UR – 01
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1900/-
6.	Whether Selection Post or Non-Selection Post	“Selection” Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	21-30 years.  In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	i) Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade.  ii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.  iii) Should be able to follow drawings and sketches and execute work according to lay out.  iv) Should possess plumbing licenses tax where such licenses are issued by local authorities.

\* Subject to variation depending upon workload.

<b>S. NO</b>	<b>CATEGORIES</b>	<b>DETAILS</b>
1.	Name of the Post	<b>Multi-Tasking Staff (MTS)</b>
2.	No. of Post	*04 (One) – UR – 01, OBC – 01, SC – 01, ST – 01
3.	Whether Regular or on Contract	Contract
4.	Classification	Group – C
5.	Pay Scale	PB-1 Rs. 5200-20200 – GP Rs. 1800/-
6.	Whether Selection Post or Non-Selection Post	“Selection” Selection process will include a written test and a skill test.
7.	Whether benefits of added years of services admissible under Rule 30 of CCS (Pension Rules), 1972	Not Applicable
8.	Age Limit for Direct Recruitment	18-25 years.  In case of appointment on contract. However, the maximum age will be 5 years less than the retirement age of regular employees. The contract employee when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
9.	Educational Qualifications and experience for Direct Recruitment	i) Matriculation or equivalent pass from a Board or its equivalent recognized by the Govt.  OR  ii) ITI Pass*.  * May be adopted as per special requirement of the post, if any.

\* Subject to variation depending upon workload.

**Note:**

1. Proficiency in Computer Operation and Applications means the candidates must be conversant in the use of MS Office applications such as MS Word/Excel/Power Point/Access/Internet/Email in all cases including Accounts Software in case of Accounts.
2. ITI or any other technical qualifications means atleast 3 years diploma/certificate from ITI or equivalent Government Recognized Institute.
3. Diploma/Certificate in Computer means atleast 1-year full time / 2-years part time program from a Government Recognized Institute or a reputed private Institute.



National Institute of Fashion Technology, Chennai

**Educational Qualification and Experience for Direct Recruitment of Lab Assistant**

**FOR LADT**

- I. Class 10
- II. Diploma (of min 3 years) in Leather Technology from any Govt. / Board of Technical Education recognized Institute
- III. Minimum Experience of 5 years in Leather Finishing unit of Tammer.  
(OR)
- I. 10+2
- II. Diploma / Certificate programme of minimum 3 years in Leather Apparel Construction / Pattern Making from any Govt. / Board of Technical Education recognized institute.
- III. Minimum Experience of 2 years in Leather Garments Factory.  
(OR)
- I. Graduate
- II. DOE / ACC Certificate / NIIT Certificate in Computer Application
- III. Minimum Experience of one year in garment related industry.

**FOR FD**

- I. 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education Recognised institute with 03 years of relevant experience in industry.  
(OR)
- II. 10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognised institute with 5 years of experience as Sewing machine operator with embroidery knowledge & skills and / or sewing supervisor in industry.

**FOR FP**

- i. Diploma in Mechanical Engineering with 3 yrs of Experience and a Certificate Course in Computer Application (MS Office etc)  
(OR)
- ii. ITI Fitter & Apprenticeship Certificate with 5 yrs of Experience and a Certificate Course in Computer Application (MS Office etc).

### **FOR FC**

- I. Graduate from a recognised University / Institution
- II. Should have one year Certificate/ Diploma in Photography from a reputed Institute.

### **FOR AD**

10th standard with one-year full time Certificate/ Diploma in leather goods pattern making & construction /leather technology from any recognised institute with 7 years industry/ teaching experience in sampling with skills & knowledge of leather goods pattern making & construction, components, costing, processes materials in leather goods industry.

**(OR)**

10th standard with at least with 10 years industry/ teaching experience in sampling with skills & knowledge of Leather Goods pattern making & construction , components, costing, processes, materials in leather goods industry.

**Competency:** Understanding of pattern making and construction techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, leather & non leather materials & processes used in Leather Goods Industry.

### **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.

## **GENERAL INSTRUCTION / INFORMATION TO CANDIDATES:**

- 1) The candidate must be a citizen of India.
- 2) The applicants should go through all the instructions recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying the eligibility conditions.
- 3) Candidates should carefully fill up all the details required in the online application form including age, education qualification, details of valid community / PwD certificates, etc., as no correspondence regarding change of details will be entertained after last date for applying. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
- 4) The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test / Interview.
- 5) Any experience gained after the minimum qualification degree will only be taken into consideration.
- 6) The Institute reserve the right to restrict the number of candidates called for written / skill test / interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
- 7) The Institute has the right to decide the mode of screening and test the applicant for short listing and selection.
- 8) The Institute reserves the right not to fill post advertised and to reject any or all applications without assigning reason.
- 9) Candidates shall have to produce original documents at the time of appearing the test / interview.
- 10) No TA / DA shall be paid to the Candidates attending the skill test / written test / interview.

- 11) Candidates shortlisted for skill test / written test / interview will be informed through email as mentioned in the application form.
- 12) Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Chennai.
- 13) Canvassing in any form / bringing in any influence of political or otherwise will be treated as a disqualification for the post. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
- 14) The age limit as on 24.07.2020 is indicated for the post.
- 15) The maximum age limit is relaxable by 5 years for SC /ST category and 3 years for OBC/NCR category.
- 16) On completion of filling / uploading of the on-line application form and submission, download a copy of the application form, sign, enclose the self-attested photo copies of the certificates / testimonials, etc., and send to **"The Director, National Institute of Fashion Technology, Rajiv Gandhi Salai Taramani, Chennai - 600 113, Tamil Nadu"** by Speed Post / Courier on or before **24.07.2020** mentioning on the cover **"APPLICATION FOR THE POST OF \_\_\_\_\_"**. The Institute shall not be responsible for postal delays, if any. Interim correspondence will not be entertained. The hard copy of the application are to be sent through Registered Post / Speed Post only and not through courier or other mode. Applications form (a) hard copy of online applications received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered.
- 17) The written test / skill test / interview will be held in **National Institute of Fashion Technology, Rajiv Gandhi Salai Taramani, Chennai - 600 113, Tamil Nadu.**
- 18) Candidate should pay a non-refundable application processing fee of Rs. 300/- for SC / ST candidates and Rs. 500 /- for others (UR / OBC) categories for each application. Payment can be made through online only (**Link available in the Institute website Sl.No.2 of Page No.15**). Institute is not responsible for online payment interruption or failure. Fees once paid shall not be refunded / adjusted under any circumstances.

- 19) Candidates are advised to visit Institute website [www.nift.ac.in/chennai](http://www.nift.ac.in/chennai) periodically for updates regarding recruitment process. Separate online application forms for each post are to be filled by the candidates using online staff recruitment portal available in the institute website ([www.nift.ac.in/chennai](http://www.nift.ac.in/chennai)). Any subsequent amendments/modifications etc., on this matter will be notified on the institute website only which may be referred to by the candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the Institute.
- 20) In case the last date fixed for receipt of hard copy of online applications is declared a holiday, next working day shall be deemed to be the last date of receiving the applications.
- 21) The Institute reserves the right to offer appointment on contract basis initially for a period of 3 (three) years. Based on the assessment of performance they may be regularized in the post as per the Institute's norms.
- 22) Candidates should submit their SC / ST / OBCs issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
- 23) Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit "No Objection Certificate (NOC)" from present employer at the time of Written / Skill Test. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained. Candidate should submit a certificate from the employer / competent authority that no vigilance / disciplinary case is either pending or contemplated against him/her.
- 24) The Institute shall verify the antecedents / documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her services at the Institute shall be terminated.

- 25) Candidates belonging to reserved candidates category while applying against UR posts, are also required to upload the category certificate in prescribed format of Government of India in support of their claim.
- 26) The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL (OBC-Non Creamy layer) candidates will be required to submit a valid caste certificate in the revised format applicable for the purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DoPT OM NO 36036/2/2013-Estt(Res) dated May 30, 2014 from a Competent Authority.
- 27) If the SC/ST/OBC certificate has been issued in a language other than English, the candidates will be required to submit a self-certificate translated copy of the same in either English or Hindi.
- 28) In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
- 29) No person shall be eligible for appointment who has previously been dismissed, removed or compulsory retired from the service of a state or central government or a local authority or from public sector undertaking or from an autonomous corporation.
- 30) No person shall be eligible for appointment if he/she has been convicted in a Court of Law for any offence involving moral turpitude.
- 31) Those candidates apply for the post of Multi-Tasking Staff and having valid driving license of LMV / HMV, adequate and practical experience on electrical maintenance, plumbing, civil works etc. works be added advantage.

**Sd/-  
Director**

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## **HOW TO APPLY:**

1. Before filling the application, please make sure that you are eligible and fulfill all the prescribed qualifications and experience for the post as per the advertisement.
2. Eligible candidates would be required to register and apply online through NIFT Website [http://cmsnift.com/pages/app\\_gpc/ap\\_reg.aspx](http://cmsnift.com/pages/app_gpc/ap_reg.aspx)
3. from 10.00 hrs 21.06.2020 to 17.00 hrs on 24.07.2020
4. After successful representation of basic information, qualification, experience, candidate may upload the following self-attested documents:
  - a. Proof of Date of Birth (Class X Certificate)
  - b. Qualification Degree, Mark Sheets and any other certificates etc.
  - c. Category Certificate SC / ST/ OBC (NCR) (if applicable)
  - d. Any other documents which are relevant to substantiate your candidates.
5. After successful uploading of documents, the applicants will be guided to payment gateway for online payment of application fee (as in Sl.No.18) of the General Instructions / Information to candidates (inclusive of GOI / Through Net Banking Debit Card / Credit Card.
6. After successful payment of application fee, candidates are required to select FINAL SUBMISSION OF APPLICATION. Please retain print out of Application Form and Payment acknowledgement slips for future references and to forward a copy of the same as indicated in Sl.No.16 of General Instructions / Information to candidates. The applicant must ensure that the transaction ID and payment status (print) if applicable, is indicated on the application form.
7. Candidates should take utmost care in furnishing / providing the current details while filling up the online application. The candidates can edit the information before Final Submission of Application. The Application cannot be modified / edited after Final Submission.

**Note: For any clarification regarding filling the online application form, the candidate may write to [erpsupportteam@nift.ac.in](mailto:erpsupportteam@nift.ac.in)**