



NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANGRA
(MINISTRY OF TEXTILES, GOVT. OF INDIA)
NIFT CAMPUS, CHHEB, KANGRA, HIMACHAL PRADESH 176001

NIFT-KGR/Estt./110/2022

Date: 08.09.2022

RECRUITMENT OF NON-TEACHING POSITIONS ON REGULAR 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 invites applications from the Indian Nationals for the following Group-C posts to be filled on regular basis for NIFT Kangra Campus:

Sl. No.	Post Name	Pay Level as per 7 th CPC	Details of Vacancies					
			UR	SC	ST	OBC	EWS	Total
1.	ASSISTANT WARDEN(GIRLS)#	Level-4	02	-	-	-	-	02
2.	STENOGRAPHER GRADE-III	Level-4	01	-	-	-	-	01
3.	MACHINE MECHANIC	Level-4	03	-	-	-	-	03
	Two posts for Competency 'C' (For Fashion & Life style Accessories / Foundation Programme)							
	One post for Competency 'A' (For Department of Fashion Technology, Fashion Design & Knitwear Design)							
TOTAL			06	-	-	-	-	06

Note: UR=Unreserved, SC=Schedule Caste, ST=Scheduled Tribe, OBC=Other Backward Class, EWS=Economically Weaker Section, PWD=Person with Disability.

#Only female candidates are entitled to apply for the post of Assistant Warden (Girls).



2. ELIGIBILITY CRITERIA:

Sl. No.	Posts	Professional Qualification	Work Experience
1.	Assistant Warden(Girls)	Graduate from a recognized University/Institution	One year experience as Assistant Warden in an educational institution under Central Government/State Government/ Autonomous Bodies.
2.	Stenographer Grade - III	i. Graduate from a recognized University/Institute ii. Minimum speed of 80wp min in shorthand and 40wp min in typing	Minimum 2 years experience in Govt./ Semi-Govt./ State Govt./UT/Autonomous Organization / PSU. Proficiency in Computer Operation
3.	Machine Mechanic (Competency-C)	Full time two years Diploma after 10 th from Recognized ITI / NSTI / IDTR / IGTR / NCVT National Apprenticeship Certificate (NAC) or National Trade Certificate (NTC) in trade of Fitter/ Turner / Machinist/Mechanic/ Tool & Die Maker (NSQF level 5). OR Full time 3 years Diploma after 10 th Mechanical engineering branch from AICTE approved institute/recognized Board/University.	Post - qualification 3 years of experience (for 3 years diploma after 10 th) and 4 years of experience (for NSQF level 5) with knowledge of operating and repairing and maintenance of general workshop machineries in the fields of solid metal working, sheet metal working, wood working, Plastic working machines i.e.: Lathe, Milling, Thermoforming, Injection moulding, metal casting, CNC machines like 3D printing, Laser cutting and water jet cutting etc.
	Machine Mechanic(Competency -A)	Full time three years Diploma after 10 th from Recognized state/ central Board of Technical education and Training in Mechanical Engineering / Mechatronics Engineering / Instrumentation Technology. OR Full time two year Diploma after 10 th from Recognized ITI/ NSTI / IDTR/IGTR in Machinist / Mechanic Machine Tools Maintenance / Technician Mechatronics / Textile Mechatronics (NSQF level 5)	Post-qualification 3 years of experience (for 3 years diploma after 10 th), 4 years of experience (for NSQF level 5 after 10 th), 2 years of experience (for NSQF level 5 after 12 th) and 6 years of experience (for NSQF level 3) in repair and maintenance of cutting / sewing / finishing Machines in garment manufacturing organization/ training institute.

AGE LIMIT: 27 years. Maximum upper age limit for NIFT employee may be relaxed upto (05) five years or total length of service rendered (on regular and/or long term contract basis) whichever is less. For persons belonging to SC/ ST/ OBC/PWD/Ex-Servicemen, age relaxation shall be as per Govt. of India norms.



3. APPLICATION FEE:

The applicant shall be required to pay Application fee of Rs.590-(Application Fees **Rs.500/-+GST@18%=Rs.90/-**) with following conditions:

- (i) Demand Draft for the requisite fee should be drawn in favour of "NIFT General Account". Payable at Kangra (H.P.).
- (ii) Applicant must write his/ her name, address and post applied for on back of Demand Draft and must enclose the original demand draft on their application form.
- (iii) The fee once paid shall not be refunded or re-adjusted under any circumstances.
- (iv) Candidates belonging to SC/ST/PWD & Female categories are exempted from paying the Application fee.
- (v) Candidates belonging to SC/ST/PWD categories will get exemption from paying the Application fee against the categories post only.
- (vi) The candidates applying for more than one post, shall be required to apply separately along with the required application fees for each post.
- (vii) Demand draft should have been drawn on or after the date of publication of this advertisement.

4. HOW TO APPLY:

4.1 Candidate should read the instructions and conditions carefully, before applying.

4.2 Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post as per the advertisement and the mere possession of the same does not entitle candidates to be called for selection process.

4.3 Application forms can be downloaded from our website (<https://nift.ac.in/kangra/careers>). Applications in the prescribed format should be addressed to **The Director, National Institute of Fashion Technology (NIFT), Kangra, NIFT Campus, Chheb, Kangra, Himachal Pradesh 176001 and be superscripted as "Application for the post of _____"** must be written on the sealed envelope. Self-attested copies of certificates and testimonials in proof of age/educational qualifications/category/experience etc. should be attached with the applications form. The Demand Draft drawn in favour of "NIFT General Account" payable at Kangra (HP) should also be attached with the application form. The Demand Draft should not be tagged or stapled but should be pinned or clipped at the top of the prescribed application form. Filled Application should reach to the above address through Registered Post/Speed Post only by the closing date **07.10.2022**.

4.4 The candidates shall be required to mention their correct and active e-mail addresses and Mobile number in their application form at prescribed place, as all the correspondence like issuance of call letters/ admit cards or any other information will be communicated through email only.

4.5 Any updates with regard to this recruitment process shall be published on NIFT Kangra's website (<https://nift.ac.in/kangra/careers>).



- 4.6 While applying for the posts of Machine Mechanic should be mentioned in the application form. The detail of the competency code is mentioned in the eligibility criteria section (Please refer para-2).
- 4.7 Only female candidates are entitled to apply for the post of Assistant Warden (Girls).
- 4.8 Those candidates who are employed in Govt. / Semi Govt. / Autonomous Bodies etc. should send their applications through Proper Channel. However, they may send an advance copy of their application to the address as mentioned above. 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 that they shall submit a certificate from the employer / competent authority within one month that no vigilance / disciplinary case is either pending or contemplated against him/her. Direct application from such candidates will not be entertained.
- 4.9 Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period and nature of work done in that particular organization /Institution.
- 4.10 Incomplete/unsigned/illegible applications and applications received without fee/photograph/certified copies of required certificates such as educational qualifications, caste/community etc., and those received after the prescribed last date, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
- 4.11 NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time.
- 4.12 Qualifications, experiences, age etc. will be taken into consideration as on the initial date of advertisement (08.09.2022).

5. SELECTION PROCESS:

- 5.1 The Institute may constitute a Screening-cum-short listing-Committee, which will screen all the applications received in response to this advertisement and may restrict the number of candidates to a reasonable limit on the basis of qualifications and experience etc. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final.
- 5.2 The date and venue for the written /skill or competency test will be intimated to the provisionally shortlisted candidates only.
- 5.3 The Selection process to the above posts may include written test and/or Skill /Competency test. The selection of the candidates shall be purely on the basis of merit list. The merit list will be drawn on the basis of Written-Test and/or Skill-Test (which ever applicable).

6. IMPORTANT INSTRUCTIONS/CONDITIONS

- 6.1 The Institute reserves the right to (a) Withdraw advertised post/ Modify under



any category at any time without assigning any reasons. (b) Reject any or all the applications without assigning any reasons thereof (c) Not to fill any or all posts advertised. (d) Rectify any discrepancy in the grade pay, pay band etc., if found later on. The Institute reserves the right to cancel/postpone the recruitment process at any stage without any prior notice and without assigning any reason thereof. The number of vacancies is subject to change.

6.2 All the above posts are to be filled upon regular basis.

6.3 Selected candidate will be on probation for a period of 02 years, which may further be extendable for 01 more year.

6.4 The Institute shall verify the Character and antecedents or documents submitted by the candidate at any time during the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background for which he/ she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith and appropriate action will be taken. Wrong declarations/concealment of facts/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

6.5 If any declaration given or information furnished by a candidate found to be false or if they have willfully suppressed any material information, they will be liable to removal from service/disqualification from the selection process.

6.6 Any form of canvassing will lead to disqualification of candidates.

6.7 Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for test. All candidates are advised to visit our website (<https://nift.ac.in/kangra/careers>) for any update/ information with regard to the recruitment process. The decision of the Institute in this regard would be final and binding to all.

6.8 No TA/DA shall be payable to any candidate for attending written/ Skill/Competency test.

6.9 In case of any dispute, the decision of the Director, NIFT Kangra shall be final. No application under RTI Act, 2005 shall be entertained during the entire recruitment process.

6.10 The selected candidate will be posted initially at Kangra Campus as per the requirement of the Institute and can be posted to any other NIFT Campus (es) in public interest.

6.11 The last date for submission of application is **07.10.2022(Thursday)**.

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