

**[ADVT. NO. 01/2021-Estt (NIFT Kol.)]**

Candidates should read the instructions and conditions carefully, before applying.

**Details of the posts:-**

The openings are for the following posts to be filled purely on short term contract basis for six months on consolidated salary

<b>Name of the Post</b>	<b>Consolidated Salary (approx.) (Per Month)</b>	<b>No. of Posts</b>
OSD(Hindi Translation)	Rs. 40,000/- – Rs. 45,000/-	01
Assistant Warden	Rs. 28,000/- – Rs. 33,000/-	01
Stenographer(Grade – III)	Rs. 28,000/- – Rs. 33,000/-	01
Library Assistant	Rs. 22,000/- – Rs. 27,000/-	01
Lab Assistant	Rs. 22,000/- – Rs. 27,000/-	02
MTS	Rs. 20,000/- – Rs. 25,000/-	09

**Note:** NIFT reserves the right to fill or not to fill, increase/decrease the number of posts under its sole discretion and decision of NIFT in this regard shall be final and binding.

**Scheme of Examination:-**

Selection for the posts mentioned above will be based on qualifications, experience etc. required for the respective posts and necessary tests/exam, if any and as applicable.

**How to apply:-**

Application/CV format can be downloaded from our website (<https://www.nift.ac.in/kolkata/careers>). Application/CV, duly filled in the prescribed proforma, should be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700 106 and shall be submitted either in a sealed envelope superscribed with “Application for the post of \_\_\_\_\_” or through e-mail with subject in the mail “Application for the post of \_\_\_\_\_” at the e-mail id [establishment.kolkata@nift.ac.in](mailto:establishment.kolkata@nift.ac.in). Self Attested copies of relevant documents, certificates and testimonials as proof of Age/Date of Birth, Educational Qualifications, Experience, etc. should be attached / uploaded with the application form. Corrigendum/ Addendum, if any, will be published at our said website only. Applicants are requested to visit our said website frequently for such updates, if any.

**Eligibility criteria:**

- OSD(Hindi Translation) - ref. ANNEXURE-A1
- Assistant Warden - ref. ANNEXURE-A2
- Stenographer(Grade – III) - ref. ANNEXURE-A3
- Library Assistant - ref. ANNEXURE-A4
- Lab Assistant - ref. ANNEXURE-A5
- MTS - ref. ANNEXURE-A6

**Eligibility Requirements for post of OSD (Hindi Translation)**

<b>S. No.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Name of the Post	OSD(Hindi Translation)
2	Classification	Group B
3	Consolidated Pay	Rs. 40,000 – Rs. 45,000/-p.m.
4	Age limit	30 years
5	Educational Qualifications and experience	<p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

**Eligibility Requirements for post of Assistant Warden**

<b>S. No.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Name of the Post	Assistant Warden
2	Classification	Group C
3	Consolidated Pay	Rs. 28,000 – Rs. 33,000/-p.m.
4	Age limit	27 years
5	Educational Qualifications and experience	<p><b><u>Qualification:</u></b> Graduate from a recognized University/Institution</p> <p><b><u>Experience :</u></b> One year experience as Assistant Warden in an educational institution under Central Government/State Government/ Autonomous Bodies</p>

**Eligibility Requirements for post of Stenographer(Grade – III)**

<b>S. No.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Name of the Post	Stenographer (Grade – III)
2	Classification	Group C
3	Consolidated Pay	Rs. 28,000 – Rs. 33,000/-p.m.
4	Age limit	27 years
5	Educational Qualifications and experience for Direct Recruitment	<p>i) Graduate from a recognized University/ Institute.</p> <p>ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing</p> <p>iii) Minimum 2 years' experience in Govt./ Semi-Govt./ State Govt/UT/Autonomous Organization/PSU</p> <p>iv) Proficiency in Computer Operation</p>

**Eligibility Requirements for post of Library Assistant**

<b>S. No.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Name of the Post	Library Assistant
2	Classification	Group C
3	Consolidated Pay	Rs. 22,000 – Rs. 27,000/- p.m.
4	Age limit	27 years
5	Educational Qualifications and experience for Direct Recruitment	i) Graduate from a recognised University / Institution with diploma in Library Science  OR Bachelors' Degree in Library Science from recognized University/Institution.  ii) At least one year working experience in a well established Library.

**Eligibility Requirements for post of Lab Assistant**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Lab Assistant
2	Classification	Group C
3	Consolidated Pay	Rs. 22,000 – Rs. 27,000/-p.m.
4	Age limit	27 years
5	Educational Qualification/ experience	<p><b><u>For Knitwear Design:</u></b></p> <p>Graduate with Diploma in Knitting Technology and minimum 1-year experience in Knitting Technology.</p> <p><i>[Desirable :-</i></p> <ul style="list-style-type: none"> <li>• Hand Flat Knitting machines Dismantling &amp; Erection</li> <li>• Hand Flat Knitting machine overhauling and periodic maintenance and regular oiling</li> <li>• Needle bar setting as per the design</li> <li>• Counter weight setting as per the design</li> <li>• Creel setting as per the design</li> <li>• Cam Setting as per the design</li> <li>• Yarn Tension setting as per the design</li> <li>• Overhauling, maintenance &amp; oiling of Hank to Cone winding machine</li> <li>• Drum Speed &amp; Anti Patterning adjustments in Hank to Cone winding machine</li> <li>• Overhauling, maintenance &amp; oiling of Linking Machine</li> <li>• Setting and adjustments of Linking machine as per knitted panel specification</li> <li>• Setting, maintenance and overhauling of needle bed in Computerized Flat Knitting machine</li> <li>• Adjustment of needle bed &amp; yarn feeder in Computerized Flat Knitting machine</li> <li>• Thorough knowledge of Intarsia and Jacquard design development]</li> </ul> <p><b><u>For Fashion Communication</u></b></p> <ul style="list-style-type: none"> <li>• Graduate from a recognized University / Institution</li> <li>• Should have one year Certificate/ Diploma in Photography from a reputed Institute.</li> </ul> <p><i>[Desirable :</i></p> <ul style="list-style-type: none"> <li>• The photography subject must be a part of the graduation course.</li> <li>• Minimum 1 year of experience after graduation.</li> <li>• Knowledge of Photography lights, studio set-up, camera equipment handling and Photo Editing softwares like Adobe Photoshop &amp; Adobe Lightroom.</li> <li>• Strong portfolio]</li> </ul>

**Eligibility Requirements for post of MTS**

<b>S. No.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Name of the Post	MTS
2	Classification	Group C
3	Consolidated Pay	Rs. 20,000/- – Rs. 25,000/-p.m.
4	Age limit	27 years
5	Educational Qualifications and experience for Direct Recruitment	Passed 10th class from a Board or its equivalent recognized by the Government