



राष्ट्रीय फैशन प्रद्योगिकी संस्थान
(वस्त्र मंत्रालय, भारत सरकार)
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles, Government of India)
Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata- 700 106
Phone No.: 033-2335-7546, 2335 2890

Advt. No. 01/2022-Estt(NIFT Kol)

Date: 10.02.2022

RECRUITMENT OF GROUP 'C' POSTS ON DIRECT RECRUITMENT

National Institute of Fashion Technology (NIFT), Kolkata invites applications for direct recruitment on long contract from Indian national in the prescribed proforma to the following posts with provision for regularization subsequently subject to eligibility and as per NIFT policy:-

Sl. No.	Post Name	Level in Pay Matrix (As per 7 th CPC)	Details of Vacancies					
			UR	SC	ST	OBC	EWS	Total
1	Assistant (Finance & Accounts)	Level-4	1	-	-	-	-	1
2	Assistant Warden (For Girls) #	Level-4	1	-	-	-	-	1
3	Stenographer Grade III	Level-4	1	-	-	-	-	1
4	Nurse	Level-4	1	-	-	-	-	1
5	Lab Assistant [for the following departments: <u>Foundation Programme</u> : 1 (One) post of Competency C1 <u>Knitwear Design</u> : 1 (One) post of Competency B <u>Textile Design</u> : 1 (One) post of Competency E <u>Fashion & Lifestyle Accessories</u> : 2 (Two) posts,- one each of Competency C1, C2 <u>Fashion Communication</u> : 1 (One) post of Competency F <u>Fashion Management Studies</u> : 1 (One) post of Competency G]	Level-2	4	-	-	2	1	7
Total			8	-	-	2	1	11

*02 posts are reserved for Persons with Disabilities (PWD) (please see para no. 3.1 for details)

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

Only female candidates are eligible to apply for the post of Assistant Warden

2. Eligibility Criteria:

Assistant (Finance & Accounts) : refer ANNEXURE-A1

Assistant Warden (For Girls) : refer ANNEXURE-A2

Stenographer Grade III : refer ANNEXURE-A3

Nurse : refer ANNEXURE-A4

Lab Assistant : refer ANNEXURE-A5

ANNEXURE-A1**Eligibility Requirements for post of Assistant (Finance & Accounts)**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Assistant (Finance & Accounts)
2	Classification	Group C
3	Level in Pay Matrix	Level 4
4	Age limit for the Direct Recruits on Contract	27 years Maximum upper age-limit for NIFT employees may be relaxed up to five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.
5	Educational Qualifications and experience for Direct Recruitment	i. Bachelor's Degree in Commerce from recognized University / Institution with two years' experience in Finance and Accounts matters. Or Master's Degree in Commerce from recognized University / Institution with one year experience in Finance and Accounts matters. ii. Working Knowledge of Accounting Software

ANNEXURE-A2**Eligibility Requirements for post of Assistant Warden (For Girls)**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Assistant Warden (for Girls)
2	Classification	Group C
3	Level in Pay Matrix	Level 4
4	Age limit for the Direct Recruits on Contract	27 years Maximum upper age-limit for NIFT employees may be relaxed up to five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less
5	Educational Qualifications and experience for Direct Recruitment	<u>Qualification:</u> Graduate from a recognized University/Institution <u>Experience :</u> One year experience as Assistant Warden in an educational institution under Central Government/ State Government/ Autonomous Bodies

ANNEXURE-A3**Eligibility Requirements for post of Stenographer (Grade – III)**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Stenographer (Grade – III)
2	Classification	Group C
3	Level in Pay Matrix	Level 4
4	Age limit for the Direct Recruits on Contract	27 years Maximum upper age-limit for NIFT employees may be relaxed up to five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less
5	Educational Qualifications and experience for Direct Recruitment	i. Graduate from a recognized University/ Institute ii. Minimum speed of 80 wpm in shorthand and 40 wpm in typing iii. Minimum 2 years' experience in Govt./ Semi-Govt./ State Govt/ UT/ Autonomous Organization/ PSU. iv. Proficiency in Computer Operation

ANNEXURE-A4**Eligibility Requirements for post of Nurse**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Nurse
2	Classification	Group C
3	Level in Pay Matrix	Level 4
4	Age limit for the Direct Recruits on Contract	27 years Maximum upper age-limit for NIFT employees may be relaxed up to five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less.
5	Educational Qualifications and experience for Direct Recruitment	i. B. Sc (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute. ii. Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council iii. Six months experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above OR i. Diploma in General Nursing and midwifery from a recognized Board or Council

		ii. Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council iii. Two and half years experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above
--	--	--

ANNEXURE-A5

Eligibility Requirements for post of Lab Assistant

S. No.	CATEGORY	DETAILS
1	Name of the Post	Lab Assistant
2	Classification	Group C
3	Level in Pay Matrix	Level 2
4	Age limit for the Direct Recruits on Contract	27 years Maximum upper age-limit for NIFT employees may be relaxed up to five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less
5	Educational Qualifications and experience for Direct Recruitment: Refer <u>Annexure-A5.1</u>	

Competency Code C1 for Foundation Programme		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	<p>Full Time two years Diploma/ certificate after 10th (NSQF Level 4 or 5) from any Govt. recognized institute / ITI in Additive Manufacturing Technician / Turner- / Fitter-machinist</p> <p style="text-align: center;"><u>OR</u></p> <p>Full time one year certificate (NSQF level 3 or 4) from any Govt. recognized institute / ITI in Leather Goods maker/ carpentry</p>	<p>Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) and 6 years of experience (for NSQF level 3) in the relevant / related field with operational knowledge of general workshop machinery i.e. lathe, milling, wood working machinery, thermoforming, injection moulding, metal casting, added advantage with experience in CNC machines.</p> <p style="text-align: center;"><u>OR</u></p> <p>Skill of pattern making & construction, components, costing, processes materials in leather goods industry</p> <p style="text-align: center;"><u>OR</u></p> <p>Skill of furniture making, handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p>
Competency Code B for Knitwear Design		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	<p>Full Time two years Diploma after 10th from recognized ITI/ NSTI/ IDTR/ IGTR in Mechinist/ Instrument Mechanic/ Mechanic Industrial Electronics/ Mechanic Machine Tools Maintenance (NSQF level 5)</p> <p style="text-align: center;"><u>OR</u></p> <p>Full time three years Diploma after 10th in Knitting Technology from any Govt. recognized institute</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th) and 4 years of experience (for NSQF level 5) in the relevant / related field with operation of Computerized Flat knitting machines, Hand Flat Knitting machines and Circular knitting machines. The candidate should have operational knowledge of Counter weight setting/ Creel setting/ Cam</p>

		Setting/ Yarn Tension setting as per the design.
<u>Competency Code E for Textile Design</u>		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	<p>Full Time three years Diploma after 10th from Govt. recognized institute / IIHT in Handloom & Textile Technology</p> <p><u>OR</u></p> <p>Full Time two years Diploma after 10th (NSQF Level 5) from Govt. recognized institute / ITI in Weaving Technician/ Textile wet Processing Technician.</p> <p><u>OR</u></p> <p>Full Time one year certificate after 10th (NSQF Level 3) from any Govt. recognized institute/ ITI in Weaving Technician for Silk & Woollen Fabrics.</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th), 4 years of experience (for 2 years Diploma after 10th) and 6 years of experience (for NSQF level 3) in Weaving preparation, weaving on table top loom, dobby and jacquard with electronic harness, Computerized Automatic sample Loom etc.</p> <p><u>AND/ OR</u></p> <p>dying and printing with knowledge and skill of dyeing of yarn and fabric using natural and synthetic dyes and different styles and types of Printing of textiles.</p> <p><u>AND/ OR</u></p> <p>An accredited lab with knowledge and skill to conduct standard textile testing procedures of Fibre, yarn and fabric</p>
<u>Competency Code C1 for Fashion & Lifestyle Accessories</u>		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	<p>Full Time two years Diploma/ certificate after 10th (NSQF Level 4 or 5) from any Govt. recognized institute / ITI in Additive Manufacturing Technician / Turner- / Fitter-machinist</p> <p><u>OR</u></p> <p>Full time one year certificate (NSQF level 3 or 4) from any Govt. recognized institute / ITI in Leather Goods maker/ carpentry</p>	<p>Skill of furniture making, handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p>
<u>Competency Code C2 for Fashion & Lifestyle Accessories</u>		

Educational Qualification	Professional Qualification	Work Experience
10 th or above	Full Time one year or two years Diploma/ certificate after 10 th (NSQF Level 4 or 5) from any Govt. recognized institute / ITI in the trade of Jewel Smith	Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant / related field with hands on experience in jewellery & silverware making; knowledge of handcrafted and cast gold & studded jewellery making, master making & related materials, processes and understanding of materials, processes, equipment, tools & machinery.
<u>Competency Code F for Fashion Communication</u>		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	Full Time one year or two years Diploma/ certificate after 10 th (NSQF Level 4 or 5) from any Govt. recognized institute / ITI in Digital Photographer / Photographer/ Video Cameraman/ Information & Communication Technology System	Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant / related field with skill of still & video photography and knowledge of video switching, non-linear editing, chroma keying, Broadcasting, Audio/Video Routing, lighting techniques and operating MAC and Windows OS.
<u>Competency Code G for Fashion Management Studies</u>		
Educational Qualification	Professional Qualification	Work Experience
10 th or above	Full Time one year or two years Diploma/ certificate after 10 th (NSQF Level 4 or 5) from any Govt. recognized institute / ITI in Information & Communication Technology System Maintenance/ Desktop Publishing Operator/ Multimedia Animation & Special Effects / Data Entry Operator/ Database System Assistant OR Full time three year Diploma after 10 th from any Govt. recognized institute / polytechnic in computer	Post-qualification 4 years of experience (for NSQF level 5 and DOEACC level 'O') and 5 years of experience (for NSQF level 4) and 3 years of experience (for three year diploma after 10 th) in a reputed organization/ educational institute for I.T. lab management (including software installation, networking and basic problem solving) and should essentially have the proficiency in MS Office/ video conferencing/ browsing applications.

	application or similar OR NIELIT 'O' Level course (NSQF level 5) of DOEACC Scheme after 12 th education	
--	--	--

3. Reservations

3.1 Persons with Disabilities (PWD):

Out of 02 vacancies reserved for Persons with Disabilities (PWD),

(a) 01 vacancy shall be reserved for blindness and low vision and

(b) 01 vacancy shall be reserved for deaf and hard of hearing

Note: The posts identified suitable for persons with disabilities along with physical requirements and benchmark disabilities are as under:

Sl. No.	Post	Physical requirements of the post	Benchmark Disabilities
1	Assistant (Finance & Accounts)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, OL, BL, OAL, BA, CP, LC, Dw, AAV d) ASD (M,

			MoD), SLD, MI e) MD involving (a) to (d) above
2	Assistant Warden (For Girls)	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
3	Stenographer Grade III	S, ST, W, BN, RW, SE, H, C	a) B, LV b) OA, OL, OAL, CP, LC, Dw, AAV, MDy c) SLD, MI d) MD involving (a) to (c) above
4	Nurse	S, ST, W, MF, RW, SE, H, C	a) LV b) OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
5	Lab Assistant	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD involving (a) to (d) above

ABBREVIATIONS USED:

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:

S: Sitting, ST: Standing, W: Walking, BN: Bending, L: Lifting, KC: Kneeling and Crouching, JU: Jumping, CRL: Crawling, CL: Climbing, PP: Pulling & Pushing, MF: Manipulation with Fingers, RW: Reading & Writing, SE: Seeing, H: Hearing, C: Communication

CATEGORY ABBREVIATIONS USED:

B: Blind, LV: Low Vision, D: Deaf, HH: Hard of Hearing, OA: One Arm, OL: One Leg, BA: Both Arms, BL: Both Leg, OAL: One Arm & One Leg, BLOA: Both Leg & One Arm, BLA: Both Legs Arms, CP: Cerebral Palsy, LC: Leprosy Cured, Dw: Dwarfism, AAV: Acid Attack Victims, MDy: Muscular Dystrophy, ASD: Autism Spectrum Disorder (M:Mild, MoD: Moderate), ID: Intellectual Disability, SLD: Specific Learning Disability, MI: Mental Illness, MD: Multiple Disabilities

3.2 Economically Weaker Section (EWS):

Candidates seeking benefit of reservation and relaxation shall submit caste certificate in prescribed format issued by Competent Authority. In case of EWS category candidate seeking benefit must submit income proof issued by appropriate authority. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claims belonging to EWS:-

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate / Executive Magistrate, Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and /or his family normally resides

4. APPLICATION FEE:

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

- (i) Demand Draft for the requisite fee should be drawn in favour of "NIFT Kolkata" payable at Kolkata.
- (ii) Applicant must write his/her name, address and post applied for on the back of the Demand Draft and must enclose the original Demand Draft with their application forms.
- (iii) The fee once paid shall not be refunded or re-adjusted under any circumstances.

(iv) Candidates belonging to SC/ST/PWD/ Women candidates and employees of NIFT (both regular & contract) are exempted from paying the Application fee.

(v) The candidates applying for more than one post, shall be required to apply separately along with the required application fees for each post. However, applicant should choose the post for which he likes to appear for the exam in case he becomes eligible and selected for more than one post.

(vi) Demand Draft should have been drawn on or after the date of publication of this advertisement.

5. CONCESSION & RELAXATION:

a) Age relaxation to SC/ST/OBC: The upper age limit is relaxable upto 05 years for SC/ST and 03 years for OBC subject to production of Caste Certificate issued by the Competent Authority. For availing the benefit of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the post of Central Govt.

b) Age relaxation to Persons With Disability (PWD): Age relaxation of 10 years is allowed (total 15 years for SCs/STs and 13 years for OBCs who are PwBD). The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for the each said individual post.

c) The benefit of reservation under EWS can be availed after production of an income and asset certificate issued by the Competent Authority.

d) Maximum upper age-limit for NIFT employees may be relaxed upto five years or total length of service rendered (on regular and/or long-term contract basis). This is over and above the relaxation prescribed for SC/ST/OBC (NC) & PwBD.

6. Scheme of Examination:

The selection process to the vacant posts may include written test and/or skill/competency test. The written test will be followed by Skill/ Technical Test of the selected candidates as applicable. The Institute reserves the right to admit only that many candidates as considered necessary for Skill/ Technical test based on the performance of candidates in the written test and/or skill/ technical test as the case may be.

5. HOW TO APPLY:

5.1 Application forms can be downloaded from NIFT Kolkata website (<https://www.nift.ac.in/kolkata/careers>). Applications, duly filled in the prescribed proforma, should be addressed to the Joint Director, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700106 and shall be submitted in a sealed envelope superscribed with "Application for the post of _____". Self Attested copies of relevant documents, certificates and testimonials as proof of Age/Date of Birth, Educational Qualifications, Caste, Experience, etc. should be attached with the application form. The Demand Draft drawn in favour of 'NIFT Kolkata' payable at Kolkata should 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 application form. Applicant should mention his/her name and the post applied for at the reverse of the DD.

5.2 Those candidates who are employed in Government Departments and/ or PSUs/Semi Govt./Autonomous Bodies under Government should send their applications Through Proper Channel along with "No Objection Certificate" from their employer stating that the applicant if selected will be relieved within one month of the receipt of the appointment orders. The vigilance clearance should also be recorded.

5.3 While applying for the posts of Lab Assistant, Competency Code should be mentioned in the application form. The detail of the competency code is mentioned in the Eligibility Requirements for post of Lab Assistant (refer Annexure A5.1).

5.4 Only female candidates are eligible to apply for the post of Assistant Warden (for Girls) (Applications received from the male candidates for the post of Assistant Warden (for Girls) will be summarily rejected)

5.5 The candidates shall mention their correct and active e-mail addresses and Mobile number in their application form at prescribed place, as correspondences viz. call letters/ admit cards or any other information may be communicated through email.

5.6 Any updates with regard to this recruitment drive shall be published on NIFT Kolkata's website (<https://www.nift.ac.in/kolkata/careers>). The applicants are requested to follow our said website on regular basis.

5.7 The candidates who are in private university/ organization, who are eligible, need to submit an undertaking/self -declaration to the effect that – “No penalty has ever been imposed on him/her and he/she has never been convicted by any Court of Law”.

5.8 Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period in that particular organization / Institution.

5.9 No TA/ DA shall be payable to any candidate for attending written/ skill test.

5.10 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.

5.11 NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time.

5.12 Essential Qualification, Experience and Age will be reckoned on the last date for submission of Applications i.e. **11.03.2022**

The last date for receipt of application form is 11.03.2022, 05.30 pm.

IMPORTANT INSTRUCTIONS:

1. Candidates should read the instructions and conditions carefully before applying.
2. The posts are to be filled up on contract basis initially for a period of 03 years and may be renewed further based on the performance of the candidate & Institute's requirement with provision for regularisation subsequently on completion of 05 years of contract service subject to eligibility and as per NIFT policy.
3. Mere fulfilling of essential qualifications and experience may not entail a candidate to be called for selection process. The decision of the Institute shall be final and binding on all the candidates.
4. No correspondence will be entertained from the candidates regarding the eligibility, status of applications, postal delays, conduct and result of test etc. either before or after the selection.
5. Incomplete/unsigned applications and applications received without prescribed fee, photograph, attested copies of required certificates such as educational qualifications, caste/community/ experience etc. and those received after the prescribed last date for receipt of application, will summarily be

rejected without any communication to the candidate. No further correspondence will be entertained in this regard.

6. The Institute reserves the right to consider candidates for selection by suitable selection procedure and at its discretion may conduct written test /skill test for above posts to select the candidates on the basis of merit.
7. NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
8. Wrong declarations/ submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage. Any discrepancy found between the information given in application and as evident in original documents will make the candidates ineligible, at any stage.
9. Any form of canvassing will lead to disqualification of candidature. Canvassing in any form and/ or bringing any influence political or otherwise will be treated as a disqualification for the post.
10. Candidates should ensure that they fulfill the eligibility (qualification, experience, etc.) requirements.
11. NIFT reserves the right not to recruit against one / more posts advertised or may cancel the recruitment drive at its sole discretion without assigning any reason.
12. Number of posts may increase/ decrease as per requirement and at the sole discretion of NIFT.
13. The posts are for NIFT Kolkata campus. However, NIFT reserves the right to place any of the selected candidates at any of its campuses as per requirement.
14. The decision of the Competent Authority, NIFT Kolkata in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written tests/ skill tests will be final and binding on the candidates. The institute also reserves the right to modify / withdraw the notification at any time without assigning any reason thereof.
15. The age will be calculated on the closing date for receipt of applications.
16. The post of 'Assistant Warden' (for girls) is exclusively for female candidates only.
17. No application under RTI Act, 2005 shall be entertained during the entire recruitment process. NIFT reserves the right to decide on disputes, if any and decision of appropriate authority of NIFT shall be final and binding.
18. No interim enquiry or correspondence will be entertained. Candidates are advised to visit the said NIFT website regularly for any updates regarding the recruitment drive.
19. Employment in institute shall be governed by the NIFT Act, Statutes, Ordinances, Rules & Regulations or General Service Rules of NIFT as amended from time to time.
20. Applications 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.
21. Possession of the prescribed educational qualifications is must. Candidates with higher qualification/s without the required qualification shall not be considered.
22. The prescribed qualification should have been obtained through recognized Universities/ Institutions. Incomplete applications/ applications without the required certificates/ documents will be summarily rejected.

23. Disputes, if any, arising during the overall recruitment process and thereafter shall be subject to the Kolkata jurisdiction only.
24. The date and venue for the written/ skill or competency test will be intimated to the provisionally shortlisted candidates only.