

National Institute of Fashion Technology
Head Office, Hauz Khas
New Delhi

NIFT Head Office, New Delhi is looking for Graduates with excellent Computer skills, proficient in managing office work and coordinating faculty training and development programmes around sixteen Campuses of NIFT spread across India. The appointment shall be on Short Term basis for a period of six months. The details are as follows:-

A- Minimum Qualifications:

- 1- Graduate in any field.

B- Desirable Qualifications and Experience:

1. Knowledge of Excel, Access, Power Point and proficiency in computers
2. Experience in data analysis or data mining
3. Knowledge of GoI rules on TA, DA etc.

C- Job Requirements:

To collect, compile, organise and analyse data; prepare reports and presentations; coordinate with NIFT Campuses, faculty, other academic organizations and training partners for conduct of faculty development and training programmes and other related works.

D- Remuneration:

Rs40,000/- gross per month. Not entitled to any other allowances except for TA/DA for journeys to be undertaken on the instructions of the Competent Authority.

Candidates in a position to join immediately and able to work from NIFT HO, Delhi may submit applications giving details about Date of Birth, Qualifications, experience, research experience, computer course/diploma, experience duly signed and self attested certificates so as to reach by **15/6/2018, 5:30 pm.** on the email establishment2.ho@nift.ac.in . In case of any discrepancy found in the application details at any time of selection or later, the application shall be rejected/ appointment terminated without any notice.

The interview is tentatively fixed on **18th June, 2018.**


12/6/18
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