

NATIONAL INSTITUTE OF FASHION TECHNOLOGY
(Ministry of Textiles, Government of India)
NIFT Campus, Mawpat, Umsawli
Shillong – 793012
Meghalaya

RECRUITMENT NOTICE
DIRECT RECRUITMENT- ADVT. NO. NIFT/RECT./03/2022-23

Eligible Criteria & Important Instructions

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

Details of the Posts: -

The openings are for the following posts to be filled on Adhoc contract basis:

Name of the Post	Remuneration	No. of Posts
Assistant Director	52,500/-	01

How to Apply:

Application forms can be downloaded from our website (<http://www.nift.ac.in/shillong/careers>). Applications, duly filled, in the prescribed proforma should be addressed and sent to the National Institute of Fashion Technology, NIFT Campus, Umsawli, Mawpat, Shillong – 793012, Meghalaya in a sealed envelope super scribed with “Application for the post of _____”. Self Attested copies of certificates and testimonials as educational qualifications/caste/experience etc. should be attached with the applications form.

Advance copy of the application may be sent to Establishment Department email Id- establishment.shillong@nift.ac.in / jointdirector.shillong@nift.ac.in .

Those candidates who are employed in Govt/Semi Govt/Autonomous Bodies etc. should send their applications through proper channel along with “No Objection Certificate” from their employer. **The last date for receipt of application form is: 08/04/2022**

Eligibility criteria:

Assistant Director : ANNEXURE-A1

ANNEXURE-A1

Eligibility Requirements for post of Assistant Director		
S.no.	Category	Details
1	Name of the Post	Assistant Director
2	Classification	Group B
3	Remuneration	52,500/-
4	Educational Qualifications and experience for Direct Recruitment	i. Graduate from a recognized university/institution. ii. At least 15 years’ experience, with relevant experience in Purchase Procedures / Establishment Matters / Admission Procedures/ Administrative Matters. iii. Diploma/ Certificate of Minimum 06 Months duration in Computer Application/ Office Management/ Secretarial Practices/ Financial Management/ Accounts or equivalent Discipline

IMPORTANT INSTRUCTION:

1. The posts are to be filled up on contract basis for a period of 6 months.
2. Mere fulfilling of essential qualifications and experience may not entail a candidate to be called for selection process. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
3. Incomplete/unsigned applications and applications received without 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.
4. The Institute reserves the right to consider candidates for selection by suitable selection procedure as per rules.
5. NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
6. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. Any form of canvassing will lead to disqualification of candidature.
8. Candidates should ensure that they fulfill the eligibility (qualification / experience etc.) requirements. Those who do not possess the required qualification/experience may not apply for the post.
9. Your engagement in no way entitles you to claim for long term contract/permanent appointment/absorption on any post based on this appointment.
11. Vigilance Clearance Certificate is required to be produced in case of retired personnel.
10. NIFT reserves the right not to recruit against one / more posts, modify or may cancel the recruitment at its sole discretion without assigning any reason. No correspondence with this regard will be entertained.