

**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./02/2020-21**

**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 long term contract basis:

<b>Name of the Post</b>	<b>Scale of Pay (VI CPC &amp; VII CPC)</b>	<b>No. of Posts</b>
Stenographer Grade-III	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	01 (one)
Lab Assistant ( Accessory Design Department)	VII CPC: Level 2, Pay Matrix Rs. 19,900/- VI CPC: PB-1, 5200-20200/- + GP Rs. 1900/-	02 (two)
Machine Mechanic	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	01 (one)

**Fee:-**

Requisite fee as indicated below is payable by Demand Draft/Banker's Cheque drawn in favour of **NIFT Shillong, payable at Shillong.**

<b>Sl. no.</b>	<b>Name of Post</b>	<b>Fee of General Category/OBC Candidates with GST of 18%</b>	<b>Fee for SC/ST/PHP Candidates with GST of 18%</b>
1.	Stenographer Grade-III	300	150
2.	Lab Assistant	300	150
3.	Machine Mechanic	300	150

**Note:-**

- i) Fee once paid will not be refunded under any circumstances.
- ii) Demand draft should have been drawn on or after publication of the advertisement.
- iii) Candidates must write his / her name, address and post applied for, on back of the demand draft/Banker's Cheque

**Scheme of Examination:-**

The written test for the posts mentioned above will be based on qualifications required for the respective posts. The written test will be followed by Skill/ Technical Test of the shortlisted/ selected candidates. The Institute reserves the right to admit only that much candidates as considered necessary for Skill/Technical test based on the performance of candidates in the written test.

### **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 proof of age/educational qualifications/caste/experience etc. should be attached with the applications form. The Demand draft/ Banker’s Cheque drawn in favour of NIFT Shillong 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.

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 23.08.2020**

### **Eligibility criteria:**

Stenographer Grade-III	: ANNEXURE-A1
Lab Assistant	: ANNEXURE-A2
Machine Mechanic	: ANNEXURE-A3

The date and venue of the examination shall be informed later.

### **IMPORTANT INSTRUCTION:**

1. The posts are to be filled up on contract basis for a period of 03 years.
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 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.
4. 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.
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. Number of posts may increase/decrease as per requirement and at the sole discretion of NIFT. The vacancies are for NIFT Shillong Campus; however, NIFT reserves the right to place any of the selected candidates at any of its campuses as per requirement.

10. Reservation for the posts advertised is applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Classes), PHP and EWS.

11. The age will be calculated on the closing date for receipt of applications.

12. NIFT reserves the right not to recruit against one / more posts or may cancel the recruitment at its sole discretion without assigning any reason. No correspondence with this regard will be entertained.

#### **ANNEXURE-A1**

<b>Eligibility Requirements for post of Stenographer Grade- III</b>		
<b>S.no.</b>	<b>Category</b>	<b>Details</b>
1	Name of the Post	Steno Grade III
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	Normal age limit: 21-25 years In case of appointment on contract, however, the maximum age will be 5 years less than the recruitment age of regular employees. The contract employees when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
5	Educational Qualifications and experience for Direct Recruitment	(i) Graduate from a University /Institute of repute. (ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing. (iii) Minimum 2 years experience in Govt./Semi-Govt./PSU/ reputed organizations. (iv) Proficiency in Computer Operation

#### **ANNEXURE-A2**

<b>Eligibility Requirements for post of Lab Assistant</b>		
<b>S.no.</b>	<b>Category</b>	<b>Details</b>
1	Name of the Post	Lab Assistant
2	Classification	Group C
3	Pay Band	VII CPC: Level 2, Pay Matrix Rs. 19,900/- VI CPC: PB-1, 5200-20200/- + GP Rs. 1900/-
4	Age limit for the Direct Recruitment on Contract basis	Normal age limit: 21- 40 years. In case of appointment on contract, however, the maximum age will be 5 years less than the recruitment age of regular employees. The contract employees when applying for regular post would be allowed age relaxation equal to number of years spent in NIFT on contract.
5	Educational Qualifications and experience for Direct Recruitment	Full time Diploma in Fitter Trade from I.T.I./Mechanical Engineering from any recognized institute with understanding of Materials & processes with hands on skills to work on variety of materials, machinery & general workshop. Knowledge of processes materials related to interior products, Handcraft and Mix Medium products & glass with 7 years industry / teaching experience in with skills & knowledge of operational aspects of material processes, tools & machinery.  <b>Competency:</b> Understanding of techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, tools overall upkeep of workshops, tools, material inventories and work environment. Interaction and guidance of students as well as support to all related activities.

**ANNEXURE-A3**

<b>Eligibility Requirements for post of Machine Mechanic</b>		
<b>S.no.</b>	<b>Category</b>	<b>Details</b>
1	Name of the Post	Machine Mechanic
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	Normal Age - 18-35 years (Maximum age limit may be relaxed up to 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)
5	Educational Qualifications and experience for Direct Recruitment	i) Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government. ii) ii) At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.