



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(A Statutory Institute governed by the NIFT Act 2006)  
(Ministry of Textiles, Government of India)  
NIFT Campus, Hauz Khas, New Delhi – 110016

**(Advt. No.04/ABS & LO/2018)**

**SUBJECT: FILLING UP THE POST OF “ASSISTANT BOARD SECRETARY & LEGAL OFFICER” ON DEPUTATION/DIRECT RECRUITMENT (ON CONTRACT) BASIS.**

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 16 Campuses located across the country invites applications from Indian nationals in the prescribed proforma for one post of “Assistant Board Secretary & Legal Officer (UR)” to be filled up on deputation basis failing which on Direct Recruitment (on Contract) at NIFT Head Office, New Delhi in PB-3, Rs.15600-39100/- + Grade Pay Rs.5400/- as per VI CPC/Level-10 as per VII CPC. The recruitment is against post falling vacant due to incumbent entering on deputation.

**A- Eligibility Criteria:**

	<b><u>For applications on deputation basis:</u></b>	<b><u>For applications on direct recruitment (on contract) basis:</u></b>
1	Age Limit: 56 years as on cut off date/ as per GoI rules.	Age Limit: 25-35 years as on cut off date*.
2	Officers holding analogous posts or with at least 5 years regular service in the cadre/ department in the scale of Rs.9300-34800 with Grade Pay Rs.4800/- VI CPC; Level 8- VII CPC, or equivalent and possessing experience in relevant field.	Educational Qualifications and Experience: Member of Institute of Company Secretaries of India / Degree in law with experience in relevant field.

For details please visit the Institute website: [www.nift.ac.in](http://www.nift.ac.in)

Any addendum/ corrigendum shall be posted only on the website of the Institute.

**B- Roles and Responsibilities:**

The incumbent interalia among other duties is required to represent and protect NIFT interests at all forums - draft and vet pleading, rejoinders, replies to the legal cases on service matters; coordination with the Counsels or advocates and preparing of briefs for cases; handling of parliament questions; VIP references and correspondence with MOT; matters related to various Commissions; admission related matters of the students; examine Bond, MoU, Agreements, Tender Documents, Lease Agreements, Undertakings; Convening,

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conducting and documenting the meetings of the Board, F&AC, Establishment Committee and Senate; RTI; member of Internal Complaints Committee; member of Evaluation Committee for establishment of new NIFT Campuses etc. and any other work as assigned by the authorities.

**C- Selection Process:**

Selection shall be on the basis of performance in personal interview.

**D- General Terms and Conditions:**

- a) The applicant must be a citizen of India.
- b) The prescribed qualifications and experience are the minimum and the mere possession and fulfilling the essential and desirable qualifications does not entitle the applicant to be called for the interview.
- c) The period of deputation shall be 03 years initially and the terms and conditions of deputation will be governed as per Govt. of India Orders/Instructions on the subject. Applications should be forwarded through proper channel along with APAR gradings of last 05 years and Vigilance / Cadre Clearance/NOC failing which their application will not be considered.
- d) The Concerned department while forwarding application shall certify that the applicant, if selected, will be relieved within one month of the receipt of the Offer of Appointment. However, advance copy of the application may be submitted before the closing date.
- e) All applicants must fulfill requirements of age limit, qualifications and experience for the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. Reservation is applicable as per GoI rules. They are advised to satisfy themselves before applying that they possess at least the essential experience laid down for the post as on the last date of receipt of the applications. No enquiry with reference to eligibility will be entertained.
- f) \*Age relaxation to SC/ST/OBC: Nil (as per GoI rules being single cadre post). Age relaxation to Physically Handicapped is allowed to OL, BL, OAL, BLV. The persons claiming age relaxation under this sub para would be required to produce a certificate in prescribed Performa in support of their claims clearly indicating that the degree of 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 GoI for each individual Group A posts to be filled by Direct Recruitment by selection.
- g) Relaxation of five years will be permissible to those who had ordinarily been domiciled in the Kashmir Division of the state of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989 subject to production to production of relevant certificate from the concerned authority.

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- h) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- i) The application should be accompanied by self attested copies of the relevant educational qualification, experience and Caste/ category (wherever applicable). Incomplete application not accompanied with the required certificates/ documents / unsigned are liable to be rejected.
- j) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- k) The date for determining the upper age limit and experience shall be closing date prescribed for receipt of applications i.e. 07<sup>th</sup> January, 2019.
- l) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- m) Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Railway Station on production of Rail Tickets/ Rail Ticket Numbers or any other proof of journey.
- n) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- o) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / interview will be final and binding on the candidates.
- p) Canvassing in any form and /or bringing any influence political or otherwise will be treated as a disqualification for the post.
- q) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.** Candidates are advised to keep visiting NIFT's website for updates.
- r) Employment of Institute shall be governed by the rules and regulations, service conditions, as notified by the Institute from time to time.

**E- APPLICATION FEE:**

- s) **The application fee for the post is Rs1000/- (Rupees One Thousand only/-) which is to be paid online. Fees once paid will not be refunded under any circumstance.**

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**SC/ST/PWD/Women candidates and those applying on deputation are exempted from payment of application fee.**

- t) The Institute reserves the right to modify / withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- u) In case of any mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the applicant.

**F- HOW TO APPLY:**

- v) Interested applicants are requested to apply online in the prescribed format downloaded from Institute's website ([www.nift.ac.in](http://www.nift.ac.in)) alongwithself attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience in an envelope superscribing the name and the post to the Registrar, 2<sup>nd</sup> Floor, Head Office, NIFT Campus, HauzKhas, Near Gulmohar Park, New Delhi-110016 so as to reach on or before 07<sup>th</sup> January, 2019 by 5:30 p.m.
- w) Candidates are advised to keep their e-mail ID alive as all the correspondence from the Institute including interview letter, if any, shall be sent only to the email address provided by the applicant in the application form or on NIFT website [www.nift.ac.in](http://www.nift.ac.in).
- x) Candidate should keep a copy of the online application for their record.
- y) Black and White/ unclear/hazy/ doctored/ morphed images, if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain three identical copies of this photograph which has been uploaded and will have to produce them before the authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
- z) Online application process will start on NIFT website from 20/12/2018 (9:00 am) upto 07.01.2019 upto 5:30 pm.

A. Following documents must be attached along with applications form sent by post:

- a) Coloured passport size photograph: JPG/PNG file with maximum size of 200 KB.
- b) Signature: JPG/PNG file with maximum size of 200 KB.
- c) Category Certificate: PDF file with maximum size of 500 KB.
- d) Self Attested photocopy of certificates/ Marksheets/ transcript: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- e) Proof of Experience letter/supporting documents: upload a single PDF file consisting of all relevant documents with maximum file size of 5 MB.
- f) Any other relevant information: upload a single PDF file consisting os all relevant documents with maximum file size of 5 MB.

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