

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

Bhopal Bypass Road, Bhauri, Bhopal- 462 030 (M.P.)

13102(25)/Estt./Rectt. of C&D Group employee/09 (Vol.-III)

09.10.2022

Direct Recruitment on Regular/Short Term Contract Basis

National Institute of Fashion Technology Bhopal invites applications for direct recruitment on Regular/ Short Term Contract basis. Interested candidates may submit online application form along with required documents through the link given on the Institute website i.e. www.nift.ac.in/bhopal. **The candidates who have already applied against the recruitment notification 13102(25)/Estt./Rectt. of C&D Group employee/09 (Vol.-III), Dated 08.10.2021 need not apply again. However, they should submit remaining documents, if any, within the extended time limit to NIFT Bhopal.**

पद का नाम	नियुक्ति की प्रकृति	सातवें सीपीसी के अनुसार वेतन स्तर	पदों की संख्या					
			अनारक्षित	अज	अजज	अपिव	ईडब्ल्यूएस कुल	
सहायक वार्डन (महिला और आवासीय)	नियमित	वेतन स्तर-4 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 2400/-)	01	-	-	-	-	01
सहायक वार्डन (पुरुष और आवासीय)	नियमित	वेतन स्तर-4 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 2400/-)	01	-	-	-	-	01
नर्स (महिला और आवासीय)	नियमित	वेतन स्तर-4 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 2400/-)	01	-	-	-	-	01
सहायक (प्रशासन)	नियमित	वेतन स्तर-4 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 2400/-)	04	-	-	-	-	04
सहायक (वित्त और लेखा)	नियमित	वेतन स्तर-4 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 2400/-)	01	-	-	-	-	01
कनिष्ठ सहायक	नियमित	वेतन स्तर-2 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 1900/-)	06	-	-	01	-	07
पुस्तकालय सहायक	नियमित	वेतन स्तर-2 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 1900/-)	01	-	-	-	-	01
प्रयोगशाला सहायक Competency C1 – 02 Nos. Competency C2 – 01 Nos.	नियमित	वेतन स्तर-2 (6 th CPC: PB-1, Rs. 5200- 20200/- + GP Rs. 1900/-)	05	-	-	01	-	06

Competency E – 02 Nos. Competency G – 01 Nos.								
कनिष्ठ अभियंता (सिविल)	अल्पकालिक	समेकित वेतन	1	-	-	-	-	1
वरिष्ठ सहायक (प्रशासन)	अल्पकालिक	समेकित वेतन	1	-	-	-	-	1
वरिष्ठ सहायक (वित्त)	अल्पकालिक	समेकित वेतन	1	-	-	-	-	1

S. No.	Particulars	Details
1.	Name of the Post	Assistant Warden (Female)- Regular (Residential)
2.	Nos. of post	01
3.	Level in the Pay Matrix	Pay Level 4 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
4.	Educational Qualifications & Experience:	I. Graduate from a recognized University/ Institution. II. One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
1.	Name of the Post	Assistant Warden (Male)- Regular (Residential)
2.	Nos. of post	01
3.	Level in the Pay Matrix	Pay Level 4 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
4.	Educational Qualifications & Experience:	I. Graduate from a recognized University/ Institution. II. One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
S. No.	Particulars	Details
1	Name of the Post	Nurse- Regular (Residential)
2	Nos. of post	01
3	Level in the Pay Matrix	Pay Level 4 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
4	Educational Qualifications &	i.) B.Sc (Hons) in Nursing from a recognized

	Experience:	<p>University or Institute/Regular course in B.Sc. Nursing from a recognized University or Institute/Post Basic B.Sc. (Nursing) from recognised University of Institute.</p> <p>ii) Registered as Nurse or and midwifery (RN or RN and RM) with State Nursing Council.</p> <p>iii) Six months experience in minimum fifty (50) bedded hospital after acquiring the educational qualification mention above.</p> <p style="text-align: center;">OR</p> <p>i) Diploma in General Nursing and midwifery from a recognized Board or Council.</p> <p>ii) Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council.</p> <p>iii) Two and half years (2½ years) experience in minimum fifty (50) bedded hospital after acquiring the educational qualification mention above.</p>
5	Age Limit (as on closing date):	<p>27 years</p> <p>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) whichever is less.</p>
S. No.	Particulars	Details
1.	Name of the Post	Assistant (Administration)- Regular
2.	Nos. of post	04
3.	Level in the Pay Matrix	Pay Level 4 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
4.	Educational Qualifications & Experience:	<p>i) Graduate from a recognized University/ Institution.</p> <p>ii) At least 2 years' experience in Administration.</p> <p>iii) Typing speed of at least 40 wpm in English/ Hindi.</p>
5.	Age Limit (as on closing date):	<p>27 years</p> <p>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) whichever is less.</p>
S. No.	Particulars	Details
1.	Name of the Post	Assistant -Finance & Accounts- Regular
2.	Nos. of post	01
3.	Level in the Pay Matrix	Pay Level 4 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/)
4.	Educational Qualifications & Experience:	<p>i) Bachelor's Degree in Commerce from recognized University/ Institution with two years' experience in Finance and Accounts matters.</p> <p style="text-align: center;">OR</p>

		ii) Master's Degree in Commerce from recognized University/ Institution with one year experience in Finance and Accounts Matters. ii) Working Knowledge of Accounting Software.
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
S. No.	Particulars	Details
1.	Name of the Post	Junior Assistant- Regular
2.	Nos. of post	06
3.	Level in the Pay Matrix	Pay Level 2 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
4.	Educational Qualifications & Experience:	i) Passed 10+2 examination from a Board or its equivalent recognized by the Government. ii) A typing speed of 30 w.p.m in English or 25 w.p.m. in Hindi iii) Computer proficiency, which includes: a) Competency in MS Word/ applicable software for written/mail correspondence. b) Competency in management of mail accounts c) Competency in retrieving information through search applications iv) Candidates who have done diploma in Computers shall be given preferential weightage.
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
S. No.	Particulars	Details
1.	Name of the Post	Library Assistant- Regular
2.	Nos. of post	01
3.	Level in the Pay Matrix	Pay Level 2 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
4.	Educational Qualifications & Experience:	i) Graduate from a recognized university/ Institution with diploma in Library Science OR ii) Bachelor's Degree in Library Science from recognized University / Institution. iii) At least one year working experience in a well-established Library.
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
S. No.	Particulars	Details
1.	Name of the Post	Lab Assistants (Competency- C1, C2, E & G)- Regular
2.	Nos. of post	05
3.	Level in the Pay Matrix	Pay Level-2 (6 th CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-)
4.	Educational Qualifications & Experience	As per Annexure-I
5.	Age Limit (as on closing date):	27 years 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) whichever is less.
S. No.	Particulars	Details
1.	Name of the Post	Jr. Engineer (Civil)- On Short Term Contract
2.	Nos. of post	01
3.	Level in the Pay Matrix	Consolidated Pay
4.	Educational Qualifications & Experience	I) Bachelor Degree in Civil Engineering from recognised University or Institute II) Two years experience in Civil constructions and maintenance work of major projects. OR I) Diploma in Civil Engineering from recognized University/ Institute II) Four years' experience in Civil Constructions and maintenance work of major projects.
5.	Age Limit (as on closing date):	Upto 30 Years
S. No.	Particulars	Details
1.	Name of the Post	Senior Assistant (Admin)- On Short Term Contract
2.	Nos. of post	01
3.	Level in the Pay Matrix	Consolidated Pay
4.	Educational Qualifications & Experience	Post Graduate Degree in Management from recognised University/Institution with two years experience in Administrative matters/Purchase procedures/Establishment matters/Admission Procedures.
5.	Age Limit (as on closing date):	Upto 30 Years
S. No.	Particulars	Details
1.	Name of the Post	Senior Assistant (Accounts)- On Short Term Contract
2.	Nos. of post	01

3.	Level in the Pay Matrix	Consolidated Pay
4.	Educational Qualifications & Experience	Post Graduate Degree in Commerce/ICWA/CS/CA from recognised University/Institution with two years experience in Finance and Accounts matters.
5.	Age Limit (as on closing date):	Upto 30 Years

* **Note:** Experience shall be counted post the acquiring of the minimum essential qualification.

EDUCATIONAL QUALIFICATION AND EXPERIENCE FOR LAB ASSISTANTS.

Competency	Education Qualification	Professional Qualification	Work Experience
Competency C1	10 th or above	<p>Full time two year Diploma / certificate after 10th (NSQF level 4 or 5) from any Govt. recognised institute/ ITI in Additive Manufacturing Technician / turner / fitter-machinist.</p> <p>OR</p> <p>Full time one year certificate (NSQF level 3 or 4) from any Govt. recognised 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>OR</p> <p>Skill of pattern making and construction, components, costing, processes materials in leather goods industry.</p> <p>OR</p> <p>Skill of furniture making, handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p>
Competency C2	10 th or above	<p>Full time one year or two year Diploma/certificate after 10th (NSQF level 4 or 5) from any Govt. recognised institute / ITI in the trade of Jewel Smith.</p>	<p>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 and silverware making; knowledge of handicrafts and cast gold & studded jewellery making, master making & related materials, processes and understanding of materials, processes, equipment, tools & machinery.</p>
Competency E	10 th or above	<p>Full time three years Diploma after 10th from Govt. recognised Institute / IIHT in Handloom & Textile Technology.</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 of experience (for NSQF level 3)</p>

		<p>OR</p> <p>Full time two years Diploma after 10th (NSQF level 5) from Govt. recognised Institute / ITI in Weaving Technician / Textile wet Processing Technician.</p> <p>OR</p> <p>Full time one year certificate after 10th (NSQF level 3) from any Govt. recognised institute / ITI in Weaving Technician for Silk & Woollen Fabrics.</p>	<p>in weaving preparation, weaving on table top loom, dobby and jacquard with electronic harness, Computerised Automatic Sample Loom etc.</p> <p>AND/OR</p> <p>Dyeing 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>AND / OR</p> <p>An accredited lab with knowledge and skill to conduct standard textile testing procedures of fibre, yarn and fabric.</p>
Competency G	10 th or above	<p>Full time one year or two year Diploma / certificate after 10th or 12th (NSQF level 4 or 5) from any Govt. recognised institute / ITI in Information & Communication Technology System Maintenance / Desktop Publishing Operator / Multimedia Animation & Special Effects / Data Entry Operator / Database System Assistant.</p> <p>OR</p> <p>Full time three year Diploma after 10th from any Govt. recognised institute / polytechnic in computer application or similar.</p> <p>OR</p> <p>NIELIT 'O' level course (NSQF level 5) of DOEACC Scheme after 12th education.</p>	<p>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 10th) in a reputed organisation / 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.</p>

General Terms and Conditions

- 1) The applicant must be a citizen of India.
- 2) Please submit duly filled application (completed in all respect) on or before 05:00 PM 31.10.2022 available at website nift.ac.in/bhopal. Also the self attested copies of the certificates/mark sheets and other testimonials should be mandatorily submitted to the Joint Director, National Institute of Fashion Technology, Bhauri, Bhopal Bypass Road, Bhopal-462030 (M.P.) **latest by 31.10.2022**. Incomplete/unsigned 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 for receipt of application, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
- 3) Hard copy/ printout of the online application along-with self attested copies of mark sheets, experience certificates etc should be sent in a cover superscripted "**Application for the post of (Name of the post applied for) at NIFT Bhopal**"
- 4) Lab. Assistant applicants to also mention the competency for which applying, incomplete application without the competency will be rejected.
- 5) Wrong declarations / submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 6) Selection shall be on the basis of the performance in the written/skill or competency test or both. Scheme of written / skill or competency test and selection procedure shall be notified separately on NIFT Bhopal website.
- 7) The minimum age would be 18 years.
- 8) A person seeking appointment on the basis of reservation to OBC (NCL) CENTRAL LIST must ensure that he / she possesses the caste / community certificate (applicable for Central list only) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for receipt of application.
- 9) The list of eligible candidates, shortlisted by the Screening Committee based on the documents submitted by them in terms of eligibility criteria i.e. Educational Qualification and Experience, or any addendum / corrigendum shall be posted only on the website of the Institute shall be uploaded on www.nift.ac.in/bhopal/career .

- 10) Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for test. No correspondence will be entertained from the applicant before the selection. The decision of the Institute would be final.
- 11) NIFT reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- 12) The Institute reserves the right to consider candidates for selection by suitable selection procedure and at its discretion may conduct written test /skill or competency test for above posts to select the candidates on the basis of merit.
- 13) NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
- 14) Candidate should keep a copy of the application form for their record.
- 15) Candidates are advised to keep their e-mail ID alive as all correspondence from the Institute shall be sent only to the e-mail address provided by the applicant in the application form.
- 16) Any addendum / corrigendum shall be posted only on the website of the Institute.
- 17) The candidates are advised to keep watching NIFT Bhopal website for further updates.
- 18) The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the written test/skill or competency test.
- 19) Candidates will be considered only for the posts applied for. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application with application fee, if applicable, must be submitted for each post.
- 20) Application from employees of Government Departments and / or PSUs / autonomous bodies under Government will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Vigilance clearance should also be recorded. The applications through proper channel, complete in all respects, along-with all required documents should be forwarded to the **Joint Director, NIFT, Bhauri, Bhopal By-pass Road, Bhauri, Bhopal- 462 030 (M.P.)**.
- 21) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. **They are**

advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.

- 22) The applicants while submitting the application should attach self-attested copies of the relevant educational qualification, experience and Caste / category (wherever applicable). Incomplete application without required certificates / documents / unsigned are liable to be rejected.
- 23) If any document / certificate furnished are in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be submitted.
- 24) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- 25) No TA / DA will be paid to the candidates for attending written test / skill or competency test.
- 26) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
- 27) Applicants are advised to enter correct / valid data in respect of various information as provided in the application form. Incorrect details, if entered, by applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- 28) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of written test/ skill or competency test will be final and binding on the candidates.
- 29) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 30) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 31) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- 32) Application 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.

- 33) For availing the benefits of Other Backward Classes & EWS, the candidate would be required to produce the latest Non-creamy layer certificate/EWS (whichever is applicable) on the prescribed format applicable for appointment to the posts of Central Government.
- 34) In case of any inadvertent 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.
- 35) The candidates appointed may have to work in shifts and can be posted at any place in the Institute.
- 36) After expiry of the Short Term Contract, employment shall stand terminated automatically unless the same is extended in writing.
- 37) The date and venue of the written test/ skill or competency test shall be informed later on website and will be intimated to short listed candidates only.
- 38) Age relaxation will be given as per the Govt. of India rules.

APPLICATION FEE:

- a) The application fee of Rs.500/- (including GST) is required to be paid through Online mode only by the UR, EWS & OBC candidates for the post applied for.
- b) Application form received without the fee from UR, EWS & OBC would be rejected.
- c) Fees once paid will not be refunded under any circumstance.
- d) SC/ST/PWD candidate are exempted from payment of application fee.
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