



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
BHUBANESWAR**

(Ministry of Textile, Govt. of India)

NIFT Campus, IDCO Plot No.24, Opp. KIIT School of Management, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha-751024, Tel: 0674-2305700/701/702/710, Website:www.nift.ac.in/bhubaneswar

RECRUITMENT NOTICE

Advertisement No.: 14302(2)/BBSR/Rectt-02/2016 Date: 19/08/2016

OPENING DATE OF SUBMISSION OF APPLICATION: 24/08/2016

CLOSING DATE OF SUBMISSION OF APPLICATION: 21/09/2016

National Institute of Fashion Technology (NIFT), Bhubaneswar invites application for Following Group-“C” posts to be filled on CONTRACT basis:

Sl. No	Name of Post	Pay Scale (₹) Pre-Revised (Prior to 7 th Pay Commission)	Grade Pay (₹)	Details of Vacancies				
				UR	OBC	SC	ST	Total
1	Stenographer Grade-III	PB-I, Rs. 5,200-20,200/-	2400/-	-	-	-	01	01
2	Assistant (Accounts)	PB-I, Rs. 5,200-20,200/-	2400/-	01	-	-	-	01
3	Machine Mechanic	PB-I, Rs. 5,200-20,200/-	2400/-	01	01	01	-	03
4	Assistant Hostel Warden (Girls)	PB-I, Rs. 5,200-20,200/-	2400/-	-	-	01	-	01
5	Lab Assistant	PB-I, Rs. 5,200-20,200/-	1900/-	01	02	-	-	03
6	Plumber	PB-I, Rs. 5,200-20,200/-	1900/-	01	-	-	-	01
7	Electrician	PB-I, Rs. 5,200-20,200/-	1900/-	01	-	-	-	01
8	Junior Assistant	PB-I, Rs. 5,200-20,200/-	1900/-	01	-	01	01	03
9	Multi Tasking Staff (MTS)	PB-I, Rs. 5,200-20,200/-	1800/-	05	03	01	-	09
Total =				11	06	04	02	23

For more details such as Age Limit, Qualification, Experience & Exam Fee etc, please refer our website <http://www.nift.ac.in/bhubaneswar> . Interested candidates may send their applications addressed to “Director” along with the copies of the certificates and relevant documents at the above mentioned address on or before **17:30 hrs on 21/09/2016**.



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Patia, Bhubaneswar, Odisha-751024, Tel: 0674-2305700/701/702/710
Website:www.nift.ac.in/bhubaneswar**

RECRUITMENT NOTICE

Advertisement No.: 14302(2)/BBSR/Rectt-02/2016 Date: 19/08/2016

The National Institute of Fashion Technology (NIFT), Bhubaneswar invites applications for the below mentioned posts to be filled on **Long term Contract basis**:

Sl. No	Name of Post	Pay Scale (₹) Pre-Revised (Prior to 7 th Pay Commission)	Grade Pay (₹)	Details of Vacancies				
				UR	OBC	SC	ST	Total
1	Stenographer Grade-III	PB-I, Rs. 5,200-20,200/-	2400/-	-	-	-	01	01
2	Assistant (Accounts)	PB-I, Rs. 5,200-20,200/-	2400/-	01	-	-	-	01
3	Machine Mechanic	PB-I, Rs. 5,200-20,200/-	2400/-	01	01	01	-	03
4	Assistant Hostel Warden (Girls)	PB-I, Rs. 5,200-20,200/-	2400/-	-	-	01	-	01
5	Lab Assistant	PB-I, Rs. 5,200-20,200/-	1900/-	01	02	-	-	03
6	Plumber	PB-I, Rs. 5,200-20,200/-	1900/-	01	-	-	-	01
7	Electrician	PB-I, Rs. 5,200-20,200/-	1900/-	01	-	-	-	01
8	Junior Assistant	PB-I, Rs. 5,200-20,200/-	1900/-	01		01	01	03
9	Multi Tasking Staff (MTS)	PB-I, Rs. 5,200-20,200/-	1800/-	05	03	01		09
Total =				11	06	04	02	23

Note: Number of vacancies may be reduced or increased at the discretion of NIFT-Bhubaneswar.

- **The appointment will be on Long term Contract basis (initially for a period of 03 years).** The details of the above posts such as eligibility criteria, prescribed Examination fee and procedure etc for submission of application are available at our website <http://www.nift.ac.in/bhubaneswar>. Application in the enclosed prescribed proforma only should be addressed to **The Director, National Institute of Fashion Technology, NIFT Campus, IDCO Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Patia, Bhubaneswar-751024, Odisha** enclosing therewith attested copies of educational and experience certificates before the last date. The last date of receipt of application is **21/09/2016** till office hours i.e. **17:30 hours**.

Important Instructions

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

HOW TO APPLY:-

- a) Application forms can be downloaded from our website :-(<http://www.nift.ac.in/bhubaneswar>). Interested candidates may send their applications addressed to “**The Director, National Institute of Fashion Technology, NIFT Campus, IDCO Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Patia, Bhubaneswar-751024, Odisha**” and superscribed with “**Application for the post of (Name of the post applied for) on Contract & Category (i.e. General/OBC/SC/ST etc.)**” on the envelope. **The last date of receipt of application is 21/09/2016 till office hours i.e. 17:30 hours.**
- b) Attested copies of certificates and testimonials in proof of Age, Educational Qualification, Cast & Experience etc. should be attached with the application form.
- c) The Demand Draft should not be tagged or stapled but should be pinned or clipped at the top of the application form and candidates must write his/her name, address, post applied for and category on the back of the demand draft.
- d) Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies etc. should be send their applications through Proper Channel. However, they may send an advance copy.
- e) Written test will be conducted at NIFT Bhubaneswar Campus. The date of examination will be informed later.

APPLICATION FEE:-

A Demand Draft for the requisite fee as indicated below should be **drawn in favour of NIFT - Bhubaneswar** payable at **Bhubaneswar**.

Sl. No.	Name of the Post	Fee for General/ OBC Category Candidates (₹)	Fee for SC/ST/PHP Category Candidates (₹)
1.	Stenographer Grade-III	500	250
2.	Assistant (Accounts)	500	250
3.	Machine Mechanic	500	250
4.	Assistant Hostel Warden (Girls)	500	250
5.	Lab Assistant	500	250
6.	Plumber	500	250
7.	Electrician	500	250
8.	Junior Assistant	500	250
9.	Multi Tasking Staff (MTS)	500	250

*Employees on NIFT roll are also not exempted from payment of examination fee.

Notes:

- i) Fee once paid will not be refunded under any circumstances.
- ii) Demand Draft should be drawn in favour of NIFT-Bhubaneswar payable at Bhubaneswar on or after publication of the Advertisement.
- iii) Candidates must write his/her name, address, post applied for and Category on the back of the Demand Draft.

SCHEME OF SELECTION:-

Sl. No.	Name of the Post	Selection Process
1.	Stenographer Grade-III	Selection process will include written test and skill test
2.	Assistant (Accounts)	Selection process will include written test and skill test
3.	Machine Mechanic	Selection process will include written test and skill test
4.	Assistant Hostel Warden (Girls)	Selection process will include written test and skill test
5.	Plumber	Selection process will include written test and skill test
6.	Lab Assistant	Selection process will include written test and skill test
7.	Electrician	Selection process will include written test and skill test
8.	Junior Assistant	Selection process will include written test and skill test
9.	Multi Tasking Staff (MTS)	Selection process will include written test and skill test

The written test for all the posts will be based on qualifications requirement of the respective posts. The written test will be followed by Skill/Technical Test of the eligible shortlisted candidates. The Institute reserves the right to admit only that many candidates as considered necessary for Skill/Technical test based on the performance of candidates in the written test.

ELIGIBILITY CRITERIA:-

Sl. No.	Name of the Post with Scale of Pay	Age Limit for Direct Recruitment	Educational/ Technical Qualification and Experience	Screening Process	Level of questions
1	Stenographer Grade-III (₹ 5200-20200+ 2400/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT	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.	Screening Test: - 30% English & G.K. (Written Exam) - 50% Stenography (80/40w.p.m) - 20% Office Communication and IT Skills	SSC Stenographers Test
2.	Assistant (Accounts) (₹ 5200-20200+ 2400/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT	i) Graduate in Commerce/Economics/ Statistics/Mathematics from a University/ Institute of repute. ii) Diploma/Certificate in Computer Applications Operations latest software i.e. MS-Office (Word/Excel/ PowerPoint), Accounts related software and proficiency in computer operations. iii) 2 years experience in Audit/ Accounts. iv) Typing speed of atleast 40 w.p.m. in English/Hindi.	Screening Test: - 10% English & G.K. - 80% Accounts & Book keeping - (Written Exam) - 10% Office Communication & IT Skills/Govt. Rules.	B.Com level
3.	Machine Mechanic (₹ 5200-20200+ 2400/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT	i) Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government. ii) At least 3 years experience in repair and maintenance of cutting/ sewing/finishing machines in garment production concerns.	Screening (Technical Competency) Test: - 40% English, GK & Reasoning (Written Exam) - 60% Skill Test	Diploma/ITI level of related course for technical competency. General test on English of the level of 10th. Theory Test • Understanding of Machine functions, operation parameters. • Mechanics (Motors), Lubrication, Trouble shooting etc. • Maintenance and safety requirements.

					<ul style="list-style-type: none"> • Basic Knowledge of computerized machinery. • Basic knowledge of English. <p>Practical Test</p> <ul style="list-style-type: none"> • Use of tools • Operative efficiency • Care and handling • Demonstration ability • Exercise on machine operations & sample development related to apparel industry etc.
4	Assistant Hostel Warden (Girls) (₹ 5200-20200+ 2400/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT	<p>i) Graduate from a recognized University.</p> <p>Desirable:</p> <p>ii) One year experience as Assistant Girl's hostel warden or in any analogous post in Government educational Institutions/ PSUs/ Autonomous Bodies/ Reputed institutions.</p> <p>iii) First Aid & safety training preferred.</p> <p>iv) Proficiency in Computer Operation & applications.</p>	50% English, GK & Reasoning (Written Exam) 50% Skill test including 10% on computer knowledge.	Graduate Level Examination.
5	Lab Assistant (₹ 5200-20200+ 1900/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT.	<p>For Textile Design Department:</p> <p>i) Diploma in Handloom Technology/ Post Diploma in Textile Chemistry/ Textile Processing from Indian Institute of Handloom Technology.</p> <p>ii) At least 1 years experience as a Lab Assistant in any recognized institution/ weavers service Centre/ Research Organization. Desirable.</p> <p>For Accessory Design Department:</p> <p>i) 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, Handicraft and Mix Medium products & glass with 7 years industry/ teaching experience with skills & knowledge of operational aspects of material processes, tools & machinery.</p> <p>ii) Competency: 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.</p> <p>FOR GMT(B.F.Tech Department):</p> <p>i) 10+2 standard plus CPT/FDCT (One-year duration) certificate course from NIFT with 5 years of experience in industry/institute. OR</p> <p>ii) 10th standard plus three years Certificate course in Cutting & Tailoring/ Dress</p>	<p>Screening (Technical Competency) Test:</p> <ul style="list-style-type: none"> - 40% English, GK & Reasoning (Written Exam) - 60% Skill Test 	<p>ITI level of related course for technical competency. General test on English of the level of 10+2.</p> <p>Theory Test</p> <ul style="list-style-type: none"> • Knowledge and understanding of departmental lab and machine & equipments. • Understanding of material requirements for various lab activities. • Maintenance and safety requirements. • Basic knowledge of English. <p>Practical Test</p> <ul style="list-style-type: none"> • Ability to demonstrate. • Handling of tools & equipments. • Exercise of given task <p>IT</p> <ul style="list-style-type: none"> • Theory -Written test on applications software (MS Office) • Practical - Software installation & equipment installation.

			<p>Designing from any Govt. recognized institutes with 5 years of relevant experience in industry/ institute. OR</p> <p>iii) 10th Standard plus 10 years of experience as sewing machine operator and or sewing supervisor in industry.</p> <p>iv) With understanding of pattern making and garment construction techniques and ability to provide guidance to students through demonstration of equipment and machinery used in garment production.</p> <p><u>For Fashion Communication Department:</u></p> <p>i) Graduate from a recognized University/ Institution.</p> <p>ii) Should have one year Certificate/ Diploma in Photography from a reputed Institute.</p>		
6	Plumber (₹ 5200-20200+ 1900/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT.	<p>i) Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade.</p> <p>ii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him.</p> <p>iii) Should be able to follow drawings and sketches and execute work according to lay out.</p> <p>iv) Should possess plumbing license tax where such licenses are issued by local authorities.</p>	40% English, GK & Reasoning (Written Exam) 60% Skill Test	10 th level/ ITI Level
7	Electrician (₹ 5200-20200+ 1900/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT.	<p>i) 10th class standard</p> <p>ii) ITI Diploma in Electricians Trade or equivalent diploma.</p> <p>iii) Must possess electrical supervisory certificate of competency.</p> <p>iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.</p>	40% English, GK & Reasoning (Written Exam) 60% Skill Test	10 th level/ ITI Level
8	Junior Assistant (₹ 5200-20200+ 1900/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT.	<p>i) Passed 10+2 examination from a Board or its equivalent recognized by the Govt.</p> <p>ii) Diploma/Certificate in Computer Applications Operations latest software i.e. MS-Office (Word/Excel/PowerPoint) and proficiency in computer operations.</p> <p>iii) Have a speed of 30 wpm in English/Hindi typing.</p> <p>iv) Proficiency in Computer Application with Lotus, Word Star, MS-Office (Word/Excel/PowerPoint) & operation of latest software etc.</p>	Screening Test: - 40% English, G.K. Reasoning and Office Communication - 20% Typing (30w.p.m.) - 40% IT Skills including knowledge of MS-Office & Internet etc.	SSC LDC Test
9	Multi Tasking Staff (MTS) (₹ 5200-20200+ 1800/-GP)	No Maximum age limit for Contract Appointments. However, maximum age would be at par with Retirement age at NIFT.	<p>i) Matriculation or equivalent pass. OR</p> <p>ii) ITI Pass*</p> <p>iii) Proficiency/Knowledge of Computer Operation.</p> <p>*May be adopted as per special requirements of the post, if any.</p>	40% English, GK, Reasoning (Written exam) 60% Skill Test	10 th level/ITI Level

NOTE:

1. Proficiency in Computer Operation and Applications means Employees must be conversant in the use of MS Office applications such as MS-Word/Excel/Power Point/Access/Internet/Email in all cases including Accounts Software in case of Accounts.
2. ITI or any other technical qualifications means at-least 3 years diploma/certificate from ITI or equivalent Government Recognized Institute.
3. Diploma/Certificate in Computer means at-least 1-year full time/ 2 years part time program from a Government Recognized Institute or a reputed private institute.

GENERAL CONDITIONS:

1. Application should be sent in a cover superscribed "**Application for the post of (Name of the post applied for) on Contract & Category (General/OBC/SC/ST etc.)**" on the envelope.
2. There would be no maximum age limit for contract appointment. However, the maximum age would be at par with the Retirement age at NIFT.
3. Age limit shall be considered as on **1st August, 2016**.
4. Applications received without certified copies of required certificates such as educational qualifications, caste/community and experience etc. and those received after the prescribed last date for receipt of application, will be rejected without any communication to the candidate.
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. Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to be called for tests. No correspondence will be entertained from the applicant before the selection. The decision of the Institute would be final.
7. NIFT reserves the right to cancel the whole process of Recruitment at any stage without assigning any reason.
8. Reservation and relaxation, if any, as per Govt. of India rules will be followed.
9. 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.
10. NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time i.e. (Last date).
11. While applying for the posts of Lab Assistant, candidates should mention their competency code (i.e. **Textile Design/ Accessory Design/ GMT(B.F.Tech)/ Fashion Communication** etc.) as per the details/ instructions given on eligibility criteria.
12. The candidates full filling eligible criteria's only for the above mentioned posts will have to appear for the written exam which will be conducted at NIFT Campus, Bhubaneswar on a specific date for all posts.

13. The candidates applying should ensure that each column of application form along with details of demand draft are filled correctly. In case any column is left blank, the application form is liable to be rejected.
14. Separate application form for each post to be submitted.
15. No. TA/DA shall be payable to any of the candidate for attending the recruitment process.
16. Candidates applying for reserved posts i.e. OBC, SC, ST, PHP & Ex-Serv. are required to submit caste certificates as per proforma given below:

SC/ST : ***Annexure-II***
OBC : ***Annexure-III***
PHP : ***Annexure-IV***
Ex-Servicemen : ***Proforma A to D***

Sd/-
DIRECTOR