राष्ट्रीय फैशन प्रोद्योगिकी संस्थान
National Institute of Fashion Technology
(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

निफ्ट कैंपस, हौज़ खास, निकट गुलमोहर पार्क, नई दिल्ली-110016

NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

(Advt. No. 02/Rectt./Dir. & Jt. Dir./Cont&Depu/Feb/2021)

RECRUITMENT FOR THE POST OF CAMPUS DIRECTOR AND JOINT DIRECTOR ON CONTRACT/DEPUTATION BASIS IN NIFT

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 17 Campuses located across the country, invites applications from Indian nationals in the prescribed proforma for following the posts on contract/deputation basis:

Post Name	Pay Level/Pay Band	No. of Posts	Location	Type of appointment
Campus Director	Level-13(7th CPC)/ PB-4 [Rs.37,400 - 67,000/- + Grade Pay Rs.8,700/- (6th CPC)	02	NIFT Campus Delhi and Panchkula	Contract/ Deputation
Joint Director	Level-12(7th CPC)/ PB-3 [Rs.15600 - 39100/- + Grade Pay Rs.7,600/- (6th CPC)	05	NIFT Head Office, Bengaluru, Kangra, Shillong and Srinagar(J&K)	Deputation

2. ELIGIBIITY CONDITION:

a) Campus Director

Education and other qualifications required for direct recruits on contract	Recruitment by Deputation	Period of deputation/ contract
Qualification: Post Graduate Degree from recognized University/Institution **Experience:** Twenty years of administrative/academic/managerial experience in Government Organization/ Autonomous Body/Statutory Body/University /Institution out of which at least fifteen years at supervisory level (level-10 or equivalent)	Officers of the Central Govt. / State Govt./ UT/ Autonomous Organization / PSUs holding analogous post on regular basis with at least 2 years experience on the post at the level of Director of Govt. of India or equivalent with relevant experience in administrative/ establishment/admissions/ Academic matters. Maximum age limit for appointment shall not exceed 56 years as on closing date of receipt of applications	Period of deputation/ contract shall be three years. Tenure can be extended for a maximum period of two more years

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Age: 50 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.		

b) Joint Director

Recruitment by Deputation	**Period of deputation/**
Officers of the Central Govt. / State Govt./ UT/ Autonomous Organization / PSUs holding analogous post on regular basis **OR** with at least five years of regular service in Level-11 with relevant experience in Purchase Procedures / Establishment Matters / Admission Procedures/ Administrative Matters.	Period of deputation shall be three years. Tenure can be extended for a maximum period of two more years. Maximum age limit for appointment shall not exceed 56 years as on closing date of receipt of applications.

3. IMPORTANT INSTRUCTIONS

a) While applying on Deputation basis:

i) 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/or 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.

ii) Period of deputation shall be three years. Tenure can be extended for a maximum period of two more years. Others terms and conditions of deputation will be governed as per Govt. of India Orders/ Instructions on the subject.

iii) Applications only in the prescribed proforma (as per **Annexure-I**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate (As per **Annexure-II**) from the Forwarding Authority alongwith the following documents may be sent to us:

a) Integrity Certificate
b) List of major/minor penalties imposed, if any, on the official during the last 10 years; if no penalty has been imposed a “NIL” certificate should be enclosed.
c) Vigilance Clearance Certificate
d) Attested photocopies of the APARs of last five years (2014-15 to 2018-19) failing which the application will not be considered. Each page should be attested by an officer not below the rank of an Under Secretary to the Govt. of India)

iv) 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.

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v) The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2020 as amended from time to time.

b) While applying on Direct/Contract basis:

i. Age relaxation to SC/ST/OBC/PWD candidates as per GoI rules. No provision for reservation exists for the posts to be filled up on deputation basis.

ii. Period of contract shall be three years. Tenure can be extended for a maximum period of two more years.

c) GENERAL INSTRUCTIONS FOR DEPUTATION AND DIRECT/CONTRACT BASIS:

i) The applicant must be a citizen of India.

ii) 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 interview

iii) All applicants must fulfill 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 applications. No enquiries with reference to eligibility will be entertained.

iv) 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.

v) All employment under Government of India/ State Government etc like adhoc, contract, part time which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary.

vi) 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.

vii) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.

viii) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.

ix) **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 for the purpose of attending the interview.

x) 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.

xi) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates.

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xii) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

xiii) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED**. Candidates are advised to visit NIFT website for updates.

xiv) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.

xv) Applications 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.

xvi) 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.

xvii) Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.

xviii) All correspondence from the Institute including interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form or uploaded on NIFT website www.nift.ac.in.

xix) 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.

xx) 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.

xxi) **APPLICATION FEE:**

SC/ST/PWD/Women candidates and NIFT employees (working on regular or long-term contract) are exempted from payment of application fee. The candidates are required to pay application fee of Rs. 1,180/-(Rs.1,000/- plus GST " 18% i.e. Rs. 180/-) (For Contract/Direct Recruitment only) through Demand Draft/ Banker's Cheque drawn in favour of NIFT, payable at New Delhi. Demand Draft should have been drawn on or after publication of the advertisement. Applicant must write his / her name, address and post applied for on back of the demand draft. Fee once paid will not be refunded under any circumstances.

xxii) **SELECTION PROCESS:** Selection shall be on the basis of the performance in the personal interview or any other criteria fixed by the NIFT.

xxiii) For details please visit the Institute's website : www.nift.ac.in

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

xxv) **HOW TO APPLY:**

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The application alongwith relevant documents self attested copies in support of qualification, experience, age, caste and non-refundable demand draft(where applicable) on account of application fee may be forwarded to **"The Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016**" by **23-04-2021 (05:00 PM)**

Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

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APPLICATION FOR APPOINTMENT THROUGH DIRECT/CONTRACT RECRUITMENT

(All the columns are to be filled neatly in capital letters)

Affix your recent passport size photograph duly self attested by

1.	Advertisement No.	:				
2.	Post Name	:				
3.	Post Code (Sl. No.)	:				
4.	Online Payment Detail	:	Bank Name	Transaction No.	Date	Amount(Rs.)
5.	Name of the Applicant *(in block letters)*	:				
6.	Gender	:	Male ( ) Female( ) Neutral( )			
7.	Father's /Husband's name	:				
8.	Whether citizen of India	:	Yes( ) No( ) If yes, whether- Domicile( ) By birth( ) If foreign nationals, please state nationality with supporting documents			
9.	NIFT Employee	:	Yes( ) No( )			
10.	Whether Council/Government/ Autonomous Bodies/ PSU Employee	:	Yes( ) No( )			
11.	Postal Address with pin code	:				
			Pin code			
12.	Permanent Address with pin code	:				
			Pin code			
13.	Contact Details	:	Ph. No.			
			e-mail:			
14.	Nearest Railway Station	:				
15.	Date of Birth	:	(DD/MM/YYYY)			
16.	Age as on closing date of application	:	Years Months Days			
17.	Community (Tick and enclose	:	SC( ) ST( ) OBC( ) PWD( ) UR( ) EWS ( )			

	attested copy of certificate)		(If PWD, please also tick SC/ST/OBC/UR as applicable)

18. Are you related to any NIFT employee, working in any campus/HO on Regular or Contract basis, if so please state:

Name	Designation	Campus where working	Relationship

19. Particulars of all examinations passed and degrees and technical qualifications obtained at the university or other places of higher technical education (commencing with the Matriculation or equivalent examination) :

20.

Sl. No.	Examination/Degree / Diploma	Name of College/ Institution/University	Year of passing	Subjects/ Specialization	Percentage of Marks*

* In case of CGPA/SGPA/OGPA etc. system, convert the same into percentage, based on the formula adopted by the University/Institute.

21. Professional training, if any :

a.) Work Experience, starting from the present employment:
(Furnish a resume of work done with supporting documents, if any, separately)

Name and address of the employer	Post held	Period From	Period To	Permanent / Temporary	Salary & Grade

b.) Research Experience:

Position	Institution	Research Domain	Duration	
			From	To

Total Experience:

22. Are you under any bond/contractual obligation to serve Central/State Government/PSU/Autonomous or any other body? If yes, give details:

23.	Joining time required from date of offer of appointment, if selected	Minimum:
		Maximum:
24.	Details of Honours, Awards, Publications & Patents (Attach a signed separate sheet for details)	
25.	Any other relevant information (Attach additional sheets)	

26. List of enclosures: Please enclose all passing certificates & marks sheets from class 10th and onwards. For Diploma, Graduation, Post Graduation & other higher qualifications marks sheets of each year is required to be enclosed. Experience Certificates should be in the order specified at serial number 19.

	(1)	(7)
	(2)	(8)
	(3)	(9)
	(4)	(10)
	(5)	(11)
	(6)	(12)

OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe, PWD–Person with Disability, UR-Unreserved, EWS-Economically Weaker Section

27. Statement of purpose (SOP) not exceeding 1000 words covering the following:
    (a) Why do you wish to join NIFT?
    (b) Why you think you are suitable for the job?
    (c) How will you bring value to NIFT?
    (d) What has been a significant defining experience in your professional life?

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

I have informed my employer in writing that I am applying for the above post (in case of candidate who is already employed) and shall produce the no objection certificate to attend the interview/ test, if called, and relieving order at the time of joining NIFT, if selected.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

ANNEXURE-I

Proforma of Application for the post of _____(name of the post) to be filled up on Deputation Basis in the National Institute of Fashion Technology (A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

1	Name (In Capital Letters)	
2	Correspondence address	
3	Date of Birth (in Christian Era)	
4	Date of Retirement under Central Govt. Rules.	
5	Educational Qualifications (Starting from highest qualification to lowest. Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
6	Do you hold analogous post on regular basis in the parent cadre or department/Ministry	
7	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band alongwith Grade Pay or equivalent in the parent cadre or department.	
8	Do you posses eligibility conditions as indicated in the vacancy circular for which you are applying (Please mention 'Yes' or 'No' as applicable)	
9	Details of employment in chronological order (Starting from entry in the Service). Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	

Office/Organization	**Post held with scale of pay**	**Period of service**		**Nature of appointment (Regular/Ad-hoc/Deputation)**	**Basic Pay (Revised)**		
		From	**To**		**Pay in PB**	**G.P.**	**Basic Pay**
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**

10	Nature of present employment i.e. Ad-hoc or Temporary or Permanent	
11	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment on deputation c) Name of parent office/Organization to which you belong to	

12	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

Date	**Pay scale (pre-revised)**	**Basic Pay (pre-revised)**	**Date of revision of pay**	**Revised scale of pay and Pay Level**	**Revised basic pay**
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**

13	Total emoluments drawn per month as on the date of applying against this Vacancy Circular.	
14	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.	
15	Full postal address including PIN Code number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority.	
16	Whether belongs to SC/ST	
17	Remarks, if any	

Signature of the Candidate	
Name of the Candidate	
Complete Office Address	
E-mail address of the candidate	
Telephone Number of the candidate	
Mobile Number of the candidate	
Date :	
Place:	

Annexure-II

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY

Certified that particulars furnished by Shri/Smt./Ms._____ are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular

2. Also certified that –

i. There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms._____.

ii. His/her integrity is certified.

iii. The photocopies for the last five years last five years (2014-15 to 2018-19) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

iv. *No major/minor penalty has been imposed on him/her during the last ten years.

v. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

(* Strike out which is not applicable)

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	

Date

Place:

List of enclosures:

1.
2.
3.