



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, पंचकूला

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PANCHKULA

(वस्त्र मंत्रालय, भारत सरकार)

(Ministry of Textiles, Govt. of India)

निफ्ट परिसर, सेक्टर-23, पंचकूला, हरियाणा – 134116

NIFT Campus, Sector- 23, Panchkula, Haryana - 134116

Advt. No: - 23/NIFT/PKL/Estt./Recruitment (Group-C)/2022/Adv.-I

Date: 20.08.2022

RECRUITMENT FOR GROUP-“C” (NON-TEACHING) POSITIONS ON REGULAR BASIS

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Design, Management and Technology, invites applications from the eligible candidates for the following Group-“C” posts to be filled on Regular Basis at NIFT Panchkula Campus:

S. No.	Name of the Post	Pay Level (as per 7th CPC)	UR	OBC	SC	ST	EWS	Total
1.	MACHINE MECHANIC	Level-4	1	---	---	---	---	1
2.	ASSISTANT (FINANCE & ACCOUNTS)	Level-4	1	---	---	---	---	1
3.	ASSISTANT WARDEN (Female)	Level-4	1	---	---	---	---	1
4.	STENOGRAPHER GRADE-III	Level-4	1	---	---	---	---	1
5.	NURSE (Female)	Level-4	1	---	---	---	---	1
6.	LIBRARY ASSISTANT	Level-2	1	---	---	---	---	1
7.	LAB ASSISTANT	Level-2	4	1	---	---	---	5
TOTAL			10	1	---	---	---	11

Only female candidates are eligible to apply for the post of Assistant Warden and Nurse.

COMPETENCY WISE REQUIREMENTS OF MACHINE MECHANIC AND LAB ASSISTANT

S. No.	Name of the Post	Competency	Vacancies
1.	MACHINE MECHANIC	A	1
2.	LAB ASSISTANT	A	2
		C1	1
		F	1
		G	1

1. ELIGIBILITY CRITERIA:-

S. No.	Name of the Post	Educational and Other Qualification required for Direct Recruitment	Work Experience
1.	MACHINE MECHANIC (Competency-"A")	<p>Full time three years Diploma after 10th from Recognized state/ central Board of Technical education and Training in Mechanical Engineering/ Mechatronics Engineering / Instrumentation Technology.</p> <p>OR</p> <p>Full time two year Diploma after 10th from Recognized ITI/ NSTI / IDTR/ IGTR in Machinist/ Mechanic Machine Tools Maintenance / Technician Mechatronics / Textile Mechatronics (NSQF level 5).</p> <p>OR</p> <p>Full time two years Diploma after 12th from Recognized ITI/ NSTI / IDTR/ IGTR in Instrument Mechanic / Mechanic Industrial Electronics (NSQF level 5).</p> <p>OR</p> <p>Full time six months NCVT certificate in Industrial Sewing Machine Technician (NSQF level 3).</p>	<p>Post-qualification 3 years of experience (for 3 years diploma after 10th), 4 years of experience (for NSQF level 5 after 10th), 2 years of experience (for NSQF level 5 after 12th) and 6 years of experience (for NSQF level 3) in repair and maintenance of cutting/sewing/finishing machines in garment manufacturing organization/ training institute.</p>
2.	ASSISTANT (FINANCE & ACCOUNT)	<p>Bachelor's Degree in Commerce from recognized University / Institution</p> <p>OR</p> <p>Master's Degree in Commerce from recognized University / Institution</p>	<p>2 years' experience in Finance and Accounts matters with Working Knowledge of Accounting Software after successful completion of Bachelor's Degree.</p> <p>OR</p> <p>1 year experience in Finance and Accounts matters with Working Knowledge of Accounting Software after successful completion of Master's Degree.</p>

S. No.	Name of the Post	Educational and Other Qualification required for Direct Recruitment	Work Experience
3.	ASSISTANT WARDEN (Female)	Graduate from a recognized University / Institution	One year experience as Assistant Warden in an educational institution under Central Government / State Government / Autonomous Bodies.
4.	STENOGRAPHER GRADE-III	i) Graduate from a recognized University/ Institute. ii) Minimum speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing.	Minimum 2 years' experience in Govt./Semi-Govt./State Govt./UT/Autonomous Organization/PSU. Proficiency in Computer Operation
5.	NURSE (Female)	i) B.Sc. (Hons.) in Nursing from a recognized University or Institute/ Regular course in B.Sc. Nursing from a recognized University or Institute/ Post Basic B.Sc. (Nursing) from recognized University or Institute. ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council. OR i) Diploma in General Nursing and midwifery from a recognized Board or Council. ii) Registered as Nurse or Nurse and midwifery (RN or RN and RM) with State Nursing Council.	Six months experience in minimum fifty bedded hospital after acquiring the educational qualification. OR Two and half years' experience in minimum fifty bedded hospital after acquiring the educational qualification.
6.	LIBRARY ASSISTANT	Graduate from a recognized University / Institution with diploma in Library Science OR Bachelors' Degree in Library Science from recognized University / Institution.	At least one year working experience in a well-established Library.

S. No.	Name of the Post	Educational and Other Qualification required for Direct Recruitment	Work Experience
7.	LAB ASSISTANT	<p style="text-align: center;"><u>COMPETENCY-"A"</u></p> <p>Full time one year or two year Diploma/certificate after 10th (NSQF level 4 or 5) or from any Govt. recognized institute/ITI in Apparel Manufacturing Technology, Sewing Technology, Fashion Design and Technology.</p> <p style="text-align: center;">OR</p> <p>Full time one year certificate after 8th in cutting & sewing or two year full time certificate after 8th in Pattern Maker Engineering (NSQF level 3).</p> <p style="text-align: center;">OR</p> <p>One year certificate course after 12th from NIFT in Clothing Production Technology (CPT), Garment Production Technology & Apparel Design (GPTAD), Fashion & Clothing Technology(FCT), FIAI and other relevant program from NIFT or any Govt. recognized institute.</p>	<p>Post-qualification 3 years of experience (for one year certificate after 12th), 4 years of experience (for NSQF level 5), 5 years of experience (for NSQF level-4) and 6 years of experience (for NSQF level-3) in the relevant / related field with skill of pattern making and garment construction techniques and ability to work on/operate machinery used in garment production.</p>
		<p style="text-align: center;"><u>COMPETENCY-"C1"</u></p> <p>Full time two year Diploma/Certificate after 10th (NSQF level 4 or 5) from any Govt. recognized institute / ITI in Additive Manufacturing Technician / Turner / Fitter machinist.</p> <p style="text-align: center;">OR</p> <p>Full time one year certificate (NSQF level 3 or 4) from any Govt. recognized 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 I CNC machines.</p> <p style="text-align: center;">OR</p> <p>Skill of pattern making & construction, components, costing, processes materials in leather goods industry.</p> <p style="text-align: center;">OR</p> <p>Skill of furniture making, handicrafts, with full knowledge of production, finishes, equipment, tools and machinery.</p>

S. No.	Name of the Post	Educational and Other Qualification required for Direct Recruitment	Work Experience
		<u>COMPETENCY-"F"</u>	
		Full time one year or two year Diploma/certificate after 10 th (NSQF level 4 or 5) from any Govt. recognized institute/ITI in Digital Photographer / Photographer/ Video Cameraman / Information & Communication Technology System.	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 skill of still & video photography and knowledge of video switching, non-linear editing, chroma keying, Broadcasting, Audio/Video Routing lighting techniques and operating MAC and Windows OS.
		<u>COMPETENCY-"G"</u>	
		<p>Full time one year or two year Diploma/certificate after 10th or 12th (NSQF level 4 or 5) from any Govt. recognized institute/ITI in Information & Communication Technology System Maintenance / Desktop Publishing Operator /Multimedia Animation & Special Effects / Data Entry Operator/ Database System Assistant.</p> <p style="text-align: center;">OR</p> <p>Full time three year Diploma after 10th from any Govt. recognized institute/ polytechnic in computer application or similar.</p> <p style="text-align: center;">OR</p> <p>NIELIT 'O' level course (NSQF level 5) of DOEACC Scheme after 12th education.</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 10 th) in a reputed organization/ 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.

2. AGE LIMIT: - 27 years.

Maximum upper age limit for NIFT employee may be relaxed up to (05) five years or total length of service rendered (on regular and/or long-term contract basis) whichever is less. For the persons belonging to SC/ ST/ OBC category, age relaxation (wherever applicable) shall be as per Govt. of India rules.

(Please note that with reference to the DoPT OM No.36012/13/88-Estt.(SCT) dated 22.05.1989 and

OM No.36011/1/98-Estt(Res.) dated 01.07.1998 and the judgment in WA No. 827 of 2015 in WP(C) 14500/2012 of the High Court of Kerala, there is no age relaxation to the ST/SC/OBC candidates against the Single advertised unreserved post / unreserved post.)

3. APPLICATION FEE: -

The applicant shall be required to pay Application fee of Rs. 590- { (Application Fees Rs. 500/-) + (GST @ 18% = Rs.90/-)} with following conditions:

- (3.1) Demand Draft for the requisite fee should be drawn in favour of **"NIFT General A/C"** payable at **Panchkula**.
- (3.2) **Applicant must write his/her name, address and post applied for on the back side of Demand Draft and must enclose the original demand draft with their application form.**
- (3.3) The fee once paid shall not be refunded or re-adjusted under any circumstances.
- (3.4) SC/ST/PWD/Women candidates and NIFT employees (working on regular or long-term contract) are exempted from payment of application fee. Relevant certificates in case of SC/ST/PWD and Appointment Letter in case of NIFT Employees (working on regular or long-term contract) needs to be attached for availing the benefits of fee exemption.
- (3.5) The candidates applying for more than one post, shall be required to apply separately along with the required application fees for each post.
- (3.6) Demand draft should have been drawn on or after the date of publication of this advertisement.

4. HOW TO APPLY: -

- (4.1) Candidate should read the instructions and conditions carefully, before applying.
- (4.2) All applicants must fulfil the eligibility conditions for the post and the 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.
- (4.3) Application forms can be downloaded from our website (<https://nift.ac.in/Panchkula/careers>). Interested candidates may send their applications (**in the prescribed format only**) in a sealed envelope addressed to **"The Director, National Institute of Fashion Technology (NIFT), NIFT Campus, Sector 23, Panchkula, Haryana -134116"**. The sealed envelope should be superscribed as **"APPLICATION FOR THE POST OF _____"** in the capital letters. Self-attested copies of certificates and testimonials as proof of age/ educational qualifications/ category/ experience etc. should be attached with the applications form. The

Demand Draft drawn in favor of "NIFT General AC" payable at Panchkula (Haryana) should also 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 prescribed application form. Application forms duly filled in all respects should reach to the above address on or before **19.09.2022**.

- (4.4) Application should be sent in a sealed envelope superscribed as "**APPLICATION FOR THE POST OF *(name of the post applied for)***" in the capital letters.
- (4.5) The candidates shall be required to mention their correct and active e-mail addresses and Mobile Number in their application form at prescribed place, as all the correspondence such as issuance of admit cards / call letters or any other information will be communicated through e-mail only.
- (4.6) Any updates with regard to this recruitment process shall be published on NIFT Panchkula website (<https://nift.ac.in/Panchkula/careers>).
- (4.7) **While applying for the posts of Machine Mechanic and Lab Assistant, competency code should be mentioned in the application form.** The detail of the competency code is mentioned in the eligibility criteria section.
- (4.8) **Only female candidates are entitled to apply for the post of Assistant Warden and Nurse.**
- (4.9) Those candidates who are employed in Govt. /Semi Govt. /Autonomous Bodies etc. should send their applications through **Proper Channel** including "**No Objection Certificate (NOC)**" and "**Vigilance Clearance**" from the present employer. However, they may send an advance copy of their application to the address as mentioned above. Those who are unable to process their application through proper channel may submit "**No Objection Certificate (NOC)**" and "**Vigilance Clearance**" from present employer at the time of Written / Skill Test. Certificate in support of experience should be given by Appropriate Authority clearly mentioning the period and nature of work done in that particular organization / Institution.
- (4.10) The concerned University/Institution/Department/Competent Authority, while forwarding the application through proper channel shall certify that the applicant, if selected, will be relieved to take up the appointment within one month of the receipt of the offer of appointment.
- (4.11) Incomplete /unsigned /illegible applications and applications received without fee/ photograph/ self-attested copies of required certificates such as educational qualifications, caste /community etc., and those received after the prescribed last date, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
- (4.12) **The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications i.e. 19.09.2022.**

5. SELECTION PROCESS: -

- (5.1) NIFT may constitute a Screening-cum-short listing-Committee, which will screen all the applications received in response to this advertisement and may restrict the number of candidates to a reasonable limit on the basis of qualifications and experience etc. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute shall be final.
- (5.2) The date and venue for the written /skill or competency test will be intimated to the provisionally shortlisted candidates only.
- (5.3) The Selection process to the above posts may include written test and/or Skill / Competency test. The selection of the candidates shall be purely on the basis of merit list. The merit list will be drawn on the basis of Written-Test/ Skill-Test/ Competency Test (whichever applicable).

6. IMPORTANT INSTRUCTIONS / CONDITIONS:-

- (6.1) The applicant must be a citizen of India.
- (6.2) NIFT reserves the right to (a) Withdraw advertised post/ Modify under any category at any time without assigning any reasons. (b) Reject any or all the applications without assigning any reasons thereof (c) Not to fill any or all posts advertised (d) Rectify any discrepancy in the grade pay, pay band etc., if found later on.
- (6.3) The Institute reserves the right to cancel / postpone the recruitment process at any stage without any prior notice and without assigning any reason thereof. The number of vacancies is subject to change.
- (6.4) All the above posts are to be filled up on regular basis with a probation period of 02 years as per the statute-31 of the NIFT Statutes. If, during the period of probation or any extension thereof, as the case may be, the appointing authority is of the opinion that the member of the staff is not fit for regular appointment, the appointing authority may discharge him from the service.
- (6.5) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications i.e. 19.09.2022.
- (6.6) **The following acts would render a candidate / application disqualified:**
 - a) **Furnishing of false, inaccurate or tempered information.**
 - b) **Improper filling of application.**
 - c) **Canvassing in any form and any other reason as observed by the committee.**
 - d) **Obtaining support for his/her candidature through unfair means.**

- (6.7) NIFT shall verify the antecedents or documents submitted by the candidate at any time during tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background for which he/ she has been convicted by any court and has suppressed the said information, then his/her services shall be terminated forthwith and appropriate action will be taken. Wrong declarations/concealment of facts/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- (6.8) If at any stage during the selection process, or after issuing an appointment letter, it is found that there was any misrepresentation or false information submitted by any candidate or that the appointment has been obtained based on false or incorrect information by any candidate, they will be liable to disqualification from the selection process/ removal from service.
- (6.9) 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, or any appointment letter issued to the applicant.
- (6.10) Mere fulfilling of essential qualification and experience requirements would not entail a candidate to be called for written/ Skill/ Competency test. All candidates are advised to visit our website (<https://nift.ac.in/Panchkula/careers>) for any further communication with regard to the recruitment process. The decision of the Institute in this regard would be final and binding to all.
- (6.11) No TA/DA shall be payable to any candidate for attending written/ Skill/ Competency test.
- (6.12) In case of any dispute/ambiguity that may occur in the process of selection, the decision of NIFT shall be final.
- (6.13) Corrigendum, if any, will be published on the website of the institute. Therefore, candidates are advised to visit NIFT Panchkula website (<https://nift.ac.in/Panchkula/careers>) regularly regarding the recruitment related updates.
- (6.14) **The last date for submission of duly filled applications is 19.09.2022.** NIFT will not be responsible for any postal delay/ loss in transit in submission of application within specified time.

**Joint Director
NIFT Panchkula**