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**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

Karwar, Jodhpur – 342 037, Rajasthan, India

### Recruitment for Administrative Posts on Long Term Contract basis:

National Institute of Fashion Technology (NIFT), is a premier educational institution set up under an act of Parliament and functioning under the aegis of the Ministry of Textiles, Government of India.

NIFT, Jodhpur Campus having its permanent campus at Karwar, Jodhpur, Rajasthan is inviting applications for the following administrative posts in the prescribed format on long term/short term contract basis. Last date for submission of filled in application is **20<sup>th</sup> February, 2017**.

Long Term Contract (Extendable up to 03 years):

S. No.	Post	No. of posts	Category	Pay Band
1.	Machine Mechanic	01	UR	PB-I (5200-20,200 + G.P.-2400)
2.	Junior Assistant	04	01 OBC & 03 UR	PB-I (5200-20-200 + G.P.-1900)
3.	Lab Assistant-Accessory Design	01	UR	
4.	Lab Assistant-Textile Design	01	SC	
5.	Library Assistant	01	UR	

**Note: For other information and details please see the instructions and application form attached with this advertisement.**

Recruitment for Administrative Posts on Long Term Contract basis:

IMPORTANT INSTRUCTIONS

Please read the instructions carefully before applying:-

**How to apply:-**

1. Application forms downloaded from <http://www.nift.ac.in/Jodhpur> should be addressed to **Deputy Director, National Institute of Fashion Technology, Karwar, Jodhpur-342037** and superscribed "Application for the post of \_\_\_\_\_" on the envelope on or before **20<sup>th</sup> February, 2017**
2. Self attested copies of certificates and testimonials pertaining to proof of age/educational qualifications/caste/experience etc. should be attached with the applications form.
3. Those candidates who are employed in Govt./Semi-Govt./Autonomous Bodies etc. should send their applications through proper channel. However, they may send an advance copy of their application and other certificates and testimonials so as to reach this office on or before the scheduled date
4. The venue of the examination shall be at NIFT Jodhpur and date shall be notified in <http://www.nift.ac.in/Jodhpur>.
5. **Fee payable:** A Demand Draft/Banker's Cheque for the requisite fee as indicated below should be drawn in favour of NIFT, payable at Jodhpur.
6. Name of the posts, type of recruitment, category and fee

S. no.	Name of the post	Nos.	Category	Type of recruitment	Fee for General/OBC/ category candidates	Fee for SC/PHP candidates
1.	Machine Mechanic	01	UR	Long Term Contract	500	250
2.	Junior Assistant	04	01 OBC & 03 UR	Long Term Contract	500	250
3.	Lab Assistant-Accessory Design	01	UR	Long Term Contract	500	250
4.	Lab Assistant-Textile Design	01	SC	Long Term Contract	500	250
5.	Library Assistant	01	UR	Long Term	500	250

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**General conditions:**

1. Mere fulfilling of essential qualifications and required experience would not entail a candidate to be called related for the post.
2. No correspondence will be entertained from the applicant before the selection.
3. The decision of the Institute would be final and binding.
4. NIFT reserves the right to cancel the process of Recruitment at any stage without assigning any reason thereof.
5. Incomplete/unsigned applications and applications received without Fee, photograph, attested copies of required certificates such as educational qualifications, caste/community etc. and those received after the prescribed last date of receipt of application will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
6. The Institute reserves the right to consider candidates for selection by suitable selection procedure of NIFT and at its discretion will conduct written test/skill test for above posts to recruit the candidates which will be purely on the basis of merit.
7. NIFT will not be responsible for any postal delay/loss in transit in submission of application within specified time.
8. There would be no age limit for making appointment on contract. However, the minimum age would be 18 years and maximum age would be at par with retirement age of regular employees.
9. Wrong declarations/submissions or false information shall lead to cancellation of the candidature at any stage
10. Separate application form to be filled for different post and fee would be payable by the applicant for each post accordingly.
11. Any addendum or/ and corrigendum will be uploaded only on NIFT Jodhpur website [www.nift.ac.in/jodhpur](http://www.nift.ac.in/jodhpur)

12. NO TA/DA shall be payable to any candidate.

**Joint Director**

**Recruitment Rules**

**Long Term Contract (Extendable up to 03 Years)**

S. No.	Name of the post	classification	Age Limit	Educational Qualifications and experience
1.	Machine Mechanic	Group C 5200-20,200 + G.P.-2400	Minimum age will be 18 years and There would be no maximum age limit for applying for contract posts. However, the maximum age would be at par with retirement age of regular employees i.e. 60 years.	<ul style="list-style-type: none"> <li>Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognised by the Government.</li> <li>At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.</li> </ul>
2.	Junior Assistant	Group C 5200-20,200 + G.P.-1900		<ul style="list-style-type: none"> <li>Passed 10+2 examination from a Board or its equivalent recognized by the Govt.</li> <li>Diploma/Certificate in Computer applications Operations latest software i.e. MS Office (Word/Excel/Power Point) and proficiency in computer operations.</li> <li>Have a speed of 30 wpm in English/ Hindi Typing.</li> <li>Proficiency in computer Application with Lotus, Word Star, MS World, MS Office, Excel.</li> </ul>
3.	Lab Assistant-Accessory Design	Group C 5200-20,200 + G.P.-1900		<ul style="list-style-type: none"> <li>Full time Diploma in Fitter trade from I.T.I./Mechanical engineering from any recognized institute with understanding of Materials &amp; processes with hands on skills to work on variety of materials, machinery &amp; general workshop. Knowledge of processes materials related to interior products, Handcraft and Mix Medium products &amp; glass with 07 years industry/teaching experience in with skills &amp; Knowledge of operational aspects of material processes, tools &amp; machinery.</li> <li><b>Competency:</b> 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.</li> </ul>
4.	Lab Assistant-Textile Design	Group C 5200-20,200 + G.P.-1900		<ul style="list-style-type: none"> <li>Diploma in Handloom Technology/Post Graduate Diploma in Textile Chemistry/Textile Processing from Indian Institute of Handloom Technology.</li> <li>At least 1 years experience as a lab Assistant in any recognised institution/weavers service Centre/Research Organization Desirable.</li> </ul>
5.	Library Assistant	Group C 5200-20,200 + G.P.-1900		<ul style="list-style-type: none"> <li>Graduate from a recognised University/Institution</li> <li>Diploma in Library Science</li> <li>At least 1-year assistance in a well established Library</li> </ul>

**Note:**

- 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 and Access Internet/Email in all cases.
- ITI or any other technical qualifications means at least 3 years diploma/certificate from ITI or equivalent Government Recognized Institute.

- Diploma/Certificate in Computers means at least 1-year full time/ 2 years part time program from a Government recognized institute or a reputed private Institute.