



राष्ट्रीय फैशन टेक्नोलॉजी संस्थान  
वस्त्रमंत्रालय, भारतसरकार  
सिडको, इलेक्ट्रॉनिक काम्प्लेक्स रंगरेट  
श्रीनगर-191132, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Electronic Complex Rangreth, Srinagar-191132 J&K

Ph Nos: 0194-2300994, 2300995, www.nift.ac.in/srinaga

## **RECRUITMENT OF GROUP-C POST ON LONG TERM CONTRACT BASIS**

**NIFT/ Sgr/Advt. No: 01/2021 Dated: 07-05-2021**

The National Institute of Fashion Technology (NIFT), set up in 1986 by the Ministry of Textiles, Government of India, is a statutory institute by virtue of an Act (2006) of the Indian Parliament with the President of India as "Visitor". NIFT has 17 professionally managed full-fledged campuses including one at Srinagar, J&K.

NIFT Srinagar invites applications through online mode for the following Group-C posts on direct recruitment on Long Term Contract basis for a period of **03 years** with provision for regularization subsequently subject to eligibility and as per NIFT policy.

### **DETAILS OF THE POST:**

Sr. No.	Name of the Post	Level 7 <sup>th</sup> CPC	Grade Pay 6 <sup>th</sup> CPC	Category					No of Post
				UR	SC	ST	OBC	EWS	
1.	Steno Grade-III	4	Rs. 2,400/-	01	-	-	-	-	01
2.	Assistant (Finance & Accounts)	4	Rs. 2,400/-	01	-	-	-	-	01
3.	Assistant Warden (Female)	4	Rs. 2,400/-	01	-	-	-	-	01
4.	Machine Mechanic	4	Rs. 2,400/-	01	-	-	-	-	01
5.	Library Assistant	2	Rs. 1,900/-	01	-	-	-	-	01
6.	Junior Assistant	2	Rs. 1,900/-	02	-	-	-	-	02
7.	Lab Assistant(FD)	2	Rs. 1,900/-	01	-	-	-	-	01
8.	Lab Assistant(FC)	2	Rs. 1,900/-	01	-	-	-	-	01
9.	Lab Assistant(IT)	2	Rs. 1,900/-	01	-	-	-	-	01
10.	Driver	2	Rs. 1,900/-	01	-	-	-	-	01
11.	Multi Tasking Staff- MTS	1	Rs. 1,800/-	05	01	-	01	-	07
<b>Total</b>				<b>16</b>	<b>01</b>	<b>-</b>	<b>01</b>	<b>-</b>	<b>18</b>

**UR** – Unreserved, **SC** – Schedule Caste, **ST** – Scheduled Tribe, **OBC** – Other Backward Class, **EWS**- Economically Weaker Sections, **PWD** – Person with Disability (PWD reservation will be horizontal)

## ELIGIBILITY CRITERIA

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	<b>STENO GRADE-III</b>
2	Educational Qualifications & Experience:	I. Graduate from a recognized University/ Institute. II. Minimum speed of 80 wpm in shorthand and 40wpm in typing III. Minimum 2 years' experience in Govt./ Semi-Govt./ State Govt/UT/Autonomous Organization/PSU. IV. Proficiency in Computer Operation.
3	Age Limit (as on closing date):	<b>27 years</b> 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>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	<b>ASSISTANT (FINANCE &amp; ACCOUNTS)</b>
2	Educational Qualifications & Experience:	I. Bachelor's Degree in Commerce from recognized University / Institution with two years' experience in Finance and Accounts matters. Or Master's Degree in Commerce from recognized University / Institution with one year experience in Finance and Accounts matters. II. Working Knowledge of Accounting Software.
3	Age Limit (as on closing date):	<b>27 years</b> 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>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	<b>ASSISTANT WARDEN (Female)</b>
2	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.
3	Age Limit (as on closing date):	<b>27 years</b> 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>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Post	<b>MACHINE MECHANIC</b>
2	Educational Qualifications & Experience:	Recognized ITI Diploma (at least one year duration) as fitter or in maintenance of machines with one year experience in repair and maintenance of cutting/sewing/finishing machines in garment industry. Or

		Recognized Certificate (at least six months duration) from ITI as Fitter recognized by Government or its equivalent with three year experience in repair and maintenance of cutting/sewing/finishing machines in garment industry.
3	Age Limit (as on closing date):	<b>27 years</b> 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	<b>LIBRARY ASSISTANT</b>
2	Educational Qualifications & Experience:	I) Graduate from a recognized University / Institution with diploma in Library Science OR Bachelors' Degree in Library Science from recognized University/Institution.  II) At least one year working experience in a well-established Library.
3	Age Limit (as on closing date):	<b>27 years</b> 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	<b>JUNIOR ASSISTANT</b>
2	Educational Qualifications & Experience:	1. Passed 10+2 examination from a Board or its equivalent recognized by the Government. 2. A typing speed of 30 w.p.m in English or 25 w.p.m. in Hindi 3. 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 4. Candidates who have done diploma in Computers shall be given preferential weightage.
3	Age Limit (as on closing date):	<b>27 years</b> 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	<b>LAB ASSISTANT (FD, FC &amp; IT)</b>
	Educational Qualifications & Experience	<b>For FD ( Fashion Design)</b> 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education recognized institute with 03 years of relevant experience in industry. <b>OR</b>

		<p>10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognized institute with 5 years of experience as Sewing machine operator with embroidery knowledge &amp; skills and / or sewing supervisor in industry.</p> <p><b>For FC ( Fashion Communication)</b></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> <p><b>For IT (Information Technology)</b></p> <p>I. Bachelor's Degree in Computer Application / B. Sc. (Computer Science)</p> <p>II. Knowledge of Graphics, Multimedia software and Garment CAD.</p> <p>III. 1-2 years working experience in woven and print design software in reputed industries is desirable.</p>
3	Age Limit (as on closing date):	<p><b>27 years</b></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.N	Particulars	Details
1	Name of the Post	<b>DRIVER</b>
2	Educational Qualifications & Experience:	<ol style="list-style-type: none"> <li>At least 10th class pass from a Board or its equivalent recognized by the Government.</li> <li>Possession of the requisite driving license for two-wheeler/three-wheeler/Light Motor Vehicle/Heavy Motor Vehicle.</li> <li>Should have at least 2 years' experience in driving Light / Heavy Motor Vehicle.</li> <li>Should be fully conversant with traffic regulations and able to read and write in Hindi and English</li> </ol>
3	Age Limit (as on closing date):	<p><b>27 years</b></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.N	Particulars	Details
1	Name of the Post	<b>MULTI TASKING STAFF (MTS)</b>
2	Educational Qualifications & Experience:	Passed 10th class from a Board or its equivalent recognized by the Government
3	Age Limit (as on closing date):	<b>27 years</b>

**APPLICATION FEE:**

i) The following application fee is applicable for each post applied for.

S.No	Category	Amount Rs
1	General, EWS & OBC	500/-

2	SC/ST/PWD/Female	Nil-
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iii) Fee can be paid only through online mode using **NEFT, Net Banking, Credit Card, Debit Card, & UPI.**

iv) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances.

**AGE RELAXATION:**

Age relaxation in upper-age limit to reserved categories shall be provided as per standard GoI rules.

**CENTRE OF EXAMINATION:**

The NIFT Srinagar shall notify the Venue /Centre of examination separately. No representation/request for change in this regard shall be entertained, whatsoever be the reason.

**SCHEME OF EXAMINATION:**

The selection of the candidate shall be purely on merit list. The Merit list will be drawn on the basis of **Written-Test** consists of Multiple Choice Questions & **Skill-Test** (wherever applicable) for the posts as indicated below:

S. No	Particulars	Written Test Details	Skill Test Details	Maximum Marks (MM) & Duration
1	<b>ASSISTANT (FINANCE &amp; ACCOUNTS)</b>	1. Quantitative Aptitude 2. Basic English 3. General Awareness 4. Accountancy & Taxation 5. General Financial Rules	1. Computer proficiency test- MS Office(Word / Excel / PowerPoint), 2. Accounts related software like Tally	Written Test – 70 MM Duration: 02:00Hrs  Skill Test – 30 MM Duration: 20 Mins
2	<b>ASSISTANT WARDEN</b>	1. Quantitative Aptitude 2. Basic English 3. General Awareness	Not Applicable	Written Test- 100 MM Duration: 02:00Hrs
3	<b>DRIVER</b>	1. Quantitative Aptitude 2. Basic English 3. General Awareness	1. Identification of traffic Symbols 2. Knowledge of traffic Rules 3. Driving Skill of HMT & LMV 4. Knowledge on maintenance of log book 5. Knowledge on the Heavy Vehicle maintenance on breakdown	Written Test – 70 MM Duration: 02:00Hrs  Skill Test – 30 MM Duration: 30 Mins

4	<b>LAB ASSISTANT (FD, FC &amp; IT)</b>	<ol style="list-style-type: none"> <li>1. Domain Knowledge</li> <li>2. Basic English</li> <li>3. General Awareness</li> </ol>	<p><b>For IT Lab:</b> Installation of Software (graphics &amp; multimedia software) or garment CAD) &amp; equipment installation.</p> <p><b>For FC Lab:</b> Ability to demonstrate. Handling of Camera &amp; other Equipment's Exercise of given task.</p> <p><b>For FD Lab:</b> Ability to demonstrate. Handling of tools &amp; equipment's Exercise of given task.</p>	<p>Written Test – 70 MM Duration: 02:00Hrs</p> <p>Skill Test – 30 MM Duration: 20 Mins</p>
5	<b>LIBRARY ASSISTANT</b>	<ol style="list-style-type: none"> <li>1. Domain Knowledge</li> <li>2. Quantitative Aptitude</li> <li>3. Basic English</li> <li>4. General Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Computer proficiency test - MS</li> <li>2. Office (Word / Excel / PowerPoint)</li> <li>3. Library related software's</li> </ol>	<p>Written Test – 70 MM Duration: 02:00Hrs</p> <p>Skill Test – 30 MM Duration: 20 Mins</p>
6	<b>MACHINE MECHANIC</b>	<ol style="list-style-type: none"> <li>1. Domain Knowledge</li> <li>2. Quantitative Aptitude</li> <li>3. Basic English</li> <li>4. General Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Use of tools, Operative Efficiency,</li> <li>2. Demonstration Ability,</li> <li>3. Machine Operation and Sample</li> <li>4. Development</li> </ol>	<p>Written Test – 70 MM Duration: 02:00Hrs</p> <p>Skill Test – 30 MM Duration: 20 Mins</p>
7	<b>MULTI-TASKING STAFF</b>	<ol style="list-style-type: none"> <li>1. Quantitative Aptitude</li> <li>2. Basic English</li> <li>3. General Awareness</li> </ol>	Not Applicable	<p>Written Test- 100 MM Duration: 02:00Hrs</p>
8	<b>STENOGRAPHER GRADE – III</b>	<ol style="list-style-type: none"> <li>1. Quantitative Aptitude</li> <li>2. Basic English</li> <li>3. General Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Short hand test (80 wpm)</li> <li>2. Typing Test (40wpm)</li> <li>3. Computer proficiency test- MS Office (Word / Excel / PowerPoint)</li> </ol>	<p>Written Test – 70 MM Duration: 02:00Hrs</p> <p>Skill Test – 30 MM Duration: 20 Mins</p>
9	<b>JUNIOR ASSISTANT</b>	<ol style="list-style-type: none"> <li>1. Quantitative Aptitude</li> <li>2. Basic English</li> <li>3. General Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Computer proficiency test – MS Office (Word / Excel /PowerPoint),</li> <li>2. Typing Test - English (30 wpm in English)</li> </ol>	<p>Written Test – 70 Duration: 02:00Hrs</p> <p>Skill Test – 30 Duration: 20 Mins</p>

**GENERAL TERMS & CONDITIONS:**

1. The applicant must be a citizen of India.
2. Wherever the educational qualifications from a University or any other institution is mentioned in this advertisement, same shall mean those degrees/certificates as are issued by universities/institutions recognized by UGC or any other statutory authority established by Govt for the purpose.
3. The posts are to be filled up on Long Term Contract basis for a period of **03 Years** with provision for regularization subsequently subject to eligibility and as per NIFT policy.
4. The prescribed qualifications are the minimum. Mere possession and fulfilling of the essential qualifications and experience may not entail a candidate to be called for selection process. The decision of the NIFT shall be final and binding on all the candidates.
5. Incomplete or applications received without prescribed fee, photograph, required certificates such as educational qualifications, cast/community/experience etc. will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
6. Disqualification: No person,
  - (a) Who has entered into or contracted a marriage with a person having a spouse living; or
  - (b) Who having a spouse living, has entered into or contracted marriage with any person;shall be eligible for appointment to any of the said posts:  
Provided that the Appointing Authority, may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
7. 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 the essential qualifications, age and experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference of eligibility will be entertained.
8. Candidates should ensure that they fulfill the eligibility (qualification, experience etc.) requirements. Those who do not possess the required qualification/ experience may not apply for the post.
9. The NIFT reserves the right to consider candidates for selection by suitable procedure and at its discretion may conduct written test/skill test for above posts to select the candidates on the basis of merit. If needed, short-listing for written/skill test shall be done.
10. Level of difficulty of the written and skill test shall be based on the minimum educational qualification prescribed for the post.
11. Application from employees of Government Departments and/or PSUs/autonomous bodies under Government will be considered only if hard copies of application are 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. Applications through proper channel complete in all respects, along with all required documents should be forwarded to the **Director, NIFT Srinagar Campus SIDCO Electronic Complex, Rangreth Srinagar- 191132, J&K**. However, an advance copy of the application must be submitted online before the closing date.
12. 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.
13. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
14. Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
15. No TA will be paid to the candidates for attending written test/ skill test. Written/Skill test shall be conducted at Srinagar, J&K.
16. 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.
17. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.

18. The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list, debarment for indulging in malpractices would be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard
19. The NIFT reserves the right to modify/ withdraw/cancel the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
20. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
21. No interim enquiry or correspondence will be entertained. NIFT Srinagar shall not issue notices regarding recruitment process in newspapers etc. Candidates are advised to visit the NIFT Srinagar website for updates regularly.
22. Employment in NIFT shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
23. The posts are for NIFT Srinagar Campus. However, NIFT reserves the right to place/transfer any of the appointee to any of its Campus on all-India level.
24. 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.
25. 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 NIFT reserves the right to modify/withdraw/cancel any communication made to the applicant.
26. 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 to this notice shall be uploaded only on the website of NIFT Srinagar/Application Portal.
27. The number of posts may increase or decrease as per requirement and at the sole discretion of NIFT.
28. All the legal disputes will be subjected to the jurisdiction of Srinagar/Budgam Courts in J&K.

**Date of Commencement for submission of online application= 22/05/2021**

**Last Date for submission of online applications = 21/06/2021(05:30 PM)**

Candidates can submit online application by visiting our online application portal (*Link shall be provided separately on our website <https://nift.ac.in/srinagar/careers>* ) and before submission of online Application Form; candidates are advised to go through the instructions very carefully given on the application portal.

**Sd/-**  
**Director**  
**NIFT Srinagar**

**Dated: 07-05-2021**

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