



NATIONAL INSTITUTE OF FASHION TECHNOLOGY KANNUR

Ministry of Textiles, Govt. of India
(An ISO 9001-2008 certified institution)

NIFT Campus, Mangattuparamba, Dharmashala, Kannur - 670562

RECRUITMENT NOTICE

Advt. No: NIFT/KAN/Group -C/Rectt/12203(2)/16-17 **Dated:** 30.11.2016
NIFT, Kannur invites online application for the posts of Steno Grade – III, Assistant Warden, Assistant Accounts, Machine Mechanic, Junior Assistant, Library Assistant, Laboratory Assistant, Driver and Multi-Tasking Staff on long term contract basis. For details - visit NIFT Kannur web site <http://www.nift.ac.in/kannur>. The last date of filling online application is 30/12/2016, 6.00 pm and the last date of receipt of hard copy of the application is 06/01/2017.

DIRECTOR

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

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RECRUITMENT NOTICE

Advertisement No.: NIFT/KAN/Group -C/Rectt/12203(2)/16-17 Dt.30.11.2016

The National Institute of Fashion Technology (NIFT), Kannur invites applications for the below mentioned post to be filled on contract basis:

S No.	Category	Pay band (Rs.5200- 20200)+GP (Pre-revised)	Details of Vacancies				Total
			UR	OBC	SC	ST	
1	Steno Grade – III	GP Rs.2400/-	1	-	-	-	1
2	Assistant Warden (Females only)		1	1	-	-	2
3	Assistant Accounts		1	-	-	-	1
4	Machine Mechanic		1	-	-	-	1
5	Junior Assistant	GP Rs.1900/-	2	2	1	-	5
6	Library Assistant		1	-	-	-	1
7	Laboratory Assistant		2	2	1	-	5
8	Driver		1	-	-	-	1
9	Multi-Tasking Staff	GP Rs.1800/-	7	3	2	-	12
Total			17	8	4	-	29

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

The appointment will be on Long Term Contract basis (initially for a period of 3 years). Reservation for SC/ST/OBC & PHP is as per GOI Rules. The details of the above post such as eligibility criteria, prescribed fee and procedure etc., for submission of online application are available at our website <http://www.nift.ac.in/kannur>. Hard copy of duly filled and signed application along with the prescribed fees and attested copies of relevant documents should be addressed to **The Director, National Institute of Fashion Technology, NIFT Campus, Mangattuparamba, Dharmasala, Kannur - 670562**. The last date of filling online application is **30/12/2016**, Friday up to 6.00 pm and the last date of receipt of hard copy of the application is **06/01/2017**, Friday till end of office hours.

(UR – Unreserved, OBC – Other Backward classes (non-creamy layer), SC – Scheduled Caste, ST- Scheduled Tribes)

IMPORTANT INSTRUCTIONS

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

Note : The candidates who applied earlier for the posts against the advertisement dated 25.02.2014, will also be considered along with the new ones. For the purpose of age, the old applicants will be assessed as per the date mentioned in the old advertisement.

HOW TO APPLY:-

- a) Application forms can be accessible in the link provided in website <http://www.nift.ac.in/kannur>
- b) Interested candidates may apply online as per the instruction provided in the "INSTRUCTIONS FOR COMPLETING THE ON-LINE APPLICATION" down below.
- c) The prescribed fees shall be in the form of demand draft/bankers cheque drawn in favour of **NIFT, Kannur** payable at Kannur. The last date of filling online application is **30/12/2016**, Friday up to **6.00 pm**. The last date of receipt of hard copy of the application is **06/01/2017**, Friday till end of office hours.
- d) Attested copies of all uploaded certificates and testimonials in proof of age/ educational qualifications/ caste / experience etc. should be attached with the hard copy of the application form printed from website.
- e) The demand draft should be placed in a separate cover and attached with the application to avoid the mutilation of Demand Draft. Also write your name, application number and your address at the back side of the demand draft before despatching.
- f) Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies etc. should send their hard copy of applications through Proper Channel. However, they may send an advance copy of their application along with other attested certificates and testimonials to the above address so as to reach on or before the last date.
- g) The date and venue of the screening process shall be informed later on website and will be intimated to the short listed candidates only through their registered email.
- h) The Short listed candidates for the above mentioned posts will have to appear for the Screening process which includes written and skill test and it will be conducted at NIFT campus at Dharmasala, Kannur, Kerala.

INSTRUCTIONS FOR COMPLETING THE ON-LINE APPLICATION

General Instructions

1. The last date of filling online application is **30/12/2016**, Friday up to 6.00 pm and the last date of receipt of hard copy of the application is **06/01/2017**, Friday till end of office hours.
2. The Candidate should have proper email ID for registration for applying online application.
3. The candidate should first register by filling applicant's full name and email ID.
4. Confirmation of the registration will be sent to registered email ID with password.
5. Candidate can start filling up the on-line application by logging in through links received in the Email ID.
6. On-line application can be completed in one or more sessions by revisiting the website using the assigned username (email ID) and password.
7. For filling up of online application the applicant has to follow 7 steps to complete the process.

NOTE:

✓ Keep soft copy of :-

- a) Passport size photo
- b) Signature
- c) Academic Records Details
- d) Experience Details
- e) Community details if required

➤ Step-1: GENERAL INFORMATION:

✓ Fill your general information properly in the respective field. All fields are to be filled compulsorily. Upload the passport size photo and Signature in jpg attachment (Maximum File Size: 50KB). Check thoroughly and finally accept, by selecting the accept box.

➤ Step-2: ACADEMIC RECORDS:

✓ Candidate should add all his relevant Academic Records with the highest degree up to matriculation /Standard X (please attach relevant self attested copy in the relevant field) (File Type: PDF and Maximum allowed file size: 512KB in each case)

➤ Step 3: EMPLOYMENT

✓ All the experience in order need to be filled in all the fields and self attested copy of the relevant experience certificates to be uploaded (File Type: PDF and Maximum allowed file size: 512KB in each case)

➤ Step 4: SPECIAL AWARDS

- ✓ Special Awards and purpose of award and year need to be updated, if no awards leave blank to proceed to stage 5.

➤ Step 5 : REFERENCE INFORMATION

- ✓ Applicant should provide two references along with address, phone number and email ID.

➤ Step 6 : FINAL CONFIRMATION OF APPLICATION

- ✓ Applicant can view all the details filled in above steps including downloads and if required, correction can be carried out by returning to home and edit where correction is required. Please note that once final submission is accepted, applicants are not allowed to edit, any of the above Steps.

➤ Step 7 : PRINT APPLICATION

- ✓ Applicant should take print out of the uploaded application and sign the document in the bottom and attach all the attested relevant (uploaded) documents along with prescribed fee. The same should be sent to the address as said above.

GENERAL CONDITIONS:

1. Age limit shall be considered as on 30th November 2016 for the purpose of calculation.
2. The appointment of **Female Hostel Warden** would be on **full time residential basis**.
3. While applying for the posts of Lab Assistant, Candidates should mention their competency code on the top of the hard copy on the envelope (ie. Knitwear Design / Fashion Design / BFT(AP) / Textile Design / IT) Refer details from the eligibility criteria.
4. Incomplete and Unsigned applications are summarily rejected.
5. Applications received without fee, copies certificates and those received after the last date, will summarily be rejected without any communication to the candidate.
6. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. Mere fulfilling of essential qualifications and experience requirement would not entail a candidate to call for screening process.
8. NIFT reserves the right to cancel the whole process of Recruitment at any stage without assigning any reasons.
9. NIFT will not be responsible for any postal delay / loss in transit in submission of application.

10. Candidates should ensure that they fulfill the eligibility (qualification / experience / community etc.,)
11. The candidates eligible and willing to apply for more than one post can apply separately for each post.
12. Proficiency in Computer Operation and Application 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.
13. ITI or any technical qualifications means at least 3 years diploma/ Certificate from ITI or equivalent Government Recognized Institute.
14. 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.
15. Reservations for the posts advertised are applicable as per Government of India norms to SC (scheduled Caste), ST (scheduled Tribes) and OBCs (Other Backward Classes). The prescribed proforma for SC, ST, and OBC etc., suggested by Government of India should be submitted for consideration of candidature under reservation.
16. No Correspondence on the application will be entertained except the email notification on test dates.
17. No TA/DA shall be payable to any of the candidate for attending the screening process.
18. Any form of canvassing will lead to disqualification of the candidature.

DIRECTOR

APPLICATION FEE:-

A Demand Draft / Bankers Cheque for the requisite fee as indicated below should be drawn in favour of “NIFT KANNUR” payable at Kannur

S No.	Name of the Post	Fee for General/ OBC Candidates	Fee for SC/ST/ PHP Candidates
1	All the 9 posts	500	250

Note:-

- i) Employees of NIFT are not exempted from payment of examination fee.
- ii) Candidates applying for more than one post has to make separate application fee.
- iii) Fee once paid will not be refunded under any circumstances.
- iv) Demand draft should have been drawn on or after publication of the advertisement.
- v) Candidates must write his / her name, address and post applied for, on back of the demand draft.

SCHEME OF SELECTION:-

S No.	Name of the Post	Selection Process
1	Assistant Warden (Female)	Selection process will include a written test (100%)
2	Steno Grade – III	Selection process will include a written test (60%) and a skill test (40%)
3	Assistant Accounts	
4	Machine Mechanic	
5	Junior Assistant	
6	Library Assistant	
7	Laboratory Assistant	
8	Driver	Selection process will include a written test (100%)
9	Multi-Tasking Staff	

ELIGIBILITY CRITERIA FOR POSTS

S No.	PARTICULARS	DETAILS
1	Name of the post	Steno grade – III
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 2400 (Grade Pay)
4	Number of posts	One
5	Category	UR – 1, OBC – 0, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 21 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	i) Graduate from a recognized university / Institution of repute ii) Minimum speed 80wpm in shorthand and 40 wpm in typing iii) Minimum 2 years' experience in Govt./ Semi- Govt./ PSU reputed organizations iv) Proficiency in computer Operation

S No.	PARTICULARS	DETAILS
1	Name of the post	Assistant Warden
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 2400 (Grade Pay)
4	Number of posts	Two (females only)
5	Category	UR – 1, OBC – 1, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 30 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	i) Graduate from a recognized university <u>Desirable:</u> ii) One year experience as Asst. Warden or in analogous post in Government educational Institutions / PSUs / Autonomous Bodies / Reputed institutions.

S No.	PARTICULARS	DETAILS
1	Name of the post	Assistant (Accounts)
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 2400 (Grade Pay)
4	Number of posts	One
5	Category	UR – 1, OBC – 0, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 21 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>i) Graduate in commerce / Economics / Statistics / Mathematics from a University / Institute of repute</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest software's i.e. Ms. Office (Word / Excel / Power Point). Accounts related software and proficiency in computer operations.</p> <p>iii) 2 years' experience in Audit / Accounts</p> <p>iv) Typing speed of at least 40 w.p.m in English / Hindi</p>

S No.	PARTICULARS	DETAILS
1	Name of the post	Machine Mechanic
2	Classification	Group C
3	Pay Scale	5200-20200 + 2400 (Grade Pay)
4	Number of posts	One
5	Category	UR – 1, OBC – 0, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 18 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>i) Diploma / Certificate from ITI as Fitter in related areas or its equivalent diploma / Certificate recognized by the Government.</p> <p>ii) At least 3 years' experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.</p>

S No.	PARTICULARS	DETAILS
1	Name of the post	Junior Assistant
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 1900 (Grade Pay)
4	Number of posts	Five
5	Category	UR – 2, OBC – 2, SC – 1, ST – 0
6	Age Limit for Direct Recruitment	Above 18 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<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 soft wares i.e. MS Office (word / Excel / Power Point and proficiency in computer operations.</p> <p>iii) Have a speed of 30wpm in English / Hindi Typing.</p> <p>iv) Proficiency in computer Application with Lotus, Word Star, MS Word, MS office, Excel.</p>

S No.	PARTICULARS	DETAILS
1	Name of the post	Library Assistant
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 1900 (Grade Pay)
4	Number of posts	One
5	Category	UR – 1, OBC – 0, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 21 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>i) Graduate from a recognized university / Institution</p> <p>ii) Diploma in library Science.</p> <p>iii) At least 1-year assistance in a well-established Library.</p>

S No.	PARTICULARS	DETAILS
1	Name of the post	Laboratory Assistant
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 1900 (Grade Pay)
4	Number of posts	Five (KD -1, FD-1, BFT-1, FD-1, IT-1)
5	Category	UR – 2, OBC – 2, SC – 1, ST – 0
6	Age Limit for Direct Recruitment	Above 21 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>FOR: - <u>KNITWEAR DESIGN (ONE POST)</u></p> <p>i) Graduate with Diploma in Knitting Technology and minimum 1 year experience in Knitting Technology. OR</p> <p>ii) Class 10 with Diploma / Certificate of 3 years duration in Sewing from Govt. / Board of Technical education recognized Institute with 5 years experience in Sewing Work. OR</p> <p>iii) 10+2 with Diploma / Certificate of 3 years duration in Sewing from Govt. / Board of Technical education recognized Institute with 3 years experience in Sewing Work. OR</p> <p>iv) Graduate plus Diploma / Certificate in Computer with minimum 1 year experience.</p> <p>FOR: - <u>FASHION DESIGN (ONE POST)</u></p> <p>i) 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. OR</p> <p>ii) 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 & skills and / or sewing supervisor in industry.</p> <p style="text-align: right;">Cont...</p>

**FOR: - BACHELOR OF FASHION TECHNOLOGY (AP)
(ONE POST)**

i) 10+2 standard plus CPT / FDCT (One-year duration) certificate course from NIFT with 5 years of experience in industry / institute.

OR

ii) 10th standard plus three years Diploma / Certificate course in Cutting & Tailoring / Dress Designing from any Govt. recognized institutes with 5 years of relevant experience in industry / institute.

OR

iii) 10th Standard plus 10 years of experience as sewing machine operator and or sewing supervisor in industry.

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.

FOR: - TEXTILE DESIGN (ONE POST)

i) Diploma in Handloom Technology / Post Graduate Diploma in Textile Chemistry / Textile Processing from Indian Institute of Handloom Technology.

ii) At least 1 years experience as a Lab Assistant in any recognized institution / weavers service Centre / Research Organization. **Desirable**

FOR: - INFORMATION TECHNOLOGY (ONE POST)

i) Bachelor's Degree in Computer Application/ B.Sc (Computer Science)

ii) Knowledge of Graphics and Multimedia software or Garment CAD.

iii) 1-2 years working in woven and print design software in reputed industries is desirable

S No.	PARTICULARS	DETAILS
1	Name of the post	Driver (Dispatch Rider / Staff car driver / Bus Driver)
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 1900 (Grade Pay)
4	Number of posts	One
5	Category	UR – 1, OBC – 0, SC – 0, ST – 0
6	Age Limit for Direct Recruitment	Above 21 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>i) At least 10th class pass from a Board or its equivalent recognized by the Government.</p> <p>ii) Possession of the requisite driving license for two wheeler / Three Wheeler / Light / Heavy Motor vehicle.</p> <p>iii) Should be fully conversant with traffic regulations.</p> <p>iv) Should have at least 2 years experience in driving Light / Heavy Motor Vehicle.</p> <p>v) Should be able to read and write Hindi and English</p>

S No.	PARTICULARS	DETAILS
1	Name of the post	Multi-Tasking Staff (MTS)
2	Classification	Group C
3	Pay Scale	Rs.5200-20200 + 1800 (Grade Pay)
4	Number of posts	12
5	Category	UR – 7, OBC – 3, SC – 2, ST – 0
6	Age Limit for Direct Recruitment	Above 18 years, the maximum age will be 5 years less than the retirement age of regular employees.
7	Educational Qualifications and Experience	<p>i) Matriculation or equivalent pass.</p> <p style="text-align: center;">OR</p> <p>ii) ITI pass*</p> <p>* May be adopted as per special requirements of the post, if any</p>