



National Institute of Fashion Technology
निफ्ट कैंपस, हाज़ खास, निकटगुलमोहरपार्क, नईदिल्ली-110016
NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

Advt No.01/Dep&Cont/Director/2018

RECRUITMENT TO THE POSTS OF DIRECTOR (For CAMPUSES; FINANCE & ACCOUNTS ; ADMINISTRATION) ON DEPUTATION / DIRECT RECRUITMENT (REGULAR/CONTRACT) BASIS AT NIFT

NIFT announces vacancies in the posts of Director (Campuses; Finance & Accounts; Administration) on Deputation basis failing which by Direct Recruitment (Regular/Contract) in Group 'A', PB-4 + Grade Pay 8700/- (Level 13):-

SN	Name of the Post	No. of Posts
1	Campus Director	06 (03- UR; 1-ST;2-OBC) (Bengaluru/Hyderabad, Kangra, Bhopal, Bhubaneswar, Mumbai, Srinagar)
2	Director (Finance and Accounts)	01 (UR) (Head Office-New Delhi)
3	Director (Administration)	01 (UR) (Head Office-New Delhi)

The last date for receipt of online applications is **27.04.2018**.

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

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

A. Campus Director-

I- Qualification/Experience :

For Direct Recruitment on Contract:	For Deputation:
Qualification: Full time Post Graduate Degree or equivalent	Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/State Government/autonomous body/Statutory body.
Experience: 20 years of administrative/academic/managerial experience in Government Organisation/Autonomous Body/Statutory Body/University/Institute out of which 10 years should be in	

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supervisory level.	
Desirable (Direct Recruitment/deputation) :	
1- Experience of working in education or MSME sectors. 2- Working Knowledge of computers. 3- Interest in arts/or education in arts/culture/handicrafts.	

II- Job Description:

A. Campus Director:

The Campus Director is the administrative head of the NIFT centre and will be responsible for the overall management of the campus. This would include ensuring the quality of infrastructure and facilities on the campus, the coordination of academic work including research and consultancy, enabling industry and alumni interface bringing value to the students, the institution and to the Industry, promoting international and domestic academic collaboration as per NIFT policy, coordination of projects and the Craft Cluster Initiative of NIFT, and the overall management of the assets, finances and accounts of the campus. The Campus Director is expected to ensure the overall wellbeing of students, faculty and staff of the campus and nurture an atmosphere of creativity, innovation, mutual respect and cooperation.

B. Director (Finance & Accounts)-

I- Qualification/Experience:

For Direct Recruitment: Qualification: Full time Post Graduate Degree or equivalent Experience: 20 years of experience in dealing with financial, accounting and audit matters in Government organisation/ Autonomous body/ Statutory body/University/Institute out of which 10 years in a supervisory level.	For deputation: Officer holding analogous post or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/State Government/ autonomous body/statutory body.
Desirable (Direct Recruitment/Deputation) :	
1-Experiential knowledge of Government/Public finance management including budgeting, accounting and audit procedure. 2- Working knowledge of MS- Office (Particularly MS- Excel)/ Open source. 3- PG Degree/ PG diploma in Public Finance.	

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II- Job Description:

- i- Shall exercise general supervision over all the funds of the Institute and advise the Director General on financial matters.
- ii- shall perform all functions for proper maintenance of accounts, current statement of account, balance sheet in accordance with Central Government's instructions.
- iii- hold and manage the funds and investments of the Institute including trust and endowed property.
- iv- be responsible for the timely preparation of proper and transparent annual budget and accounts of the Institute and ensure utilization as authorized vide approved budget.
- v- ensure regular audit of accounts and processes of the Institute and submission of quarterly audit reports to the Finance & Audit Committee, the Board and ensure timely submission the CAG.
- vi- Coordinate the meetings of the Finance and Audit Committee of NIFT, and sit on such committees where matters of financial implication are discussed, or as required by DG, or under NIFT policy
- vii- Be responsible for management of Provident Fund and Endowment fund.
- viii- supervise the work of Chief Accounts Officer, Deputy Directors (F&A), Accounts Officer in Head Office and campuses.
- ix- undertake capacity building of staff and faculty on matters pertaining to finance, accountability and accounts
- x- Any other such responsibility as entrusted by the DG, NIFT

C. Director (Administration):

I- Qualification/Experience :

For Direct Recruitment: Qualification: Full time Post Graduate Degree or equivalent. Experience: 20 years experience in administration/establishment/admissions/Academic department in Government Organisation/Autonomous Body/Statutory Body/University/Institute out of which 10 years in supervisory level.	For Deputation: Officers holding analogous posts or in the rank of Deputy Secretary or equivalent in the pay band-3 of Rs. 15600-39100 plus Grade pay Rs. 7600 (level 12) from Central Government/State Government/autonomous body/Statutory body.
Desirable (Direct Recruitment/Deputation) : 1- Experience in personnel and/or facility management. 2- Working experience in academic institute/universities. 3- Working knowledge of Computers.	

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II- Job Description:

Coordination of

- i- General Administration of the NIFT HO and supervision of general administration of the campuses
- ii- Admission process of NIFT
- iii- Project management and coordination of infrastructure and campus management as per the NIFT new campus policy
- iv- Any other function or responsibility as may be entrusted by the DG, NIFT

D- Age Limit for all posts (as on closing date):

For Deputation: As per prevalent rules of DOP&T, Govt of India. As per Gol instructions, reservation shall not apply to posts filled on deputation.

For Direct Recruitment: 50 years (Maximum age limit may be relaxed upto 2 years in case of NIFT employees and deserving candidates possessing higher educational qualifications/experience).

E- Process of Selection: The selection process comprises of interview of candidates shortlisted by the Screening Committee.

F- GENERAL INSTRUCTIONS :

- a) 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 the applications. All Degrees/ Diplomas prescribed for Director's posts shall be on the basis of full time courses from recognised institute. No enquiries with reference to eligibility will be entertained.
- b) 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.
- c) All employment under Government of India/State Government etc like adhoc, contract, adjunct faculty, guest faculty, part-time faculty which is not permanent i.e. not holding substantive posts/lien shall be treated as temporary.
- d) 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.
- e) The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of applications.
- f) The period of experience for the post shall be counted from the date of acquiring the minimum educational qualification prescribed for the post.

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- g) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- h) 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.**
- i) 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.
- j) The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- k) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- l) The selected candidates will be posted to any of the NIFT campuses based on vacancy and requirement.
- m) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- n) The number of vacancies may increase or decrease as per requirement and at the sole discretion of NIFT.
- o) The period of deputation shall be 03 years initially. The terms and conditions of deputation will be governed as per Govt. of India Orders/ Instruction on the subject. However, the period of contract shall be 05 years initially subject to review as per NIFT rules.
- p) After submission of online application form, all applicants should ensure to forward their applications 'Through Proper Channel' along with prescribed requirements and documents failing which their application will not be considered. However, an advance copy of the application may be submitted before the closing date.
- q) The Concerned department while forwarding application along with preceding five years performance reports (APARs) and vigilance clearance shall certify that the applicant, if selected, will be relieved within one month of the receipt of the Offer of Appointment. The documents must reach office of the **Registrar, 2nd floor, Head Office, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016** so as to reach on or before **27.04.2018.**
- r) Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.
- s) Interested applicants are requested to apply online.




G- RELAXATION

- a) **Age relaxation:** Age is relaxable to SC/ST/OBC/PWD is as per Govt instructions i.e. 5 yrs for SC/ST; 03 yrs for OBC and 05 yrs to PWD candidates (relaxation to PWD category shall be cumulative in case of PWD reserved category candidates). The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' post to be filled by Direct Recruitment by Selection.
- b) Age relaxation upto 02 years is allowed to persons employed in NIFT and deserving candidates possessing higher education qualifications/experience.
- c) Any of the conditions of recruitment may be relaxed by the competent authority.

H- HOW TO APPLY

- a) Candidates who are desirous of applying for different posts must apply separately for each post by paying the application fee separately. The following scanned copy of documents must be uploaded/ attached along with application form :
- (i) **Colour Passport Size Photo:** JPG/PNG file with maximum size of 200 KB.
 - (ii) **Signature :** JPG/PNG file with maximum size of 200 KB.
 - (iii) **Category Certificate:** PDF file with maximum size of 500 KB.
 - (iv) **Self attested photocopies of Certificate, Mark Sheets/Transcript:** Upload a single PDF file consisting of all relevant documents with maximum file size of 05 MB.
 - (v) **Proof of Experience letter/Supporting documents:** Upload a single PDF file consisting of all relevant documents with maximum file size of 05 MB.
 - (vi) **Details of Honours, Awards, Publication & Patents:** Upload a single PDF file consisting of all relevant documents with maximum file size of 05 MB.
 - (vii) **Any other relevant information:** Upload a single PDF file consisting of all relevant documents with maximum file size of 05 MB.
- (b) Black & white/ unclear/hazy/doctored / morphed images if uploaded by the applicant and detected at any later stages of this recruitment process, will result in summarily rejection of the applicant. The applicant has to retain 3 identical copies of this photograph which has been uploaded and will have to produce them before the Authority as and when called for. Scanned full signature of the candidate is to be uploaded in the space specified.
- (c) Online Application process will start on NIFT's website from 26.03.2018 (9.00 a.m.) upto 27.04.2018 (5.30 p.m.)



- (d) SC/ST/PWD/Women candidates, those applying on deputation and employees of NIFT (both regular and contract) are exempted from payment of application fee. The candidates are required to pay application fee of Rs.1000/- through online payment (fee to be paid separately if applying for more than one post).
- (e) The applicant is to download/take a print out of online submitted form containing all information as submitted by the applicant and preserve the same for future reference.
- (f) Applicants are advised to enter correct/valid data in respect of various information as provided in the online application form in the website. Incorrect details, if entered, by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.
- (g) Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ Interview advices etc.
- (h) 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.
- (i) 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 online application form or on NIFT website www.nift.ac.in.
- (j) 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.
- (k) 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.

To apply press here

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