**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**

**(A Statutory Institute governed by the NIFT Act 2006)**
**(Ministry of Textiles, Government of India)**
**NIFT Campus, Hauz Khas, New Delhi – 110016**
**(Advt. No. 04/Hindi Officer/Contract&Deputation/September/2020)**

<u>**Dated: September 15, 2020**</u>

**SUBJECT: RECRUITMENT TO THE POST OF HINDI OFFICER ON DEPUTATION OR DIRECT RECRUITMENT BASIS.**

------------------------------------------------------------------------------------------------------------------------

National Institute of Fashion Technology (NIFT), a Statutory body under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 16 Campuses located across the country invites applications from Indian nationals in the prescribed proforma for the post of Hindi Officer (01 UR) to be filled up on deputation failing which by direct recruitment on contract (for five years with possibilities of regularization following due procedure to assess performance) basis at NIFT Head Office, New Delhi in PB-3, Rs.15600- 39100/- + Grade Pay Rs.5400/- as per 6th CPC/Level-10 of Pay Matrix as per 7th CPC. (Gross salary for candidates for direct recruitment includes Basic Pay+ Allowances i.e. Dearness Allowance, Transport Allowance & HRA etc at rates prescribed by the Central Government from time to time. Gross Salary for applying on deputation basis shall be fixed as per GoI rules).

1. **ELIGIBILITY CRITERIA:**

(i) **For Deputation Basis:**

Officers of the Central Govt. / State Govt./ UT/Autonomous Organization / PSUs holding analogous post on regular basis in their service / department **OR** with at least 5 years of service in the pay PB-2 Rs.9300-34800/- + GP Rs.4600/- as per 6th CPC/Level-7 of Pay Matrix as per 7th CPC with relevant experience in Translation. Working knowledge of Hindi Typing is preferable.

(ii) **For Direct Recruitment on contract**

**(on contract for five years extendable further with possibility of regularization following due process to assess performance):-**

| | |
|---|---|
| 1. | Master's Degree of a recognized University in Hindi / English with English/ Hindi as a compulsory / elective subject or as medium of examination at Degree level. <br><br> OR <br><br> Master's Degree of a recognized University in any subject other than Hindi / English, with Hindi and English as Compulsory / Elective subject or either of the two as medium of examination and the other as a compulsory / Elective Subject at Degree level. <br><br> OR <br><br> Master's Degree of a recognized University in any subject other than Hindi/ English with Hindi / English as medium and English / Hindi as Compulsory / Elective subject or as medium of examination at Degree level. |
| 2. | Must have worked as Senior Hindi translator for at least three years or Hindi Translator for five years. |

## 2. AGE LIMIT:

(i) **For Deputation basis-** As per GoI instructions (not more than 56 years as on the cut off date).

(ii) **For Direct Recruitment on Contract:**

25 – 40 years as on the last date of receipt of applications. Age is relaxable as per GOI/ NIFT rules.

## 3. AGE RELAXATIONS (FOR DIRECT RECRUITMENT ON CONTRACT):

i. Age relaxation is as per GoI / NIFT rules issued from time to time.

ii. Age relaxation to SC/ST/OBC as per GoI rules.

iii. Age relaxation to physically Handicapped (PH) persons as per GoI rules. 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' posts to be filled by Direct Recruitment by Selection.

iv. Relaxation of five years will be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from the concerned authority.

v. Age is relaxable upto 05 years in case of NIFT employees (working on regular or long-term contract) and deserving candidates possessing higher educational qualifications/ experience.

## 4. SELECTION PROCESS:

Selection shall be on the basis of the performance in the personal interview.

## 5. GENERAL INSTRUCTIONS:

(i) 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 applications. No enquiries with reference to eligibility will be entertained.

(ii) 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.

(iii)    The appointment to the post of Hindi Officer shall be on contract basis for a period of five years with possibility of regularization following due procedure to assess performance.

(iv)    All employment under Government of India/ State Government etc like adhoc, contract, part-time which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary.

(v)    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.

(vi)    The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.

(vii)    Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.

(viii)    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*.

(ix)    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.

(x)    The decision of the NIFT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview will be final and binding on the candidates.

(xi)    Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

(xii)    **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED**. Candidates are advised to visit NIFT website for updates.

(xiii)    Employment in Institute shall be governed by the rule and regulations, service conditions, as notified by the Institute from time to time.

(xiv)    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.

(xv)    The institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

(xvi)    Applicants are advised to enter correct/valid data in respect of various information as provided in the application form. Incorrect details, if entered, by any applicant will result in summarily rejection of the applicant at any stage of the recruitment activity.

(xvii)    Candidates are advised to keep their e-mail ID alive as 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 application form or on NIFT website www.nift.ac.in.

(xviii)   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.

(xix)     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.

## 6. OTHER CONDITIONS:

(i)     The applicant must be a citizen of India.

(ii)    The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification of the same does not entitle the applicants to be called for the interview.

## 7. APPLICATION FEE:

(i)     SC/ST/PWD/Women candidates and NIFT employees(working on regular or long-term contract) are exempted from payment of application fee. The candidates are required to pay application fee of Rs.1000/- through Demand Draft/ Banker's Cheque drawn in favour of NIFT, payable at New Delhi.
(ii)    Fee once paid will not be refunded under any circumstances.
(iii)   Demand Draft should have been drawn on or after publication of the advertisement.
(iv)    Applicant must write his / her name, address and post applied for on back of the demand draft.

## 8. HOW TO APPLY:

Interested applicants are requested to send their applications in the prescribed format downloaded from Institute's website www.nift.ac.in alongwith self attested copies of relevant certificates and testimonials in support of age, qualification, caste and experience and non- refundable demand draft on account of application fee in an envelope superscribing the name and the post applied for to Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016 on or before 30th October, 2020 by 5:30 P.M.

**राष्ट्रीय फैशन प्रौद्योगिकी संस्थान**

(वस्त्र मंत्रालय, भारत सरकार)

**निफ्ट कैम्पस, हौज खास, नई दिल्ली-110016**

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(Ministry of Textiles, Government of India)

NIFT CAMPUS, Hauz Khas, New DelhiI

हाल में बनवाया गया पासपोर्ट आकार का फोटो यहां चिपकाएं/Please affix a recent passport size photograph

**विज्ञापन सं./Advertisement No.:**

04/Hindi Officer/Contract&Deputation/September/2020

**आवेदित पद/Post Applied for :**

Hindi Officer

**डिमांड ड्राफ्ट का विवरण / Details of Demand Draft:**नंबर/No. - _____ दिनांक/dated _____

रुपए / Rupees ₹_____बैंक /Bank_____

1. पूरा नाम/Full Name:     लिंग/Gender: पु/Mम/F     वैवाहिक स्थिति/Marital status: विवाहित/Marriedअविवाहित/Single

2. पिता का नाम/Father's name

3. माता का नाम/Mother's Name

4. संपर्क का पता/Contact Address:

5. स्थायी पता/Permanent Address:

6. संपर्क विवरण: (कृपया संपर्क का तरजीह माध्यम बताएं)/Contact details :( please indicate preferred mode of communication)

| ई-मेल/E-Mail: | | | |
|---|---|---|---|
| दूरभाष/Telephone: | कार्यालय/Office: | आवास/Res.: | मोबाइल/Mobile: |

7. जन्म तिथि/Date of Birth

    (अंकों में/infigures)     दिन/Day   माह/Month   वर्ष/Year

8. आयु (आवेदन की प्राप्ति के लिए अंतिम तिथि के अनुसार)Age (as on last date for receipt of application) ____वर्ष/Year _____महीने/Months _____दिन/Days

9. श्रेणी (किसी एक को चिन्हित करें)/Category (Tick one)

सामान्य/General ☐    अनु.ज. /SC ☐    अनु.ज.जा./ST ☐    अ.पि.व./OBC ☐    दिव्यांग/PH. ☐    आ.पि.व/EWS ☐

(कृपया सक्षम प्राधिकारी द्वारा जारी जाति के साक्ष्य का स्व-सत्यापित प्रति प्रस्तुत करें/Please provide a self attestedcopy of caste proof issued by the Competent Authority)

10. क्या आप निफ़्ट में कार्यरत है?/ Are you working in NIFT?    हां/Yes ☐    नहीं/No ☐

यदिदिएऐसाहैतोकृपयानियुक्ति की प्रकृति स्पष्ट करें/ if so, please indicate nature of appointment:    | Regular / Long-TermContract / Short-Term Contract |

11.क्या परिषद/ सरकारी/ स्वायत्तनिकाय / पीएसयूकर्मचारीहैं?/WhetherCouncil/Government/Autonomous Bodies/PSU Employee?    हां/Yes ☐    नहीं/No ☐

12. निकटतम रेलवे स्टेशन/Nearest railway station [                    ]

13.क्याआपकिसीभीनिफ्टकर्मचारीसेसंबंधितहैं, जोनियमितयाअनुबंधआधारपरकिसीभीपरिसर /मुख्यालयमेंकामकररहेहैं/ Are you related to any NIFT employee,
working in any campus/HO in Regular or Contract:    हां/Yes ☐    नहीं/No ☐

यदिदिएऐसाहैतोकृपयावावर्णन करें/ basis, if so please state:

| Name/नाम | Designation/पद | Placeofposting / कार्यस्थल | Relationship/संबंध |
|---|---|---|---|
|  |  |  |  |

14. अकादमिक रिकॉर्ड की उच्चतम डिग्री से 10वीं पास तक/Academic Record starting with highest degree upto 10th standard:

| कोर्स/Course | कॉलेज/विश्वविद्यालय/संस्थान का नाम/Name of College / University / Institute | ब्रांच/विशिष्ट डिग्री/डिप्लोमा/Branch/ Specialization Degree/Diploma | कोर्स की अवधि/Course Duration से/From | तक/To | अंक/ग्रेड का प्रतिशत/%age of marks/Grade |
|---|---|---|---|---|---|
| X |  | विषय /Subject ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |  |  |
| XII |  | विषय /Subject ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |  |  |
| स्नातक/ Degree |  | 1. निर्देश का माध्यम/ Medium of instruction* E ☐ H ☐ 2. विषय/Subject ☐ ☐ ☐ ☐ ☐ ☐ ☐ |  |  |  |

2

| | | |
|---|---|---|
| | | 3. वैकल्पिक विषयों का विवरण/ Details of Elective subjects:-<br><br>वैकल्पिक हिंदी/ Hindi Elective:<br><br>अनिवार्य/Compulsory ☐ ☐ ☐ ☐ ☐<br><br>वैकल्पिक/ Subsidiary ☐ ☐ ☐ ☐ ☐<br><br>अन्य / Others ☐ ☐ ☐ ☐ ☐<br><br>वैकल्पिक अंग्रेजी/English Elective:<br><br>अनिवार्य/Compulsory ☐ ☐ ☐ ☐ ☐<br><br>वैकल्पिक/ Subsidiary ☐ ☐ ☐ ☐ ☐<br><br>अन्य / Others ☐ ☐ ☐ ☐ ☐ |
| स्नातकोतर / PG | | 1. निर्देश का माध्यम/ Medium of instruction*<br>☐ E ☐ H |
| | | 2. विषय/Subject ☐ ☐ ☐ ☐ ☐ ☐<br>☐ ☐ ☐ ☐ ☐ ☐ |
| | | 3. वैकल्पिक विषयों का विवरण/ Details of Elective subjects:-<br><br>वैकल्पिक हिंदी/ Hindi Elective:<br><br>अनिवार्य/Compulsory ☐ ☐ ☐ ☐ ☐<br><br>वैकल्पिक/ Subsidiary ☐ ☐ ☐ ☐ ☐<br><br>अन्य / Others ☐ ☐ ☐ ☐<br><br>वैकल्पिक अंग्रेजी/English Elective:<br><br>अनिवार्य/Compulsory ☐ ☐ ☐ ☐ ☐<br><br>वैकल्पिक/ Subsidiary ☐ ☐ ☐ ☐ ☐<br><br>अन्य / Others ☐ ☐ ☐ ☐ |
| पीएचडी/ Ph D | | विषय/ Subject |

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें,अपने हस्ताक्षर द्वारा प्रमाणीकृत करें/Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient:)

15. क्या आप हिंदी अधिकारी के पद के लिए निम्नलिखित पात्रता संबंधी मापदंड को पूरा करते है/Do you fulfill the following eligibility criteria for the post of Hindi Officer:

मान्यता प्राप्त विश्वविद्यालय से हिंदी या अंग्रेजी में मास्टर डिग्री और साथ में अंग्रेजी या हिंदी एक अनिवार्य या डिग्री ;में वैकल्पिक विषय के रूप / स्तर पर परीक्षा के माध्यम के रूप में/Master's Degree of a recognized University in Hindi / English with English/ Hindi as a compulsory / elective subject or as medium of examination at Degree level.          ☐ हां/Yes    ☐ नहीं/No

या/OR

हिंदी अंग्रेजी के अलावा किसी अन्य विषय में /मान्यता प्राप्त विश्वविद्यालय की मास्टर डिग्री और साथ में  हिंदी और अंग्रेजी एक अनिवार्य वैकल्पिक / विषय के रूप में या डिग्री स्तर पर दोनों में से एक ;परीक्षा का माध्यम और दूसरा एक अनिवार्य  /वैकल्पिक विषय/Master's Degree of a recognized University in any subject other than Hindi / English, with Hindi and English as Compulsory / Elective subject or either of the two as medium of examination and the other as a compulsory / Elective Subject at Degree level.          ☐ हां/Yes    ☐ नहीं/No

या/OR

हिंदी अंग्रेजी के अलावा किसी अन्य विषय में मान्यता प्राप्त /विश्वविद्यालय की मास्टर डीग्री और साथ में हिंदी या अंग्रेजी माध्यम के रूप में और साथ में अंग्रेजीडिग्री स्तर पर परीक्षा का माध्यम या ;वैकल्पिक विषय / हिंदी एक अनिवार्य //Master's Degree of a recognized University in any subject other than Hindi/ English with Hindi / English as medium and English / Hindi as Compulsory / Elective subject or as medium of examination at Degree level.

हां/Yes     नहीं/No

तथा/ and

वरिष्ठ हिंदी अनुवादक का कम से कम तीन साल या हिंदी अनुवादक का पांच साल का अनुभव /Must have worked as Senior Hindi translator for at least three years or Hindi Translator for five years.

हां/Yes     नहीं/No

16. रोजगार का विवरण, कालानुक्रम में (सेवा में आने से लेकर अब तक/Details of employment, chronological order (Starting from entry in service):

| कार्यालय/संगठनOffice/ Organization | पदनाम सहित /वेतनमान Post held with scale of pay | सेवावधि/Period of Service | | नियुक्ति की प्रकृति (नियमित /तदर्थ/प्रतिनियुक्ति)/Nature of appointment (Regular / ad-hoc/deputation) | मूल वेतन (संशोधित)/Basic Pay (Revised) | | | नियुक्ति के दौरान किए गए कार्यों का संक्षिप्त ब्यौरे सहित कार्य की प्रकृति/Nature of duties with Brief Details of works performed during the appointment |
|---|---|---|---|---|---|---|---|---|
| | | से/Form | तक/To | | पेबैंड में वेतन/Pay in PB | ग्रेडपे/GP | मूल वेतन/Basic Pay | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें,अपने हस्ताक्षर द्वारा प्रमाणीकृत करें/Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)

17. संगत अनुभव के कुल वर्ष/Total years of relevant experience.

18. प्राप्तविशेष पुरस्कार/सम्मान, यदि कोई/Special Awards/Honours received, if any

| वर्ष/Year | पुरस्कार का नाम/सम्मान/Name of award/ honour | संगठन का नाम/Name of organization |
|---|---|---|
| | | |
| | | |
| | | |

19.अतिरिक्त जानकारी, यदि कोई, जिसे आप पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहेंगे/Additional information, if any, which you would like to mention in support of your suitability for the post:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(यदि जगह अपर्याप्त है, एक पृथक शीट संलग्न करें,अपने हस्ताक्षर द्वारा प्रमाणीकृत करें/Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)

20. टिप्पणी/Remarks _____

मैं एतद्द्वाराघोषणा करता हूं कि इस आवेदन में दिये गए सभीकथन मेरे सर्वोत्तम जानकारी और विश्वास केअनुसारसत्य और पूर्ण हैं और कुछ भी छुपा / विकृत नहीं किया गया है। मैं अवगत हूँ किअगर किसी भी समय मेरे द्वारा कोई भी महत्वपूर्ण सूचना छुपाया / विकृत किया जाना पाया जाता हैतो मेरी नियुक्ति बिना किसी सूचना के समाप्त की  जा सकती है।/I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

मैंने अपने नियोक्ता को लिखित रूप में सूचित किया है कि मैं उपर्युक्त पद (पहले से नियोजित उम्मीदवार के मामले में) के लिए आवेदन कर रहा हूं और यदि बुलाया गया, अनापत्ति प्रमाण पत्र साक्षात्कारअटेण्ड करते समय और अगर चुना गया,रीलिविंग ऑर्डर निफ़्ट जॉइन करते समय प्रस्तुत करूंगा/ I have informed my employer in writing that I am applying for the above post (in case of candidate who is already employed) and shall produce the no objection certificate to attend the interview, if called, and relieving order at the time of joining NIFT, if selected.

उम्मीदवार के हस्ताक्षर
कार्यालय का पूरा पता/
**Signature of the candidate**
**Full Office Address:**
दूरभाष/मोबाइल नं./Tel/Mobile No.:
ईमेल आईडी/Email Id:

स्थान/Place:
तारीख/Date:

संलग्नक/Enclosures:

*****

5