

Centre of Excellence for Khadi (CoEK)

Set up by KVIC - Ministry of MSME, in association with NIFT

The Centre of Excellence for Khadi has been set up by the Ministry of MSME to address the needs of the Khadi & Village Industries (KVIC) in India. The objective is to help Khadi Institutions (KIs) to effectively design, produce and market high quality differentiated khadi products in the Indian and global market. CoEK is envisaged to be a centre for experimentation to innovate and design khadi fabrics for apparel, accessories and home fashions. The CoEK is set up at 5 NIFT campuses as a Hub & Spoke Model.

Hub & Spoke	Location
Main Hub - Delhi	NIFT New Delhi Campus
Gandhinagar	NIFT Gandhinagar Campus
Kolkata	NIFT Kolkata Campus
Shillong	NIFT Shillong Campus
Bengaluru	NIFT Bengaluru Campus

CoEK invites applications to hire creative, experienced, dynamic and self-motivated professionals who have the spark and zeal to inject a new lease of life into the natural, homegrown Khadi.

Details of vacant positions, location, qualifications, experience and salary are mentioned in the following table:

S.No.	Designation	Position & Location	Experience	Qualification	Skills Required	Job Description	Monthly Salary Range
1	Manager - Administration	1 (New Delhi)	<p>The candidate should have the experience in administration with thorough knowledge of GFR, purchase and government administrative procedures.</p> <p>At least 6-7 years of experience at reputed organization/s, post-professional qualification from a reputed Indian/ International institute</p>	Postgraduate in Commerce, Economics or MBA from a reputed institute/ university.	<p>Strong analytical and problem solving skills.</p> <p>Complete knowledge of administrative procedures.</p> <p>Good articulation and communication skills</p>	<p>We are looking for an experienced and optimistic person who has a head for analysis and problem solving.</p> <p>To manage the administration of CoEK.</p> <p>Good understanding of MIS.</p> <p>To optimise the resources of the CoEK at hub and spokes by advising on best practices for procurements, travel and prototyping with KIs and designers.</p>	Rs.60,000/-

Last date of application : 31st January, 2023

General Instructions

- CoEK reserves the right to fill or not to fill any/all the positions advertised or postpone the recruitment process of the same at any time without any notice.
- The applicant should ensure that they fulfil the eligibility in terms of qualification and experience for the post they apply for.
- Eligible applicants are advised to fill in the application form by visiting the following link :

<https://nift.ac.in/sites/default/files/2021-06/Proforma%20for%20Application%20for%20CoEK.docx>

- • Scrutiny of the Application forms and CVs will be done to ascertain the eligibility and suitability of the applicant and only shortlisted candidates will be considered/called for the further selection process/interview.

- Original educational and experience certificates will be verified during the interview.
- No accommodation or travel fare will be reimbursed for attending in case of a physical interview.
- Intimation/ information shall be sent to the applicants through email.
- Selection will be based on the relevant experience, interview and suitability of the applicant for the project.
- Applicants may email their detailed CV along with the application form and self-attested scanned copies of the requisite documents to:

recruitment.khadi@nift.ac.in