



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology

(Ministry of Textiles, Govt. of India)

No:NIFT/DMN/Estt./Rec. Gr.C/March-24

Dated:13/03/2024

RECRUITMENT OF GROUP-C POSTS ON LONG TERM CONTRACT BASIS

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 18 professionally managed full-fledged campuses including one at Ompura, Budgam J&K. NIFT, Daman established in the year 2022, is presently located in the Govt. Engineering College Campus, Mota Falia, Varkund, Nani Daman.

NIFT Daman invites applications for the following **Group-C** posts on Long Term Contract basis for a period of **03 years** with a provision for regularization subsequently subject to eligibility and as per NIFT policy:

A DETAILS OF THE POST:

| S. No | Name of the Post | Pay Level 7 th CPC | Category | | | | | No of Post |
|-------|----------------------------------|-------------------------------|----------|----|----|-----|-----|------------|
| | | | UR | SC | ST | OBC | EWS | |
| 1. | Assistant[Administration] | 4 | 02 | - | - | - | - | 02 |
| 2. | Assistant Warden [Girls] | 4 | 01 | - | - | - | - | 01 |
| 3. | Assistant (Finance and Accounts) | 4 | 01 | - | - | - | - | 01 |
| 4. | Machine Mechanic | 4 | 01 | - | - | - | - | 01 |
| 5. | Nurse | 4 | 01 | - | - | - | - | 01 |
| 6. | Library Assistant | 2 | 01 | - | - | - | - | 01 |
| 7. | Junior Assistant | 2 | 03 | - | - | 01 | - | 04 |
| 8. | Lab Assistant | 2 | 03 | - | - | - | - | 03 |
| | | | | | | | | 14 |

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)

B. ELIGIBILITY CRITERIA

Post: Assistant [Administration]

| S.No | Particulars | Details |
|------|--|---|
| 1 | Educational Qualifications & Experience: | I. Graduate from a recognized University/ Institution. II. At least 2 years of experience in Administration. III. Typing speed of at least 40 wpm in English/Hindi. |
| 2 | Age Limit (as on closing date): | 27 years |

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A Premier Institute of Design, Management & Technology

A Statutory body under the NIFT Act 2006

नेशनल इंस्टीट्यूट ऑफ फैशन टेक्नोलॉजी, ब्लॉक 5 और 6, गवर्नमेंट इंजीनियरिंग कॉलेज कैम्पस, मोटा फलिया, वरकुंड, नानी दमन, दमन - 396210, भारत

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Post: Assistant Warden [Girls]

| S.No | Particulars | Details |
|------|--|--|
| 1 | 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. |
| 2 | Age Limit (as on closing date): | 27 years |

NOTE:

Assistant Warden (Girls) is reserved for **female candidates** only.

Post: Assistant (Finance and Accounts)

| S.No | Particulars | Details |
|------|--|---|
| 1 | 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. |
| 2 | Age Limit (as on closing date): | 27 years |

Post: Machine Mechanic

| S.No | Particulars | Details | | | |
|------|--|--------------|---------------------------|---|---|
| | | Competency | Educational Qualification | Professional Qualification | Work Experience |
| 1 | Educational Qualifications & Experience: | Competency A | 10 th or above | Full time three years Diploma after 10 th from Recognized state/central Board of Technical Education and Training in | Post qualification 3 years of experience (for 3 years diploma after 10 th), 4 years of experience (for NSQF level 5 after 10 th), 2 |

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| | | | | | |
|--|--|--|--|--|--|
| | | | | <p>Mechanical Engineering/ Mechatronics Engineering/ Instrumentation technology.</p> <p>OR</p> <p>Full time two years Diploma after 10th from Recognized ITI/ NSTI/ IDTR/ IGTR in Machinist/ Mechanic Machine Tools Maintenance/ Technician Mechatronics/ Textile Mechatronics (NSQF level5)</p> <p>OR</p> <p>Full time two years Diploma after 12th from Recognized ITI/ NSTI/ IDTR/ IGTR in Instrument Mechanic/ Mechanic Industrial Electronics (NSQF level 5)</p> <p>OR</p> <p>Full time six months NCVT certificate in Industrial Sewing Machine</p> | <p>years of experience (for NSQF level 5 after 12th) and 6 years of experience (for NSQF level 3) in repair and maintenance of cutting/ sewing/ finishing machines in garment manufacturing organization/ training institute.</p> |
|--|--|--|--|--|--|

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| | | | | | |
|---|---------------------------------|--------------------|--|---|---|
| | | | | Technician (NSQF level 3) | |
| | | Competency C | 10 th or above | <p>Full time two years Diploma after 10th from Recognized ITI/ NSTI/ IDTR/ IGTR/ NCVT National Apprenticeship Certificate (NAC) or National Trade Certificate (NTC) in trade of Fitter/ Turner/ Machinist/ Mechanic/ Tool & Die Maker (NSQF level 5)</p> <p>OR</p> <p>Full time 3 years Diploma after 10th in Mechanical Engineering branch from AICTE approved Institute/ recognized Board/ university.</p> | <p>Post qualification 3 years of experience (for 3 years diploma after 10th) and 4 years of experience (for NSQF level 5) with knowledge of operating and repairing and maintenance of general workshop machineries in the fields of solid metal working, sheet metal working, wood working, Plastic working machines i.e, Lathe, Milling, Thermoforming, Injection moulding, metal casting, CNC machines like 3D printing, Laser cutting and water jet cutting etc.</p> |
| | | *Competency | | | |
| | | Competency | Department | | |
| | | A | Fashion Design | | |
| | | C | Fashion & Lifestyle Accessories/Foundation Programme | | |
| 2 | Age Limit (as on closing date): | 27 years | | | |

Post: Nurse

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| S.No | Particulars | Details |
|------|--|---|
| 1 | Educational Qualifications & Experience: | <p>I. B.Sc (Hons) in Nursing from a recognized University or Institute/Regular course in B.Sc Nursing from a recognized University or Institute/ Post Basic B.Sc (Nursing) from recognized University or Institute.</p> <p>II. Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council.</p> <p>III. Six months experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above.</p> <p style="text-align: center;">OR</p> <p>I. Diploma in General Nursing and Midwifery from a recognized Board or Council.</p> <p>II. Registered as Nurse or Nurse and Midwifery (RN or RN and RM) with State Nursing Council.</p> <p>III. Two and half years of experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned above.</p> |
| 2 | Age Limit (as on closing date): | 27 years |

Post: Library Assistant

| S.No | Particulars | Details |
|------|--|--|
| 1 | Educational Qualifications & Experience: | <p>I. Graduate from a recognized University/ Institution with diploma in Library Science.</p> <p style="text-align: center;">Or</p> <p>Bachelor's Degree in Library Science from recognized University/Institution.</p> <p>II. At least one year working experience in a well-established library.</p> |
| 2 | Age Limit (as on closing date): | 27 years |

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Post: Junior Assistant

| S.No | Particulars | Details |
|------|--|--|
| 1 | Educational Qualifications & Experience: | <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. |
| 2 | Age Limit (as on closing date): | 27 years |

Post: Lab Assistant

| S.No | Particulars | Details | | | |
|------|---|--------------|---------------------------|--|---|
| | | Competency | Educational Qualification | Professional Qualification | Work Experience |
| 1 | Educational Qualifications & Experience | Competency A | 10 th or above | Full time one year or two year Diploma/certificate after 10 th (NSQF level 4 or 5) or from any Govt. recognized institute/ITI in Apparel Manufacturing Technology, Sewing Technology, Fashion Design and Technology. OR Full time one year certificate after 8 th in cutting & sewing or two year full time certificate after 8 th in Pattern Making | Post qualification 03 years of experience (for one year certificate after 12 th), 4 years of experience (for NSQF level 5), 5 years of experience of (for NSQF level 4) and 6 years of experience (for NSQF level 3) in the relevant/related field with skill of pattern making and garment construction techniques and |

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|--|--|---------------|---------------------------|---|---|
| | | | | Engineering (NSQF level 3). OR One year certificate course after 12 th from NIFT in Clothing Production Technology (CPT), Garment Production Technology & Apparel Design (GPTAD), Fashion & Clothing Technology (FCT), FIAI and other relevant program from NIFT or any Govt. recognized institute. | ability to work on/operate machinery used in garment production. |
| | | Competency C1 | 10 th or above | Full time two year Diploma/certificate after 10 th (NSQF level 4 or 5) from any Govt. recognized institute/ ITI in Additive Manufacturing Technician/ Turner/Fitter-Machinist. OR Full time one year certificate (NSQF level 3 or 4) from any Govt. recognised institute/ ITI in Leather Goods maker/carpentry. | Post qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) and 6 years of experience (for NSQF level 3) in the relevant/related field with Operational knowledge of general workshop machinery i.e, lathe, miling, wood working machinery, thermoforming, injection, moulding, metal casting, added |

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| | | | | | |
|--|--|---------------|---------------------------|--|---|
| | | | | | <p>advantage with experience in CNC machines.</p> <p>OR</p> <p>Skill of pattern making & construction, components, costing, processes materials in leather goods industry.</p> <p>OR</p> <p>Skill of furniture making, handicrafts with full knowledge of production, finishes, equipment, tools and machinery.</p> |
| | | Competency C2 | 10 th or above | Full time one year or two year Diploma/certificate after 10 th (NSQF level 4 or 5) from any Govt. recognized institute/ITI in the trade of Jewel Smith. | <p>Post-qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant/related field with hands on experience in jewellery & silverware making; knowledge of handcrafted and cast gold & studded jewellery making, master making & related</p> |

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|--|--|--------------|---------------------------|---|---|
| | | | | | materials, processes and understanding of materials, processes, equipment, tools & machinery. |
| | | Competency F | 10 th or above | Full time one year or two year Diploma/certificate after 10 th or 12 th (NSQF level 4 or 5) from any Govt recognized institute/ ITI in Digital Photographer/ Photographer / video Cameraman/ Information & Communication Technology System. | Post qualification 4 years of experience (for NSQF level 5) and 5 years of experience (for NSQF level 4) in the relevant/ related field with skill of still & video photography and knowledge of video switching, non-linear editing, chroma keying, Broadcasting, Audio/Video Routing, lighting techniques and operating MAC and Windows OS. |
| | | Competency G | 10 th or above | Full time one year or two year Diploma /certificate after 10 th or 12 th (NSQF level 4 or 5) from any Govt. recognized institute/ ITI in information & Communication technology System maintenance/ Desktop Publishing Operator/ Multimedia | Post qualification 4 years of experience (for NSQF level 5 and DOEACC level 'O') and 5 years of experience (for NSQF level 4) and 3 years of experience (for three year diploma after 10 th) in a reputed |

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| | | | <p>Animation & Special Effects/ Data Entry Operator/ Database System Assistant.</p> <p>OR</p> <p>Full time three year Diploma after 10th from any Govt. recognized institute/ polytechnic in computer application or similar.</p> <p>OR</p> <p>NIELIT 'O' level course (NSQF level 5) of DOEACC Scheme after 12th education.</p> | <p>organization/ educational institute for I.T lab management (including software installation, networking and basic problem solving) and should essentially have the proficiency in MS Office/ video conferencing/ browsing applications.</p> | | | | | | | | | | | | |
|------------|---|--|--|--|------------|------------|----------|----------------|-----------|----------------------|-----------|---------------------------------|----------|-------------------------------------|----------|---|
| | | <p>*Competency</p> <table border="1"> <thead> <tr> <th>Competency</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Fashion Design</td> </tr> <tr> <td>C1</td> <td>Foundation Programme</td> </tr> <tr> <td>C2</td> <td>Fashion & Lifestyle Accessories</td> </tr> <tr> <td>F</td> <td>Fashion Communication [Photography]</td> </tr> <tr> <td>G</td> <td>Fashion Management Studies Computer/IT Labs</td> </tr> </tbody> </table> | | | Competency | Department | A | Fashion Design | C1 | Foundation Programme | C2 | Fashion & Lifestyle Accessories | F | Fashion Communication [Photography] | G | Fashion Management Studies Computer/IT Labs |
| Competency | Department | | | | | | | | | | | | | | | |
| A | Fashion Design | | | | | | | | | | | | | | | |
| C1 | Foundation Programme | | | | | | | | | | | | | | | |
| C2 | Fashion & Lifestyle Accessories | | | | | | | | | | | | | | | |
| F | Fashion Communication [Photography] | | | | | | | | | | | | | | | |
| G | Fashion Management Studies Computer/IT Labs | | | | | | | | | | | | | | | |
| 2 | Age Limit (as on closing date): | 27 years | | | | | | | | | | | | | | |

C. APPLICATION FEE:

- The candidates are required to pay **Rs 500/- (For UR and OBC)** on account of **Application Fee through Demand Draft favouring NIFT Daman**. Further, candidates belonging to SC/ST/PwD/Ex-servicemen and female applicants are exempted from application fee.
- Applications received without the prescribed fee shall not be considered and summarily rejected. No representations against such rejection will be entertained.

D. How to Apply:

Candidates are required to submit hard copy of their application form [Annexure-I] along with documents mentioned below by hand/speed post/courier to **Block 5&6, Govt. Engineering College Campus, Mota Falia, Varkund, Nani Daman, Daman, 396210**.

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1. Detailed Curriculum (CV)
2. Educational Qualifications (Marksheets & Qualification Certificates)
3. Experience Certificates
4. D.O.B (strictly 10th Qualification)
5. Reserved Category (if any, in format as per GoI norms)
6. Demand Draft

Note:

- a. 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.
- b. Candidate desirous to apply for more than one post is required to submit separate application form and fee for each post applied.
- c. All documents must be self-attested.

E. CENTRE OF EXAMINATION:

Written/Skill tests etc shall be conducted at NIFT Daman Campus.

F. 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 / Skill-Test** (wherever applicable). Detailed syllabus/scheme of Written Test/ Skill Test for all positions shall be notified separately.

G. GENERAL TERMS & CONDITIONS:

1. Candidates seeking age relaxation must ensure that they are entitled to such relaxation as per eligibility condition prescribed in the Advertisement.
2. Candidate shall be personally responsible for filling the details in the application form and the information/ details furnished by the candidate shall be treated as final for the purpose of determining the eligibility /claims of the candidates. No claim on account of non-filing of information shall be entertained subsequently.
3. Candidates who are employed in Govt/ Semi Govt/ Autonomous Bodies etc. should send their application forms through proper channels along with "No Objection Certificate" from their employer. In the event of failure of the candidate to route the application through the proper channel, he/she shall not be considered as an **in-service candidate**.
4. Documents and information submitted by an applicant shall be subject to verification by the Competent Authority at any time even after joining the employment. If any document or information is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected and action under rules shall be initiated against the candidate which shall lead even to the cancellation of the appointment.
5. Appointment under OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidates belonging to Other Backward Cases or not to belonging to creamy layer is false, their services will be terminated

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forthwith without assigning any further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

- Age relaxation in upper-age limit to reserved categories shall be provided as per the standard GoI rules.
- Requirement of experience wherever mentioned in this advertisement shall mean post-qualification experience only.
- The cut off for the selection process shall be as follows:

| S.No | Category | Minimum Cut-Off (Written test/Selection Process) |
|------|-----------------------------|---|
| 1 | Unreserved | 50% |
| 2 | Reserved (OBC, SC & PWD) | 45% |

Any candidate scoring less than the cut off percentage (%) of marks in the Written Test/Selection Process shall not be considered for appointment.

- In case two or more candidates get same marks (tie) in written test/ selection process, candidate having higher percentage of marks in relevant qualification prescribed for the post (Graduation/Diploma/10+2/Certificate Course etc) shall be considered for selection. In case situation is not resolved by above yardstick, percentage of marks at lower level (10+2/10th) shall be considered. In case tie persists, candidate born earlier shall be considered for selection.
- 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.
- 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.
- 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.
- 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.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. 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.
- 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.
- 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.
- The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.

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18. Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
19. No TA will be paid to the candidates for attending written test/ skill test. Written/Skill test shall be conducted at NIFT Daman Campus.
20. 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.
21. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible.
22. 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 centers 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
23. 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.
24. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
25. No interim enquiry or correspondence will be entertained. NIFT Daman shall not issue notices regarding recruitment process in newspapers etc. Candidates are advised to visit the NIFT Daman website for updates regularly.
26. Employment in NIFT shall be governed by the rules and regulations, service conditions, as notified by the Institute from time to time.
27. The posts are for NIFT Daman ,oCampus. However, NIFT reserves the right to place/transfer any of the appointee to any of its Campus on all-India level.
28. 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.
29. 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.
30. 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 Daman Application Portal.
31. The number of posts may increase or decrease as per requirement and at the sole discretion of NIFT.
32. The appointment of selected candidates shall be subject to fulfillment of all conditions for joining Government service including Antecedent verification as per standing instructions.
33. Candidates applying for the reserved category posts must submit the copy of category certificate as per the standard format of Govt. of India. OBC candidates must submit the certificate indicating that they do not belong to Creamy layer.
34. All legal disputes will be subject to the jurisdiction of Daman.
35. All updates to this advertisement including corrigendum, amendment, if any, will be hosted on the NIFT Daman website only and candidates are advised to check the website periodically for updates, No separate communication would be ordinarily dispatched

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36. Employees of NIFT Daman who have worked on short term contract for not less than 2 years shall be given age-relaxation as per NIFT policy.
37. Applicants are advised to dispatch application form at the earliest. NIFT shall not be responsible for postal delays.
38. In case of the post of Junior Assistant, weightage of 05 points shall be granted in final selection to applicants having diploma/degree in computers. For above purpose only diploma awarded by institutions recognized by Govt shall be admissible. In case of full-time diploma, the minimum duration shall be 1 year while in case of part time, the minimum duration shall be 2 years. Alternatively, Govt recognized degrees in computer application shall also be accepted. Applicants possessing diploma/degree as explained above shall be given 5 marks as preferential weightage in the final Selection. Accordingly, the written test for the post of Junior Assistant shall have an overall weightage of 95 marks only.

G. TIMELINES:

| | |
|--|------------|
| a. Date of Commencement for submission of applications | 13/03/2024 |
| b. Last Date for submission of applications | 06/04/2024 |

Before applying, candidates are advised to go through the instructions very carefully given on the column "How to Apply".

**Establishment Dept.
NIFT Daman**

Dated: 13/03/2024

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