



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

### National Institute of Fashion Technology

(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986 under the Ministry of Textiles, Govt. of India)

निफ्ट कैम्पस, हौज़खास, निकट गुलमोहर पार्क, नई दिल्ली – 110016

NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi-110016

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### **RECRUITMENT OF SENIOR ASSISTANT (ADMINISTRATION) AND SENIOR ASSISTANT (FINANCE & ACCOUNTS) ON DEPUTATION BASIS IN NIFT**

Set up in 1986, National Institute of Fashion Technology (NIFT) is the pioneering institute of fashion education in the country and has been in the vanguard of providing professional human resource to the textile and apparel industry. It was made a statutory institute in 2006 by an Act of the Indian Parliament with the President of India as 'Visitor' and has full fledged 18 campuses all across the country. Over the years NIFT has also been working as a knowledge service provider to the Union and State governments in the area of design development and positioning of handlooms and handicrafts.

Applications are invited on deputation for the following posts on **Deputation** basis in National Institute of Fashion Technology (NIFT) :-

Sl. No.	Post Name	Pay Level/Pay Band	Location
1.	Senior Assistant (Administration)	Level- 6 (7 <sup>th</sup> CPC) / PB-2 [Rs. 9300 - 34800/- + Grade Pay Rs. 4200/- (6 <sup>th</sup> CPC)]	Head Office, Bengaluru, Bhopal, Bhubaneswar, Chennai, Daman, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Mumbai, Panchkula, Patna, Raebareli, Shillong, Srinagar, Surat & Varanasi.
2.	Senior Assistant (Finance & Accounts)		Head Office, Bhopal, Bhubaneswar, Daman, Delhi, Hyderabad, Kangra, Kannur, Kolkata, Panchkula, Patna & Srinagar .

### 2. ELIGIBILITY CONDITION:

SENIOR ASSISTANT (ADMINISTRATION)	SENIOR ASSISTANT (FINANCE & ACCOUNTS)
Officers of the Central Govt. / State Govt./ UT/ Autonomous Organization / PSUs holding analogous post on regular basis <b>or</b> with at least ten years of regular service in Level-4 with relevant experience in Purchase Procedures / Establishment Matters / Admission Procedures/ Administrative Matters. <b>Age Limit:</b> Maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications. <b>Period of deputation:</b> Period of deputation shall be three years. Tenure can be extended for a maximum period of two more years.	Officer of Central Govt. / State govt. UT/ Autonomous Organization / PSUs holding analogous post on regular basis <b>or</b> with at least ten years of regular service in level-4 with experience in dealing with finance and accounts matters. <b>Age Limit:</b> Maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications. <b>Period of deputation:</b> Period of deputation shall be three years. Tenure can be extended for a maximum period of two more years.

## IMPORTANT INSTRUCTIONS / INFORMATION

- 1) No provision for reservation exists for the posts to be filled up on deputation basis.
- 2) **Applicants are advised to send their application only through proper channel while applying on deputation. Applications sent directly or as an advance copy shall be PROVISIONALLY entertained. Applicants must ensure that the same is received through proper channel with requisite documents before the date of INTERVIEW.**
- 3) The concerned Ministry/Department/Organization/University/Institution/Competent Authority, while forwarding the application shall certify that the applicant, if selected, will be relieved to take up the appointment within one month of the receipt of the offer of appointment.
- 4) **The pay of the selected candidate on deputation will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.**
- 5) All applicants must fulfil the eligibility conditions for the post and the 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 the essential qualifications and/or experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.
- 6) The eligible candidates applying on deputation must submit the application through proper channel along with the following documents.
  - a) Prescribed performa of application (**Annexure-I**)
  - b) Integrity Certificate (**in original**) (**Annexure – II**)
  - c) List of major / minor penalties imposed, if any, on the official during the last 10 years; if no penalty has been imposed a “NIL” certificate should be enclosed (**in original**) (**Annexure – III**)
  - d) Vigilance Clearance Certificate (**in original**) (**Annexure – IV**)
  - e) Cadre Clearance Certificate (**in original**) (**Annexure – V**)
  - f) Attested photocopies of the APARs (**Annexure – VI**) of last five years (2017-18 to 2021-22) failing which the application will not be considered.

Each page should be attested by an officer not below the rank of an Under Secretary to the Govt. of India. If the APARs in the parent department is maintained in Grade Point (year wise), then the same is required to be submitted in Grade (year wise) e.g. Outstanding, Very Good, Good, Average, Below Average, Poor and Fail only. If due to some administrative reason, APAR of any year is under process/ cannot be submitted, then one year previous APAR will be accepted.

- 7) The applicant must be a citizen of India.
- 8) The application must be accompanied by self-attested copies of the relevant in support of eligibility conditions as required. Incomplete applications which are not accompanied with the required certificates / documents, without duly certified/forwarded by the parent officer or unsigned applications are liable to be rejected.
- 9) All appointments shall be governed by the NIFT Act, Statutes, Ordinances and regulations or General Service Rule of NIFT as amended from time to time. The provisions of the CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 and such other rules of executive orders as may from time to time, be applicable to the employees of the Institute, shall apply to the extent to which they are applicable to the appointment hereby offered; and the decision of the Institute as to their applicability shall be final and binding.
- 10) All employment under Government of India / State Government etc. like adhoc, contract, part time, consultant or equivalent which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary and will not be counted towards Experience.
- 11) If any document/ certificate is furnished in a language other than Hindi or English, a Hindi or English transcript of the same, duly attested by the candidate is to be submitted.

- 12) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- 13) Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- 14) No TA/DA is permissible for participating in the selection process. Candidates have to travel at their own expenses for appearing in the selection process.**
- 15) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview/interaction. Such candidate will not be paid any fare.
- 16) The dates and mode of interview / interaction will be communicated through email only to the shortlisted candidates. The mode of interview / interaction may be either offline or through online mode which will be at the sole discretion of the Competent Authority.
- 17) Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
- 18) In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of interview due to various circumstances, he/ shall be repatriated to his/her parent office immediately.
- 19) 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.
- 20) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 21) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** Candidates are advised to visit NIFT website for updates.
- 22) Employment in Institute shall be governed by the Rules and Regulations, service conditions, as notified by the Institute from time to time.
- 23) Applications from employees of Government Departments and/or PSUs / UT / 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.
- 24) 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.
- 25) 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 could result in summarily rejection of the applicant at any stage of the recruitment process.
- 26) All correspondence and communication from the Institute including interview/interaction letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form or uploaded on NIFT website [www.nift.ac.in](http://www.nift.ac.in)
- 27) Institute shall process the applications entirely on the basis of information / documents submitted by the candidates. In case the information/documents are found to be false /incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the applicant and the applicant alone would be responsible for consequences, if any.

- 28) Application once made will not be allowed to be withdrawn nor can it be held in reserve for any other recruitment/ transferable to any other post or selection process.
- 29) **SELECTION PROCESS:** Selection shall be on the basis of the performance in the personal interview / interaction or any other Selection criteria fixed by the NIFT/Selection Committee. The decision of NIFT shall be final.
- 30) For details, please visit the Institute's website: [www.nift.ac.in](http://www.nift.ac.in)
- 31) Any addendum/corrigendum shall be posted only on the website of the Institute.
- 32) The posts are transferable across all NIFT Campuses and the Competent Authority shall be at liberty to transfer the officer/s to any of the NIFT Campuses.
- 33) **HOW TO APPLY:** The application along with relevant documents self-attested copies in support of eligibility condition as specified above should be submitted to **“The Registrar, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- 110016”** on or before **25<sup>th</sup> February, 2024.**

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**ANNEXURE-I**

<b>BIO-DATA / CURRICULUM VITAE PROFORMA (While applying on Deputation basis)</b>		Affix your recent passport size photograph duly self attested by signing across in full
<b>Advertisement No:</b>		<b>Post applied for:</b> _____
1.	Name (In Capital Letters)	
2.	Correspondence address	
3.	Date of Birth (in Christian Era)	
4.	Date of Retirement under Central Govt. Rules.	
5.	Educational Qualifications (Starting from highest qualification to lowest. Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	
6.	Do you hold analogous post on regular basis in the parent cadre or department/Ministry	
7.	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department.	
8.	Do you possess eligibility conditions as indicated in the vacancy circular for which you are applying (Please mention 'Yes' or 'No' as applicable)	
9.	Details of employment in chronological order (Starting from entry in the Service). Encloses a separate sheet, duly authenticated by your signature, if the space below is insufficient)	

	Office / Organization	Post held with scale of pay	Period of service		Nature of appointment (Regular / Ad-hoc / Deputation)	Basic Pay (Revised)		
			From	To		Pay in PB	G.P. / Level	Basic Pay
			(1)	(2)		(3)	(4)	(5)
10.	Nature of present employment i.e. Ad-hoc or Temporary or Permanent							
11.	In case the present employment is held on deputation, please state: a) The date of initial appointment b) Period of appointment on deputation c) Name of parent office/Organization to which you belong to							
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale							
	<b>Date</b>	<b>Pay scale (pre-revised)</b>	<b>Basic Pay (pre-revised)</b>	<b>Date of revision of pay</b>	<b>Revised scale of pay and Pay Level</b>	<b>Revised basic pay</b>		
	(1)	(2)	(3)	(4)	(5)	(6)		
13.	Total emoluments drawn per month as on the date of applying against this Vacancy Circular.							
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.							
15.	Full postal address including PIN Code number of the Forwarding Authority with name, telephone number and E-mail Address of the Forwarding Authority.							
16.	Whether belongs to SC/ST							
17.	Remarks, if any							
<b>Signature of the Candidate</b>								
Name of the Candidate								
Complete Office Address								
E-mail address of the candidate								
Telephone Number of the candidate								
Mobile Number of the candidate								
Date :								
Place:								

18. Please attach a Statement of Purpose (SOP) not exceeding 1000 words covering the following (Separate sheet may be used)

(a) Why do you wish to join NIFT?

(b) Why you think you are suitable for the job?

(c) How will you bring value to NIFT?

(d) What has been a significant defining experience in your professional life?

19. **Work Experience:**

Sl, No.	Period		Name of Organization/ Office/ Employer	Post held/ Designation/ position / appointment held	Pay Scale / Level	Nature of appointment (Regular / Contract/ Part Time/Ad-hoc/ Deputation)	Nature of duties / work performed/ duties discharged
	From	To					

20. **Preference of Campus Choice:**

If selected, preference of Campuses in order:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Signature of the Candidate**

(Name of the Candidate)

**INTEGRITY CERTIFICATE**

After scrutinizing the Service records of Shri/Smt./Ms. \_\_\_\_\_ who has applied for deputation to the post of \_\_\_\_\_ NIFT, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of Deputy Secretary or above)

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	



**NO PENALTY CERTIFICATE**

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. \_\_\_\_\_, who has applied for deputation to the post of \_\_\_\_\_ in NIFT.

- i. \*No major/minor penalty has been imposed on him/her during the last ten years.
- ii. \*A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(\*Strike out which is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of \_\_\_\_\_ in NIFT.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

**CADRE CLEARANCE CERTIFICATE**

This office has no objection to Shri/Smt./Ms. \_\_\_\_\_ applying for the post of \_\_\_\_\_ in NIFT. It will be possible to relieve Shri/Smt./Ms. \_\_\_\_\_ from this Office without any delay, in case he/she is selected for the said post of \_\_\_\_\_.

It is also certified that particulars furnished by Shri/Smt./Ms. \_\_\_\_\_ are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular.

Signature of the Forwarding Authority	_____
Name and Designation	_____
Official Seal	_____
Complete Office Address	_____
Email address of the Forwarding Authority	_____
Telephone Number of the Forwarding Authority	_____
Date	_____

**FORWARDING OF APARS FOR LAST FIVE YEARS**

APARs for the last five years duly attested (by an officer not below the rank of an Under Secretary to the Government of India) in respect of Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of \_\_\_\_\_ NIFT, are attached herewith as per the details given below:

Sl. No.	Year	Overall Grading	Reference page no. of APAR
1.	2018-19		
2.	2019-20		
3.	2020-21		
4.	2021-22		
5.	2022-23		

**Note:** If due to some administrative reason, APAR of any year is under process/ can not be submitted, then one year previous APAR will be accepted.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email address of the Forwarding Authority	
Telephone Number of the Forwarding Authority	
Date	

