

DIRECT RECRUITMENT- ADVT. NO. 01/2018-Estt (NIFT Kol.)

Eligibility Criteria & Important Instructions

Candidates should read the instructions and conditions carefully, before applying.

Details of the posts:-

The openings are for the following posts to be filled **on contract basis**.

Name of the Post	Scale of Pay (VI CPC & VII CPC)	No. of Posts
Assistant Warden (Female)	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	1 (one)
Steno Grade III	VII CPC: Level 4, Pay Matrix Rs. 25,500/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/-	1 (one)
Library Assistant	VII CPC: Level 2, Pay Matrix Rs. 19,900/- VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/-	1 (one)

Fee:-

Requisite fee as indicated below is payable by Demand Draft/Banker's Cheque drawn in favour of **NIFT Kolkata, payable at Kolkata.**

Sl. No.	Name of the Post	Fee for General Category / OBC Candidates	Fee for SC/ST/PHP candidates
1.	Assistant Warden (Female)	300	150
2.	Steno Grade III	300	150
3.	Library Assistant	300	150

Note:-

- i) Fee once paid will not be refunded under any circumstances.
- ii) Demand draft should have been drawn on or after publication of the advertisement.
- iii) Candidates must write his / her name, address and post applied for, on back of the demand draft/Banker's Cheque
- iv) Employees of NIFT are not exempted from payment of examination fee.

Scheme of Examination:-

The written test for the posts mentioned above will be based on qualifications required for the respective posts. The written test will be followed by Skill/ Technical Test of the shortlisted/ selected candidates. The Institute reserves the right to admit only that much candidates as considered necessary for Skill/Technical test based on the performance of candidates in the written test.

How to apply:-

Application forms can be downloaded from our website (<http://www.nift.ac.in/kolkata/index.html>). Applications, duly filled, in the prescribed proforma should be addressed and sent to the Director, National Institute of Fashion Technology, NIFT Campus, Block-LA, Plot-3B, Sector-III, Salt Lake City, Kolkata-700 098 in a sealed envelope superscribed with "Application for the post of _____". Self Attested copies of certificates and testimonials as proof of age/educational qualifications/caste/experience etc. should be attached with the applications form. The Demand draft/ Banker's Cheque drawn in favour of NIFT Kolkata should be attached with the application form. The demand draft should not be tagged or stapled but should be pinned or clipped at the top of the application form.

Those candidates who are employed in Govt/Semi Govt/Autonomous Bodies etc. should send their applications through proper channel along with “No Objection Certificate” from their employer. The last date for receipt of application form is **24.09.2018, 05.30 pm.**

Eligibility criteria:

Assistant Warden : ANNEXURE-A1
Steno Grade III : ANNEXURE-A2
Library Assistant : ANNEXURE-A3

The date and venue of the examination shall be informed later.

IMPORTANT INSTRUCTION:

1. The posts are to be filled up on contract basis for a period of 05 years.
2. Mere fulfilling of essential qualifications and experience may not entail a candidate to be called for selection process. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
3. Incomplete/unsigned applications and applications received without prescribed fee, photograph, attested copies of required certificates such as educational qualifications, caste/community/experience etc. and those received after the prescribed last date for receipt of application, will summarily be rejected without any communication to the candidate. No further correspondence will be entertained in this regard.
4. The Institute reserves the right to consider candidates for selection by suitable selection procedure and at its discretion may conduct written test /skill test for above posts to select the candidates on the basis of merit.
5. NIFT will not be responsible for any postal delay / loss in transit in submission of application within specified time.
6. Wrong declarations/submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. Any form of canvassing will lead to disqualification of candidature.
8. Candidates should ensure that they fulfill the eligibility (qualification / experience etc.) requirements.
9. Number of posts may increase/decrease as per requirement and at the sole discretion of NIFT. The vacancies are for NIFT Kolkata campus; however, NIFT reserves the right to place any of the selected candidates at any of its campuses as per requirement.
10. Reservation for the posts advertised is applicable as per Government of India norms to SC (Scheduled Caste), ST (Scheduled Tribe), OBC (Other Backward Classes) and PHP.
11. The age will be calculated on the closing date for receipt of applications.
12. The post of **Assistant Warden** is for **female candidates only.**
13. NIFT reserves the right not to recruit against one / more posts or may cancel the recruitment at its sole discretion without assigning any reason.

ANNEXURE-A1**Eligibility Requirements for post of Assistant Warden (Female)**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Assistant Warden (Female)
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	Normal age limit: 30-45 years For 'contract' appointment the maximum age is 55 years
5	Educational Qualifications and experience for Direct Recruitment	(i) Graduate from a recognized University <u>Desirable:</u> (ii) One year experience as Asst. Warden or in any analogous post in Government educational Institutions / PSUs / Autonomous Bodies / Reputed institutions.

ANNEXURE-A2**Eligibility Requirements for post of Steno Grade III**

S. No.	CATEGORY	DETAILS
1	Name of the Post	Steno Grade III
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 2400/- VII CPC: Level 4, Pay Matrix Rs. 25,500/-
4	Age limit for the Direct Recruitment on Contract basis	Normal age limit: 21-25 years For 'contract' appointment the maximum age is 55 years
5	Educational Qualifications and experience for Direct Recruitment	(i) Graduate from a University /Institute of repute (ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing (iii) Minimum 2 years experience in Govt./PSU/ reputed organizations (iv) Proficiency in Computer Operation

Eligibility Requirements for post of Library Assistant

S. No.	CATEGORY	DETAILS
1	Name of the Post	Library Assistant
2	Classification	Group C
3	Pay Band	VI CPC: PB-1, Rs. 5200-20200/- + GP Rs. 1900/- VII CPC: Level 2, Pay Matrix Rs. 19,900/-
4	Age limit for the Direct Recruitment on Contract basis	Normal age limit: 21-30 years For 'contract' appointment the maximum age is 55 years
5	Educational Qualification/ experience for Direct Recruitment	(i) Graduate from a recognized University / Institution (ii) Diploma in Library Science (iii) At least 1 year assistance in a well established Library